



HOW TO LOG OUT OF VPN

FOR NETEXDENDER, GVC, FORTICLIENT AND WATCHGUARD

In order to keep your remote work devices running smoothly, please ensure that you log out of VPN at the end of your work day. If you do not log out, you may receive an error that indicates the server is not responding. This can cause issues with connecting the following day.

Please follow the instructions below

NetExtender

1. Open the VPN software. **Note:** It may be located at the bottom right hand side near your clock. You may need to click on the up arrow.
2. Click *Disconnect*

GVC

1. Open the VPN software. **Note:** It may be located at the bottom right hand side near your clock. You may need to click on the up arrow.
2. Click *Disable*

FortiClient

1. Open the VPN software. **Note:** It may be located at the bottom right hand side near your clock. You may need to click on the up arrow.
2. Click *Disconnect*

WatchGuard

1. Open the VPN software. **Note:** It may be located at the bottom right hand side near your clock. You may need to click on the up arrow.
2. Click *Disconnect*