# CONNECTING TO GLOBAL PROTECT (VPN)

Users with VPN permissions can connect to the MBU network using a MBU issued laptop. IT has 4 loaner laptops on a first come first serve bases

Global Protect Download: https://sslvpn.marybaldwin.edu

Global Protect Settings:

- **Portal**: sslvpn.marybaldwin.edu
- **Username**: Network Credentials (*what you log into your computer with*)
- **Password**:   Network Password
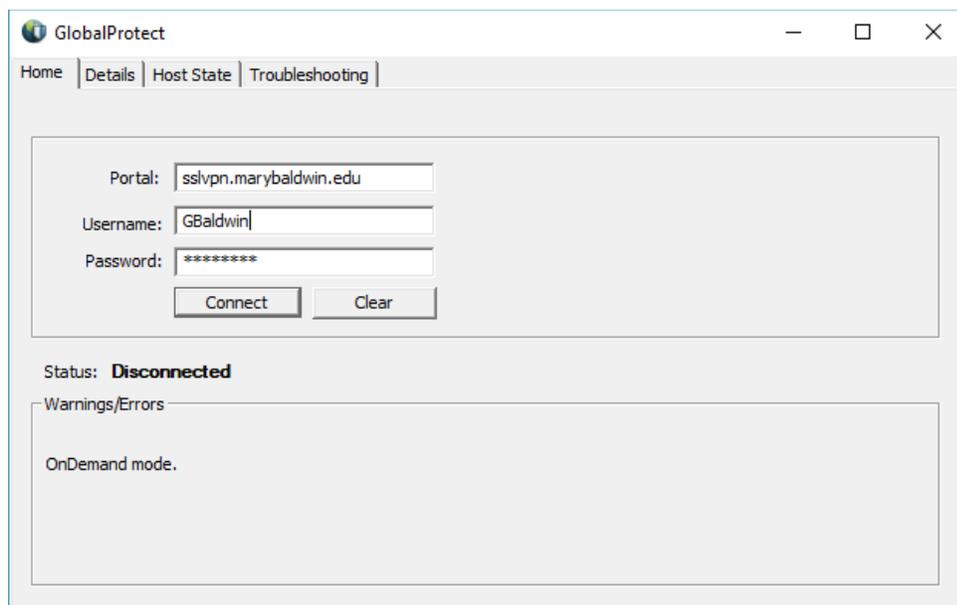
WEB-BASED APPLICATIONS

Below are a list of Mary Baldwin web-based applications available from any device with a network connection and user credentials.

Links

J1 via Browser	https://jenzabar.marybaldwin.edu/rdweb/webclient/
■ J1 Desktop	
■ InfoMaker	
■ PFaids	
MyMBU	https://mymbu.marybaldwin.edu/ICS/
Azure	https://login.microsoftonline.com/
BlackBoard	https://blackboard.marybaldwin.edu/
Canvas	https://marybaldwin.instructure.com/
KACE	https://help.marybaldwin.edu/
Salesforce (JRM)	https://login.salesforce.com/
Tableau	https://us-east-1.online.tableau.com/
WebAdmit (CAS)	https://current.webadmit.org/

AZURE PORTAL (OFFICE 365)

The Azure Portal provides MBU employees to have access to Office 365 Applications via the web browser.
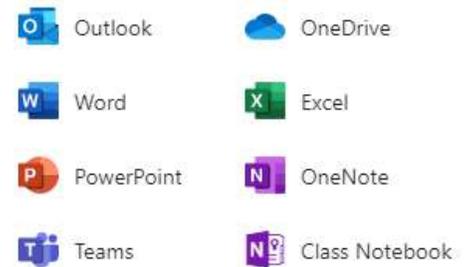
Microsoft Teams

Teams can be created within the Azure Portal to help departments interact with each other.

Chat

Share your opinion, and your personality. Send gifs, stickers, and emojis in a group chat or in one-to-one messages.

Meet from anywhere

Instantly go from group chat to video conference with the touch of a button. Teams of 10 or 10,000 can meet in one place, no matter how many places they're in.

Call from anywhere

Never yell "who just joined?!" ever again. Use Teams calling, Phone System, Calling Plan, or Direct Routing to take the stress out of conference calls.

Collaborate from anywhere

Never do that frantic, searching-for-files thing ever again. In Teams you can access, share, and edit Word docs, PowerPoint, and Excel files in real time.

Microsoft OneDrive

Similar to the U:/ Drive, Microsoft OneDrive provides Personal Cloud Storage for documents. Substituting OneDrive for FileApps will allow users to access their documents from any device, anywhere. File sharing is also supported.

GOOGLE SUITE
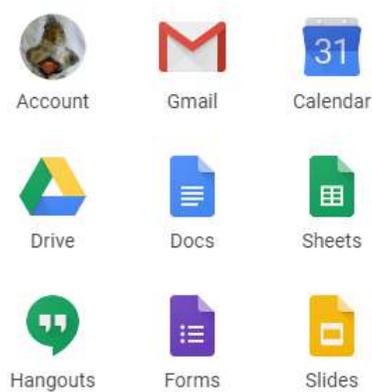
MBU Google account provides access to the Google Suite, which includes Gmail, Calendar, Drive, Docs, Sheets, Hangouts, Forms, and Slides via the web browser.

Google Applications

Applications provided with the G Suite, allow users to share and collaborate across documents.

Stay Connected with gmail & calendars

Reach your colleagues wherever they are.

Collaborate in Real-Time with Google Documents

Easily work on documents, spreadsheets, and slides across your devices, with or without internet. Multiple people can work at the same time, and every change is saved automatically.

Store and share files in the cloud with Drive

Keep all your work in one place with secure access from your computer, phone, or tablet.
Quickly invite others to view, download, and collaborate on any file – no email attachment needed.

Chat with Hangouts

Use Hangouts to chat with employees within Mary Baldwin or start a video call.

CALL FORWARDING

Forwarding

You may send your calls to another extension, phone number, pager, or voicemail by using the forwarding function. Fwd NA will forward your calls to another destination after three rings.

Fwd All will forward your calls immediately to another destination without ringing your phone. Fwd Busy will forward your calls to another destination if your line is in a busy state.

Note: Different forwarding functions may be active at the same time, but each forwarding function must be set separately. In other words, while the Fwd NA and Fwd Busy lights may be lit up at the same time, you cannot set the Fwd NA and Fwd Busy in the same call. You must hang up after each attempt.

TO SET FORWARDING

Lift your handset or press the Speaker key. Press the forward key you wish to set (Fwd NA, Fwd All, or Fwd Busy), dial the desired number, and hang up. The LED will light up and your display will indicate "Forward Set."

Note: If you have more than one line on your phone, the LED will only light up to indicate the forwarding settings on your prime line.

TO CANCEL FORWARDING

Lift your handset or press the Speaker key. Press the forward key you wish to remove (Fwd NA, Fwd All, or Fwd Busy) and hang up. The LED light will go off and your display will indicate "Forward Cancel."