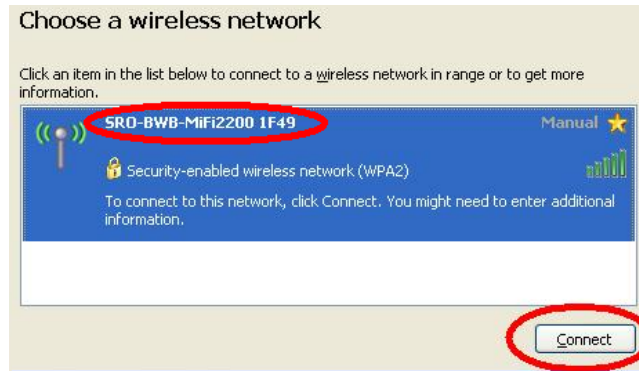


# ACCESSING the OCFS INTERNET, WEBMAIL, and CONNECTIONS USING the MiFi 2200 WIRELESS DEVICE

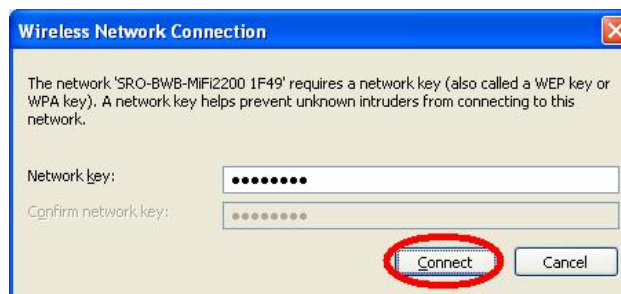
- **Click** to the Wireless Network Connection icon:



- **Select** the Wireless Network (your SSID) and **Click** the “Connect” button:



- Enter your MiFi device password twice (aka Network key) if required and **Click** the “Connect” button:



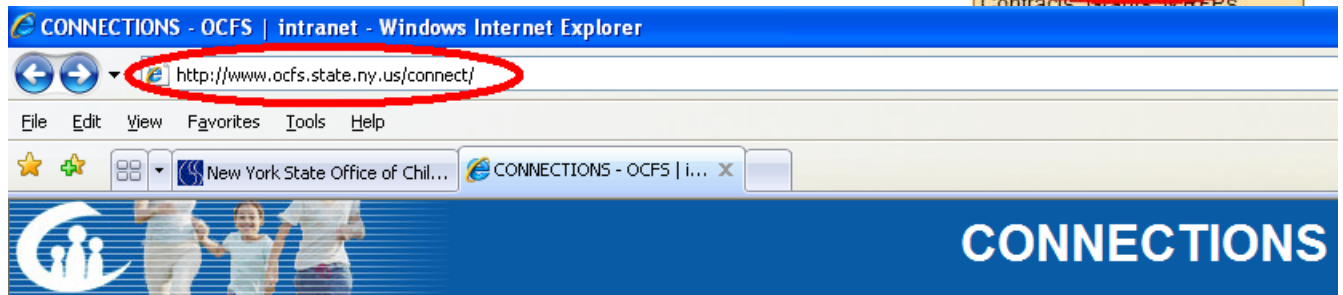
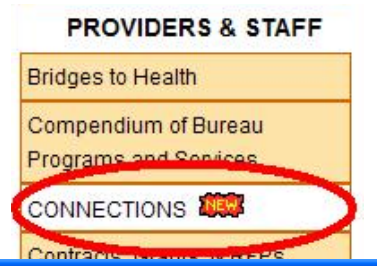
- Windows connects the MiFi 2200 device and returns a “Connected” message:



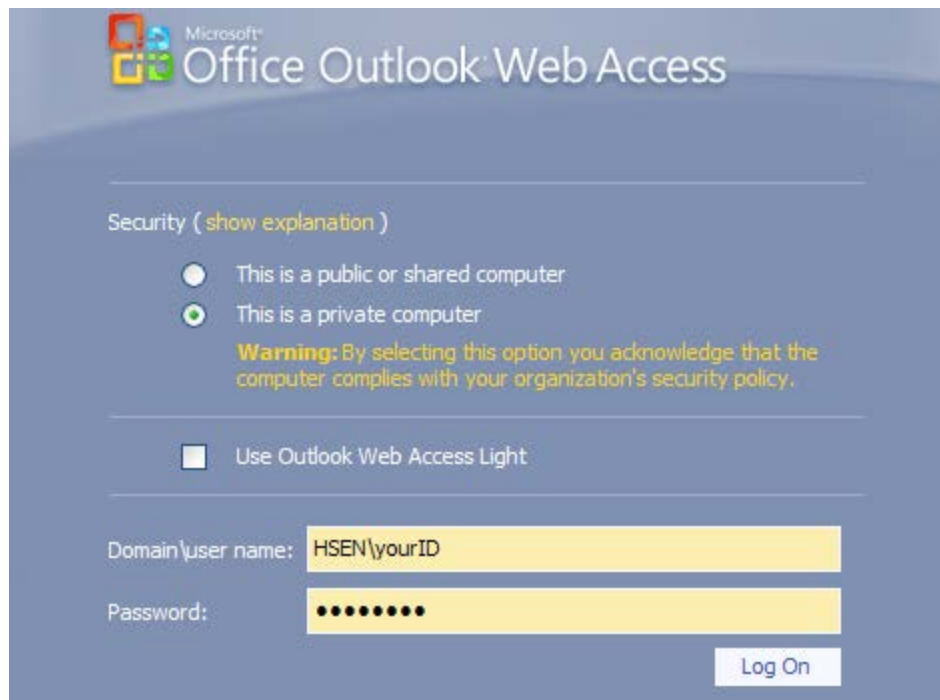
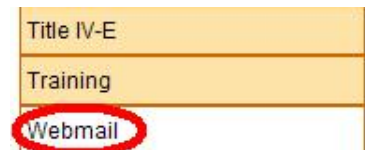
- **Ctrl + Click** <http://www.ocfs.state.ny.us/main/> to access OCFS Internet site:



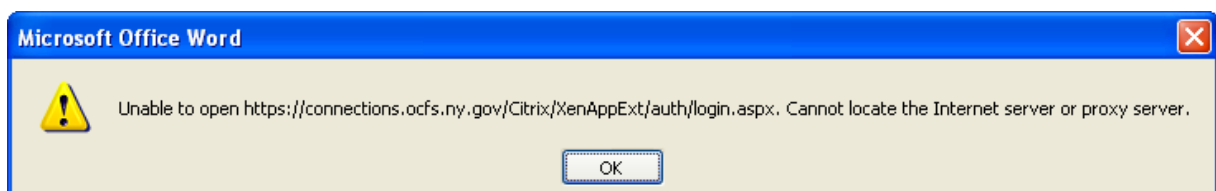
- **Click** the “CONNECTIONS” link after scrolling down to Providers and Staff section of the left hand menu to access the *CONNECTIONS* Intranet site:



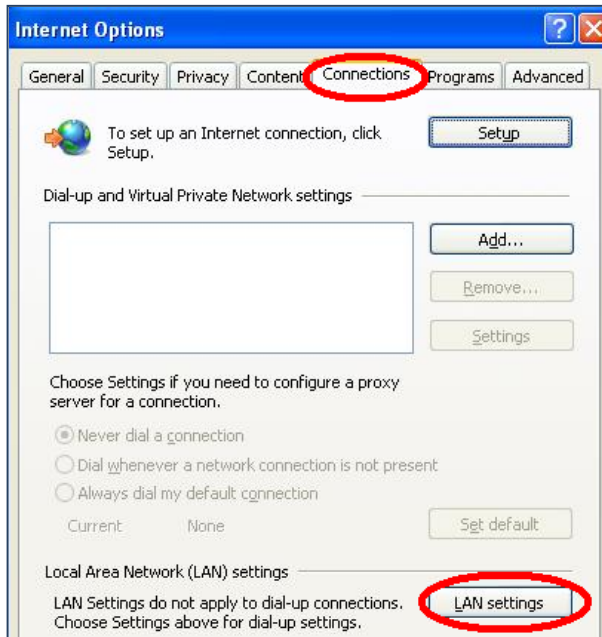
- **Click** the “Webmail” link after scrolling down to Providers and Staff section of the left hand menu to access your e-mail via the Webmail site:



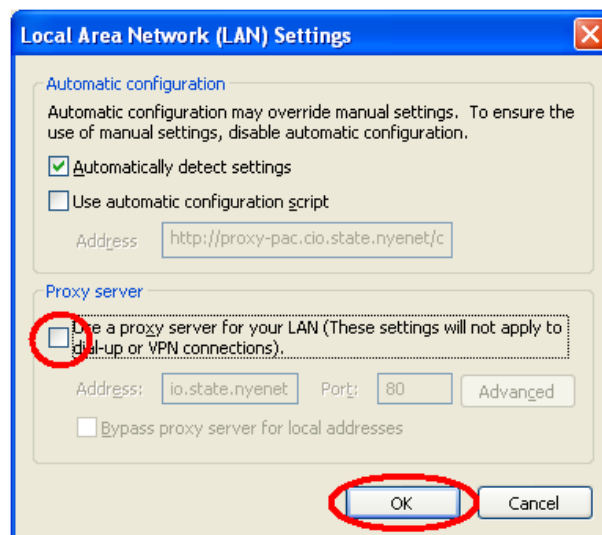
- You should now be able to use for *CONNECTIONS* directly via the wireless network at: <https://connections.ocfs.ny.gov/Citrix/XenAppExt/auth/login.aspx>
  - Use the following steps if you receive the message:



- **Open** the OCFS Internet site, **Click** on the “Tools” dropdown menu, and **Click** on the words “Internet Options”:
- **Open** the “Connections” tab and then **Click** on the “LAN Settings” button:

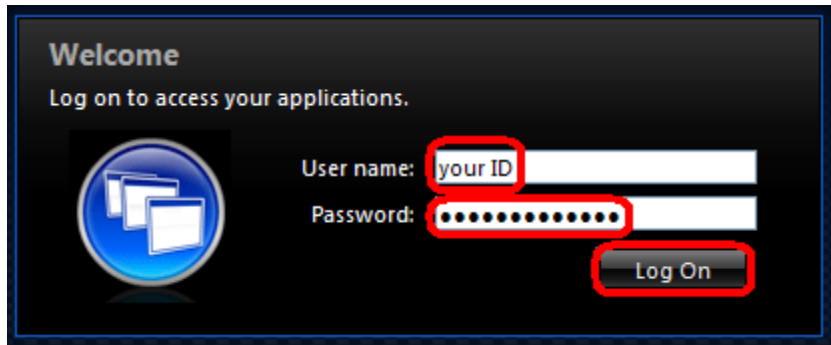


- **Uncheck** the “Use a proxy server for your LAN ....” checkbox and **Click** the “OK” button twice:

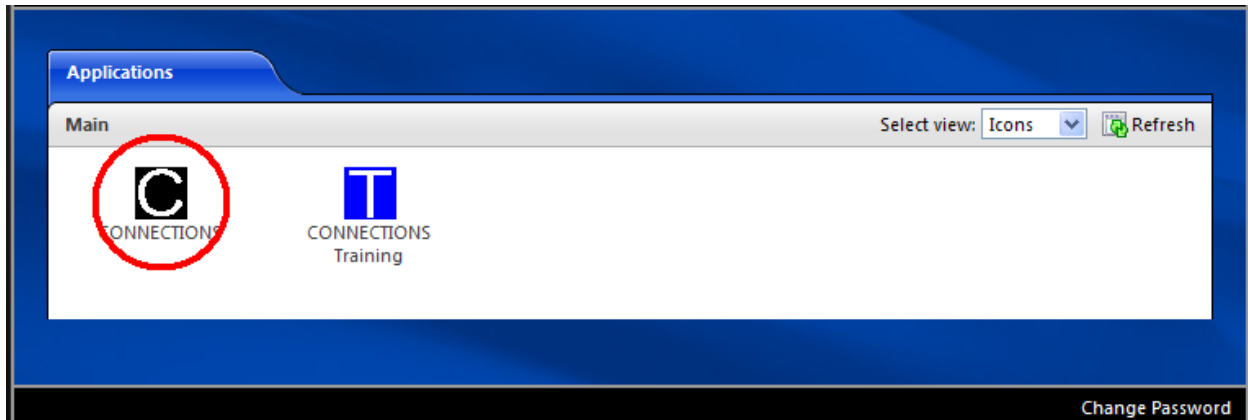


- **Ctrl + Click** <https://connections.ocfs.ny.gov/Citrix/XenAppExt/auth/login.aspx> to access CONNECTIONS:

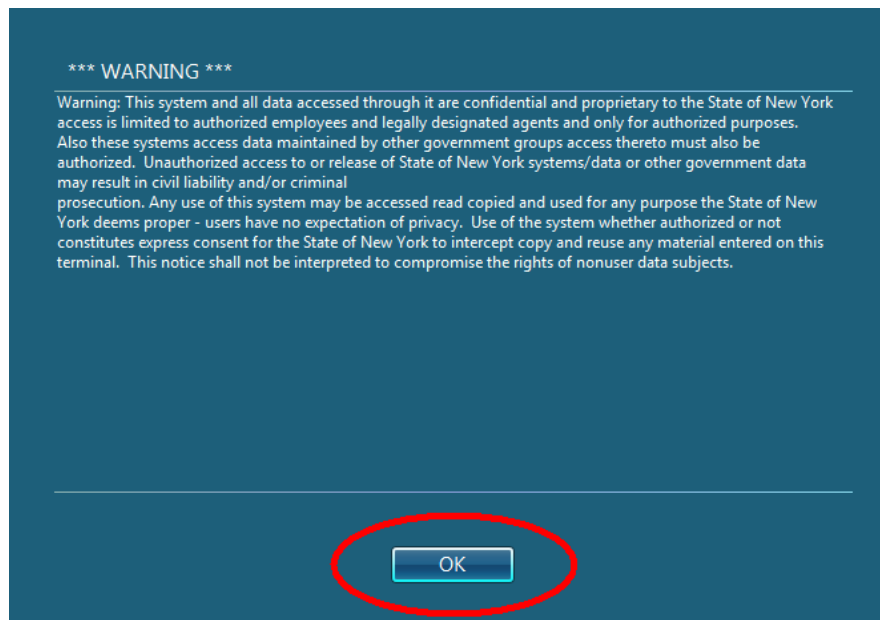
- Enter your User ID and password and *Click* the “Log On” button.



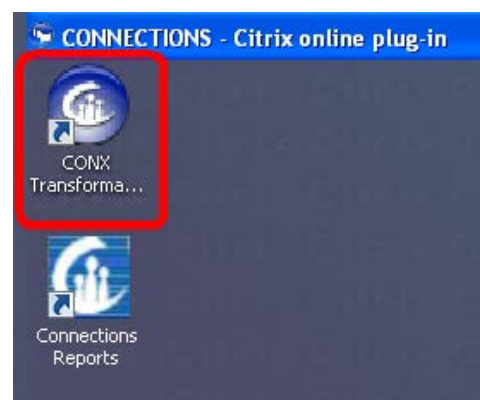
- *Click* on the “CONNECTIONS” icon.



- *Click* on the “OK” button on the first Citrix plug in screen.



- *Click* on the “CONNECTIONS” Transforma... (tion) icon on the second Citrix plug in screen.



You should be able to complete your work in CONNECTIONS now. Remember when logging off the CONNECTIONS application, please follow the following procedure to avoid 'hanging sessions'.

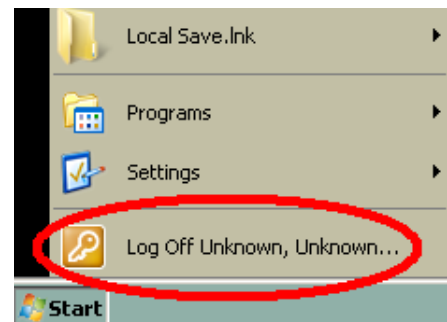
- **Click** the words “Log Out” in the upper right hand corner of the main CONNECTIONS application screen.



- **Click** on the “Start” button in the lower left hand corner of the Citrix plug in screen.



- **Click** on the “Log Off” option (example: “Unknown, Unknown...”) of the pop-up menu.



Here are some helpful hints in protecting your MiFi 2200 and other portable wireless devices:

- Always keep your portable device with you when traveling.
- Password protect and lock your portable device.
- Record identifying information (i.e., serial number (original SSID number for your MiFi 2200)) and label your equipment.
- Keep your portable device out of sight when not in use.
- Consider storing important information in a separate place or device.
- Report lost or stolen devices to local law enforcement agencies.
- Always shut down the laptop after MiFi use to restore firewall and proxy settings.

**Verizon Customer Service:** (800) 922-0204 *or*  
<http://www.verizonwireless.com/data>