Using the uOttawa Cisco AnyConnect software for Windows

Connecting to the uOttawa VPN

1. Launch the Cisco AnyConnect client by clicking on the AnyConnect icon ( ), which can be found in the Windows Taskbar (pictured above), or in the Windows Start Menu.

2. Select **Remote Access** in the drop-down menu and click **Connect**.

3. In the **Group** drop-down menu, select **Remote_Access**.
4. Enter a capital E, followed by your employee number, without the leading 100 or 1000; and your uoAccess password. Click OK to establish your VPN connection.

5. Once the connection is established, click Accept to dismiss the window. If you are not able to connect, contact the Service Desk for assistance (613-562-5800, ext. 6555).
Disconnecting from the uOttawa VPN

1. In the Windows Taskbar, click the AnyConnect icon.

2. Click the Disconnect button.
Appendix A – Changing the interface language

The Cisco AnyConnect client displays messages according to the language chosen in the System Locale setting, which can be changed as per the following instructions. Note that this setting is different from the Windows Display Language setting.

1. Windows 7 or Vista: access the Control Panel and select Region and Language from the left menu. Windows 8 or 10: access the Control Panel and select Region from the menu.

2. Select the Administrative / Administration tab and click the Change system locale button.
3. In the drop-down list, select either the **English (Canada)** or **French (Canada)**, according to your preference.
4. Click **OK** to close each of the windows.