

Hello Everyone,

The IT department is responding to the challenges presented by the COVID-19 global pandemic with increased remote access capabilities. We would like to make sure everyone is aware of two of these solutions.

1. There is a full suite of productivity and collaborative tools available for use to the majority of our users via Office 365 subscriptions. We encourage you to remotely access your city Email and Microsoft Office 365 applications via the office portal: <https://office.com> which can be accessed on any internet connection and **does not require any VPN access**.
2. For internal systems and remote access to your City Desktop; the city's VPN Remote Connectivity solution has been replaced with a more up to date system. Using the newest versions of Cisco Systems firewalls and Cisco's AnyConnect Secure Mobility Client, we have planned to support many of the City's workers in their efforts to perform critical internal functions even if hindered from access to their physical work environment. To use the new VPN System, please refer to the following instructions:

**For current VPN users:** In many cases your move to the new system will be as simple as changing your AnyConnect settings to point to the server name "VPN.LAWRENCEKS.ORG" instead of "SSLVPN.LAWRENCEKS.ORG". If you are uncomfortable trying to change this setting on your own, you should contact the [helpdesk@lawrenceks.org](mailto:helpdesk@lawrenceks.org) or one of the several Technology workers in your department that have been trained to assist with these configurations.

**For New VPN users:** If you haven't connected via the Cisco AnyConnect VPN clients in the past; your supervisor, manager, or director will need to make a request to [helpdesk@lawrenceks.org](mailto:helpdesk@lawrenceks.org) to allow this access and assist with your VPN Client setup.

As always, please contact myself or the helpdesk with any questions or concerns you may have with remote access.

Thank you,  
IT Department