

Colleague Configuration Guide v1.0

Contents

1) Audience	1
2) Pre-requisites.....	1
3) VPN Registration	1
Pre-requisites	1
Configure Microsoft Authenticator.....	2
Test your new login.....	2
4) Install Client and Config File.....	3
Pre-requisites	3
Step: Download Client Files	3
5) Connecting to the VPN.....	4
Pre-requisites	4
Steps to log on to VPN	4

1) Audience

Colleagues issued with a corporate laptop

2) Pre-requisites

1. A support engineer will be required to install the VPN client. To book in an engineer please log a request via ServiceNow.
2. Colleague has installed **Microsoft Authenticator** on their company or personal mobile phone.

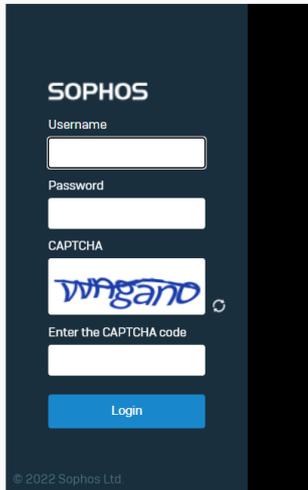
3) VPN Registration

Pre-requisites

1. Colleague has installed **Microsoft Authenticator** on company or personal mobile phone.
2. Colleague will need to know their short “username”. If this can be obtained with the assistance of your line manager, or by logging a ServiceNow request ????

Configure Microsoft Authenticator

1. Open your web browser and navigate to Sophos User Portal <https://sophosx.midcounties.coop:55555/>
2. Log on using your TMC network (AD) username and password



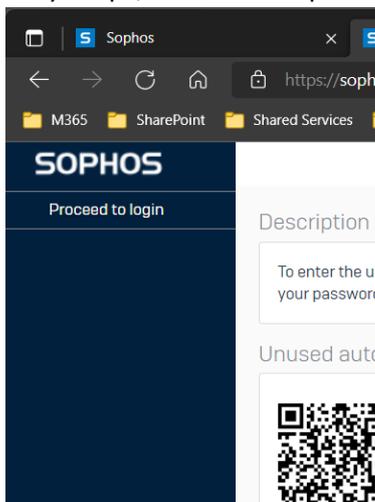
3. Once logged in a QR code will be presented, example below



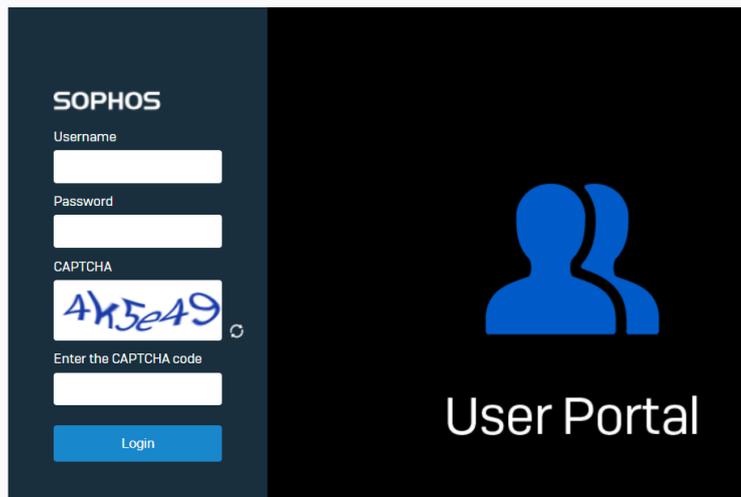
4. On your phone, Open the Microsoft Authenticator app and select to the + button and tap **Other account (Google, Facebook, etc)**
5. Using your phone camera, scan the QR code displayed on the screen
6. You will now be presented with a one-time password (OTP) code, 6 numbers long

Test your new login

7. On your pc, within the Sophos User Portal, click on the **“Proceed with Login”** button



8. This will return you to the main log in page



9. Log in details
 - a. Username – Your short username e.g. “ASmith”
 - b. Password – **your account password + the six-digit OTP code** from the Microsoft Authenticator app on your phone. E.g. “password124785”

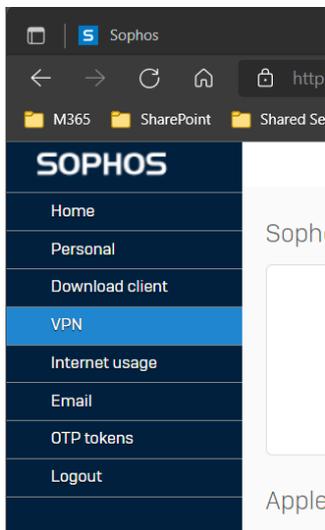
4) Install Client and Config File

Pre-requisites

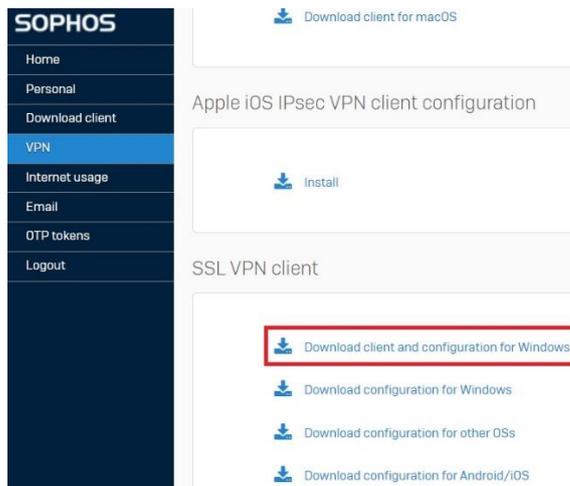
1. Colleague has successfully registered on the VPN and can log into the user portal <https://sophosx.midcounties.coop:55555/>
2. A support engineer has been booked, to book in an engineer please log a request via ServiceNow.

Step: Download Client Files

1. Open your web browser and navigate to Sophos User Portal <https://sophosx.midcounties.coop:55555/>
2. Select the “VPN” section



3. Scroll down to the **“SSL VPN Client”** section and click on **“Download client and configuration file for Windows”**.



4. The installer will be downloaded to your Downloads folder on your local machine in the File Explorer. It's at this point **“Administrator/Support engineer”** will need to install the file.

5) Connecting to the VPN

Pre-requisites

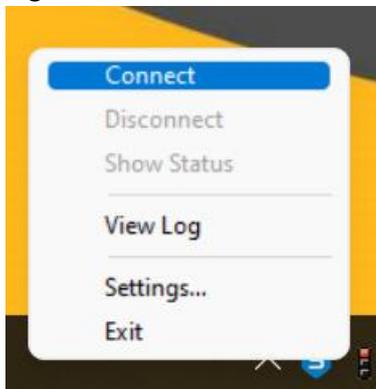
1. VPN Client has been installed
2. Colleague has access to the configured Microsoft Authenticator application.

Steps to log on to VPN

1. Log onto laptop as normal
2. Locate the **“Sophos SSL VPN Client”** on the Taskbar, usually located in the lower right corner



3. Right mouse click on the red traffic light and select **“Connect”**



4. A login box will appear in the centre of the screen

SSL VPN - User Authentication

Username:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

5. Log in details
 - a. Username – your short username e.g. “ASmith”
 - b. Password – **your account password + the six-digit OTP code** from the Microsoft Authenticator app on your phone. e.g. “password124785”