


Laptop Cheat Sheet

Connecting to wireless

- Turn on wireless card switch on left side of computer
- Double click ice cream cone shaped icon
- Select the wireless network you wish to connect to and click connect (Follow any instructions, if provided, by wireless provider)
- Click the “CLICK THIS BEFORE DOING ANYTHING WHEN OUTSIDE OF BUILDING” icon to connect to the VT VPN (needs alternate password). (this step is preferred but not required)
- Turn off wireless card switch on left side when not in use

Connecting via Ethernet

When on the road:

- Plug in cord
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- Right click Mobile NetSwitch Icon and select Profiles -> On the Road
- Click the “CLICK THIS BEFORE DOING ANYTHING WHEN OUTSIDE OF BUILDING” icon to connect to the VT VPN (needs alternate password). (this step is preferred but not required)

When in the office:

- Dock Computer
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- Right click Mobile NetSwitch Icon and select Profiles -> In Office

URL for Connecting to Web Outlook via a web browser from ANY computer
weboutlook.vt.edu (see)

Shortcut to lock computer



+ “L” or Ctrl+Alt+Del and click “Lock Computer”

Scott’s Cell Phone Number

540-818-4349 (see help Question mark on tool bar bottom right) or email him at sdf@vt.edu; Layne is layner@vt.edu, Russ is arasm@vt.edu