How to Setup Avaya Workplace

Before you setup and use Avaya Workplace, you need
- to be logged into a USNH Institution VPN and
- have SENTRY Gatekeeper running.

1. In the left lower corner on your desktop, select the “Start menu” icon.
2. In the “Start menu search area”, type “avaya workplace”.
3. In the updated “Start menu”, select “Avaya Workplace”.
4. In the “Avaya Workplace” program, press the “Configure my account” – button.
5. In the updated window.
   a. Enter your UNH e-mail address.
   b. Press the “NEXT” - button.
6. WAITING ON Scott for what to add to the settings.
   a. Enter your UNH e-mail address.
   b. Press the “Next” – button.
8. In the updated “Avaya Workplace – Authorization” window.
   a. Enter your UNH username.
   b. Enter your UNH password.
   c. Press the “Submit” – button.
9. In the updates “Avaya Workplace – Authorization” window, select the verification method.

DONE.