Connecting to WiFi on a laptop

- This guide is for laptops that have Windows 10 installed on it.

1. To connect to WiFi when you are at 1011, look at the lower right side of your tool bar for the WiFi symbol.

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2. Click on the icon and a menu will appear. Look for "Archdiocese – Employee" and click on it.
3. When you click on this, it will ask for your username and password. This is the same login information you use to log into your desktop and laptops. You will be connected to WiFi in the building.
4. If you experience any errors or not connecting, please look at the following steps below (the steps below are for laptops that previously connected to WiFi at 1011 and now are not connecting).

Trouble connecting to WiFi

1. Right click on the WiFi icon on the lower right of the tool bar.

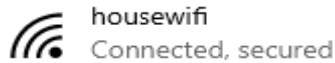   ^ □ *((⊲× 11:14 AM 1/22/2021 ☐

2. When you right click on it, select 'Open Network & Internet Settings" from the drop down menu.
3. When the new window opens, look at the left hand side of the window.
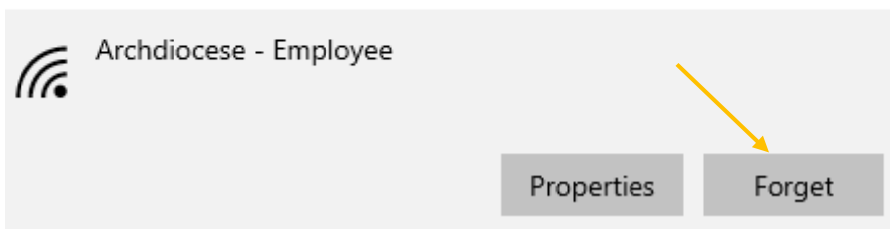4. Select the option labeled "WiFi"
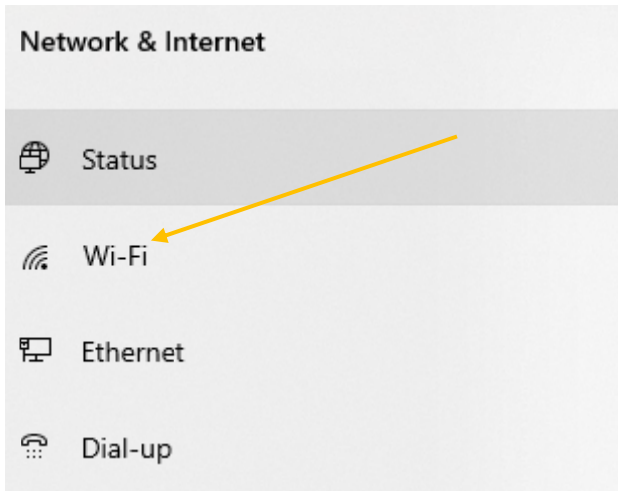
5. On the new page, select the option "Manage Known Networks".

6. On the new page, look for 'Archdiocese – Employee" and click on it. Select the option "Forget". This will wipe away any logins tie to that WiFi connection.

7. Try to reconnect to "Archdiocese – Employee" with your login information when prompted.
- If you still cannot connect to WiFi after following these steps, please contact DSC at 646-794-3535 and send us a ticket to dsc@archny.org. Please include your name, contact information, and a short description of any errors or issues related to WiFi.