

IMPORTANT—Your office computer needs to be powered on in order to connect.

Open browser and type **sma.rigov.org** into the address bar. Hit <Enter>



Enter your network username, password (this is what you use to log into your city computer), and click **Login.**

You might have to manually enter the Domain name the first time. Type in **cityri.**

A screenshot of the SonicWall Virtual Office login page. The page has a white background with a blue border. At the top left is the SonicWall logo and the text 'City of Rock Island Virtual Office'. Below this is a heading 'Welcome to the SonicWall Virtual Office' and a paragraph: 'The SonicWall Virtual Office provides easy and secure remote access to your corporate network from anywhere on the Internet.' There are three input fields: 'Username:' with an empty text box, 'Password:' with an empty text box, and 'Domain:' with a dropdown menu showing 'cityri'. A blue 'LOGIN' button is positioned below the domain field.

You will get this screen shown below and should see a bookmark with your admin number. Click on the Admin number.

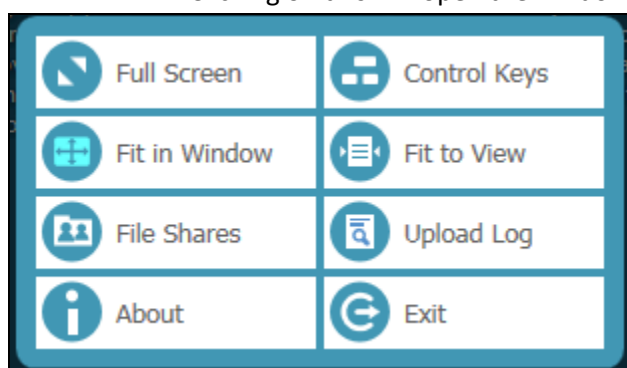
A screenshot of the SonicWall Virtual Office dashboard. The page has a white background with a black border. At the top is the heading 'Welcome to the SonicWall Virtual Office' and a paragraph: 'SonicWall's Virtual Office provides easy and secure remote access to the corporate network from anywhere on the Internet. Click a pre-defined bookmark or create your own to securely access a corporate network resource. Launch NetExtender to create a secure network connection to the corporate network for full network access.' Below this is the NetExtender logo, which consists of a blue 'N' and 'X' icon, and the text 'NetExtender Disconnected Click to connect'. At the bottom left is a 'Show bookmarks:' label followed by a dropdown menu showing 'All'. At the bottom right is a blue link 'Show Edit Controls'. Below the dropdown menu is a bookmark entry: 'ADMIN15123 Terminal Services (RDP)' with a small icon to the left.

This will get you into your computer. As you work remotely you will probably see that the response time on your screen after clicking on something may be a bit delayed in being refreshed. Just give it an extra second or so.

Once you are finished working and need to disconnect, click on the S as shown below. This will appear in the upper right corner of the screen and can be clicked and moved around if it gets in the way.



Clicking on this will open the window below where you will select **Exit**.



Next you will end the Sonicwall session by clicking on **Logout**. This will be in the upper right corner of the screen.

