

# Modern Workplace

## NetMotion Guide

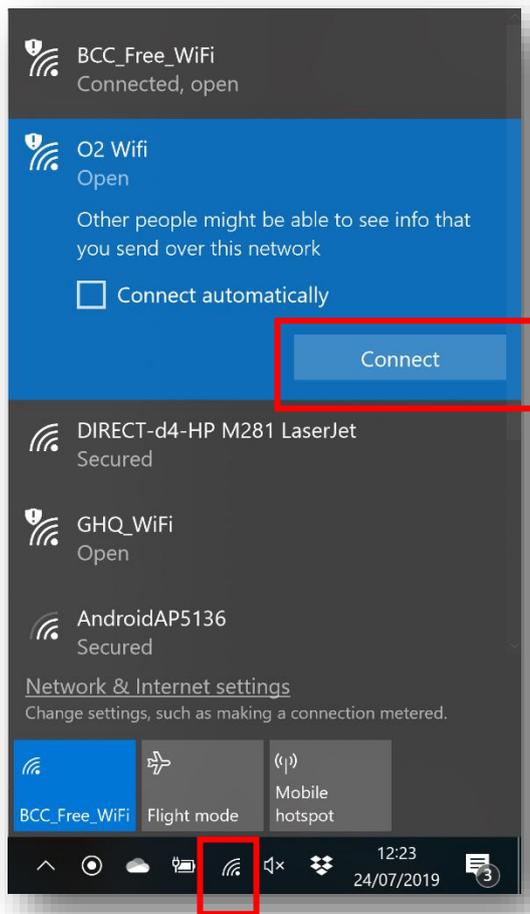
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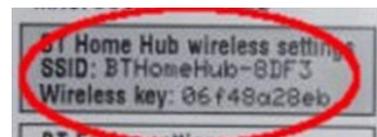
## NetMotion – Start up guide

### Connecting to your wireless network

1. Click on the 'wireless' icon  in the bottom right of the screen
2. A list of available wireless networks will appear.
3. Click on 'Connect' to the wireless network you want to connect to.  
If the network has a password, you will be asked to enter it at this stage. Tick the 'Connect automatically' box if it is a wireless network you will use regularly.



You can find your password at the back of your router.



Some Internet Service Providers will provide your password on a card

## Move the NetMotion icon onto your task bar for easier access

Click  on taskbar, the NetMotion icon is shown in the red box below. Hover the cursor over the NetMotion icon, press and hold down the left mouse button while dragging the icon into the system tray.



System Tray

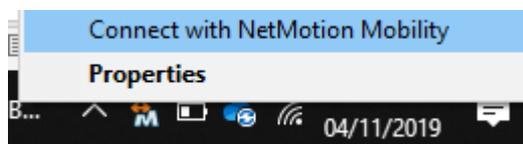
The NetMotion icon will stay in your system tray as shown below and will show each time you log on



If you were a 2FA Netmotion user, you will no longer need VIP to sign into Netmotion

## Connecting to the Network with NetMotion

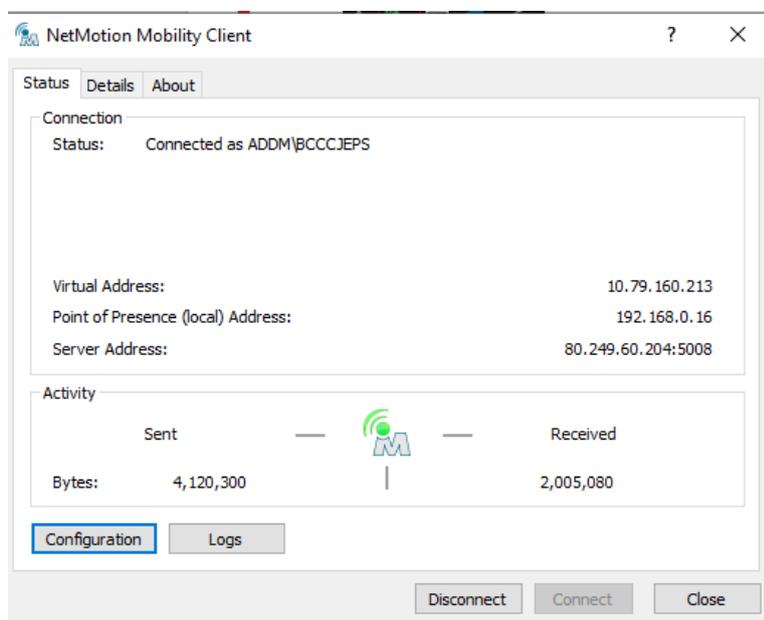
Right click on the NetMotion icon and select 'Connect with NetMotion Mobility'.



When connected the icon in your system tray will change to the one shown below



If you want to check your connection status you can right click on the NetMotion icon and select 'properties'. The "point of presence (local) address" is the one you will need in order to connect; if this is blank your connection will fail.



If you are still having problems getting an IP address you can try plugging directly in to your router with an Network/Ethernet cable.

If you are still unable to get an IP address with a wired connection please contact your service provider or ISP (e.g. Virgin Media, BT, Sky).

## Connectivity to and Support for the Use of Netmotion via Third Party Internet Service Providers (ISP's)/External Unknown network providers



Please note IT & Digital Services are unable to provide any support for problems that arise with a third-party connection such as home broadband, mobile network or wfi. The configuration of the components provided by us will be checked to make sure they are working as expected but once this has been confirmed you will need to contact your network service provider directly