

How to Setup Avaya Workplace

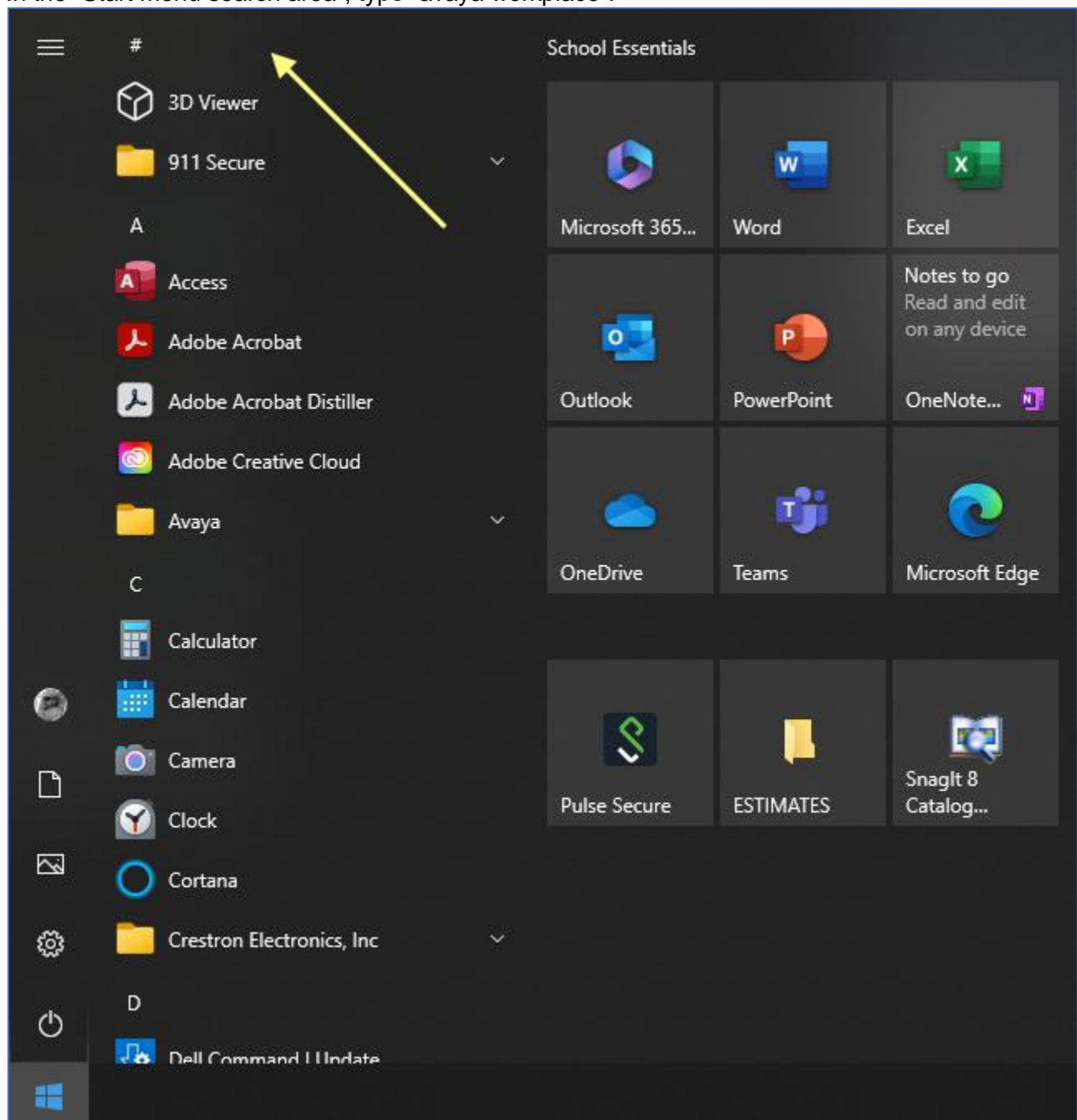
Before you setup and use Avaya Workplace, you need

- to be logged into a USNH Institution VPN and
- have SENTRY Gatekeeper running.

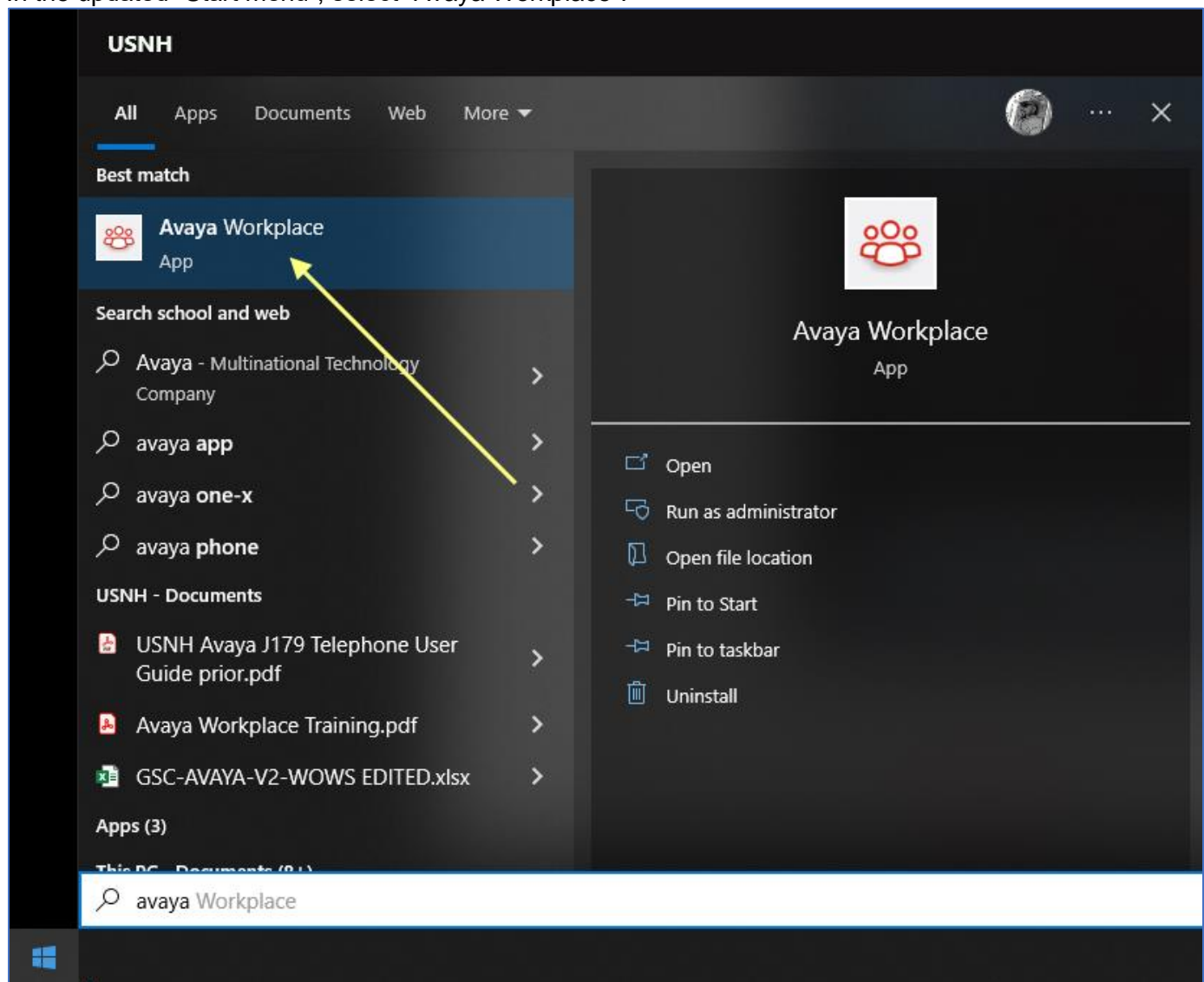
1. In the left lower corner on your desktop, select the “Start menu” -icon.



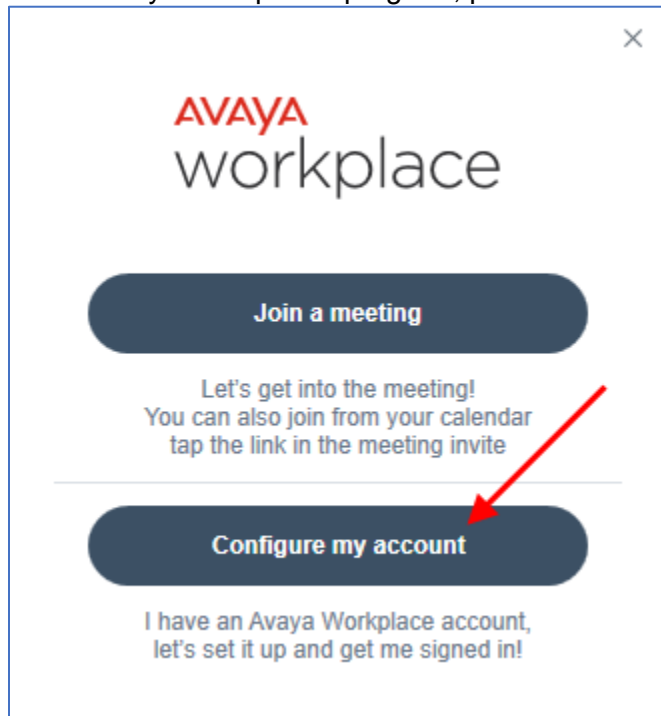
2. In the “Start menu search area”, type “avaya workplace”.



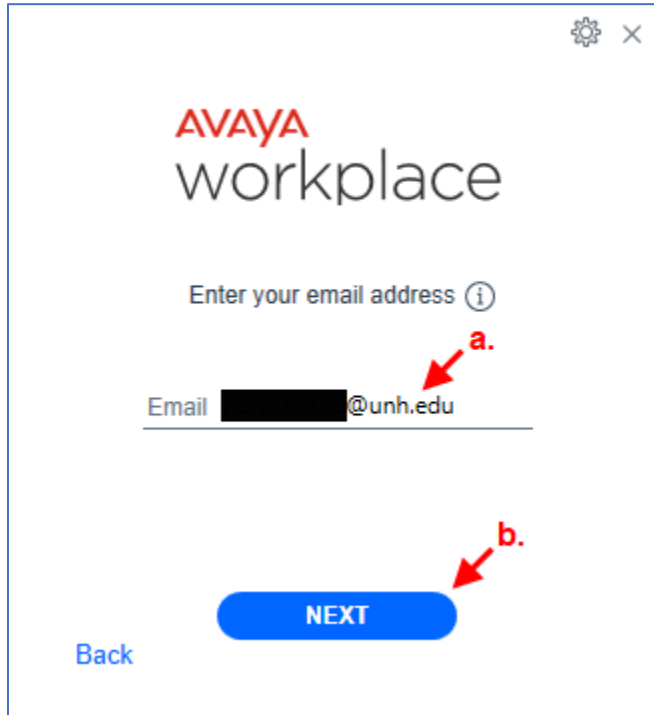
3. In the updated “Start menu”, select “Avaya Workplace”.



4. In the “Avaya Workplace” program, press the “Configure my account” – button.

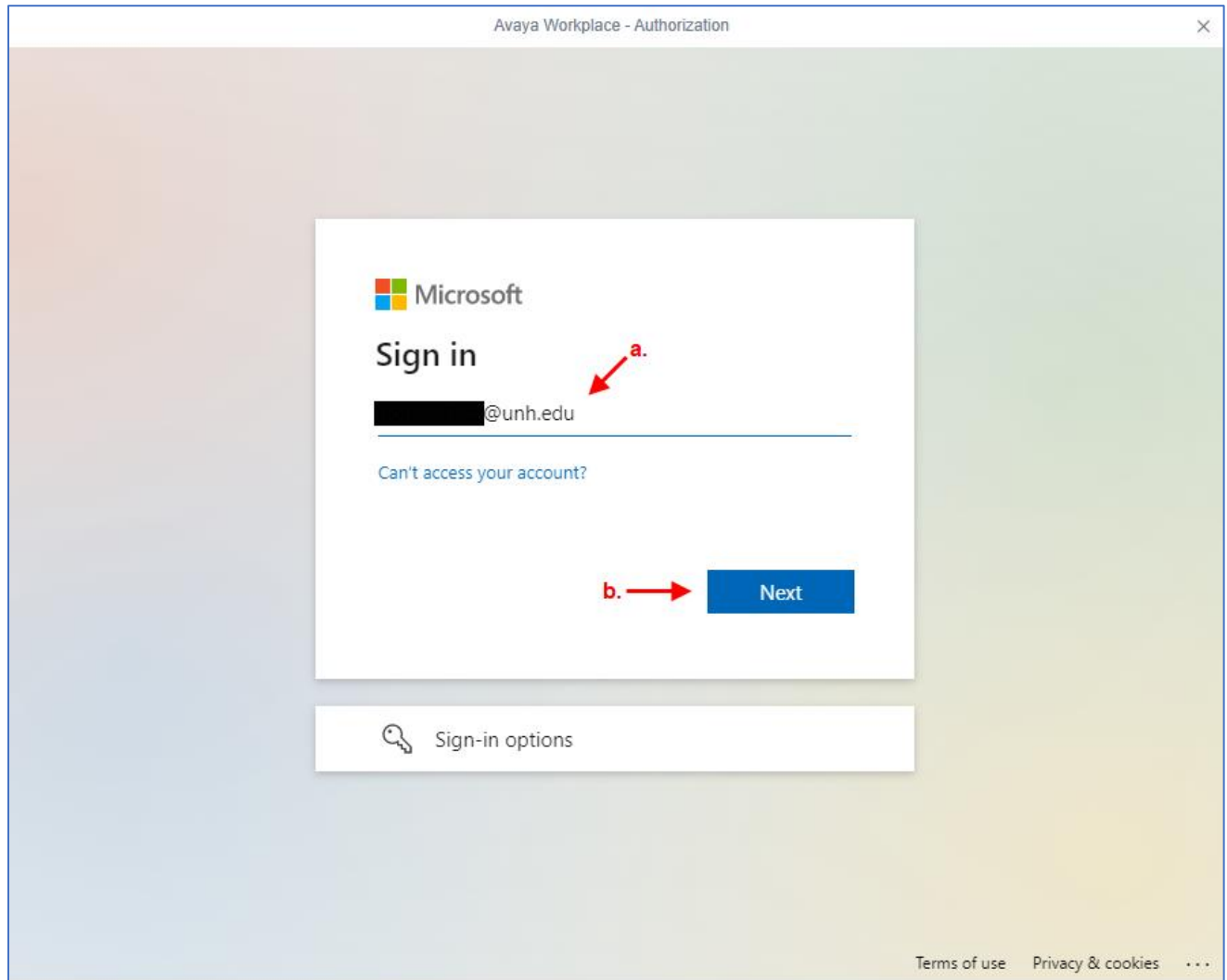


5. In the updated window.
 - a. Enter your UNH e-mail address.
 - b. Press the “NEXT” - button.



The screenshot shows a web browser window with the AVAYA workplace logo at the top. Below the logo, there is a text prompt "Enter your email address" with an information icon. A text input field contains the email address "Email [redacted]@unh.edu". A red arrow labeled "a." points to the input field. Below the input field is a blue button labeled "NEXT". A red arrow labeled "b." points to the "NEXT" button. In the bottom left corner, there is a "Back" link. The window has a settings icon and a close button in the top right corner.

6. In the “Avaya Workplace – Authorization” window.
 - a. Enter your UNH e-mail address.
 - b. Press the “Next” – button.



7. In the updated “Avaya Workplace – Authorization” window.
 - a. Enter your UNH username.
 - b. Enter your UNH password.
 - c. Press the “Submit” – button.

Avaya Workplace - Authorization

Granite State College

Keene
STATE COLLEGE

Plymouth State
UNIVERSITY

University of
New Hampshire

University System
of New Hampshire

University System of New Hampshire
(USNH)

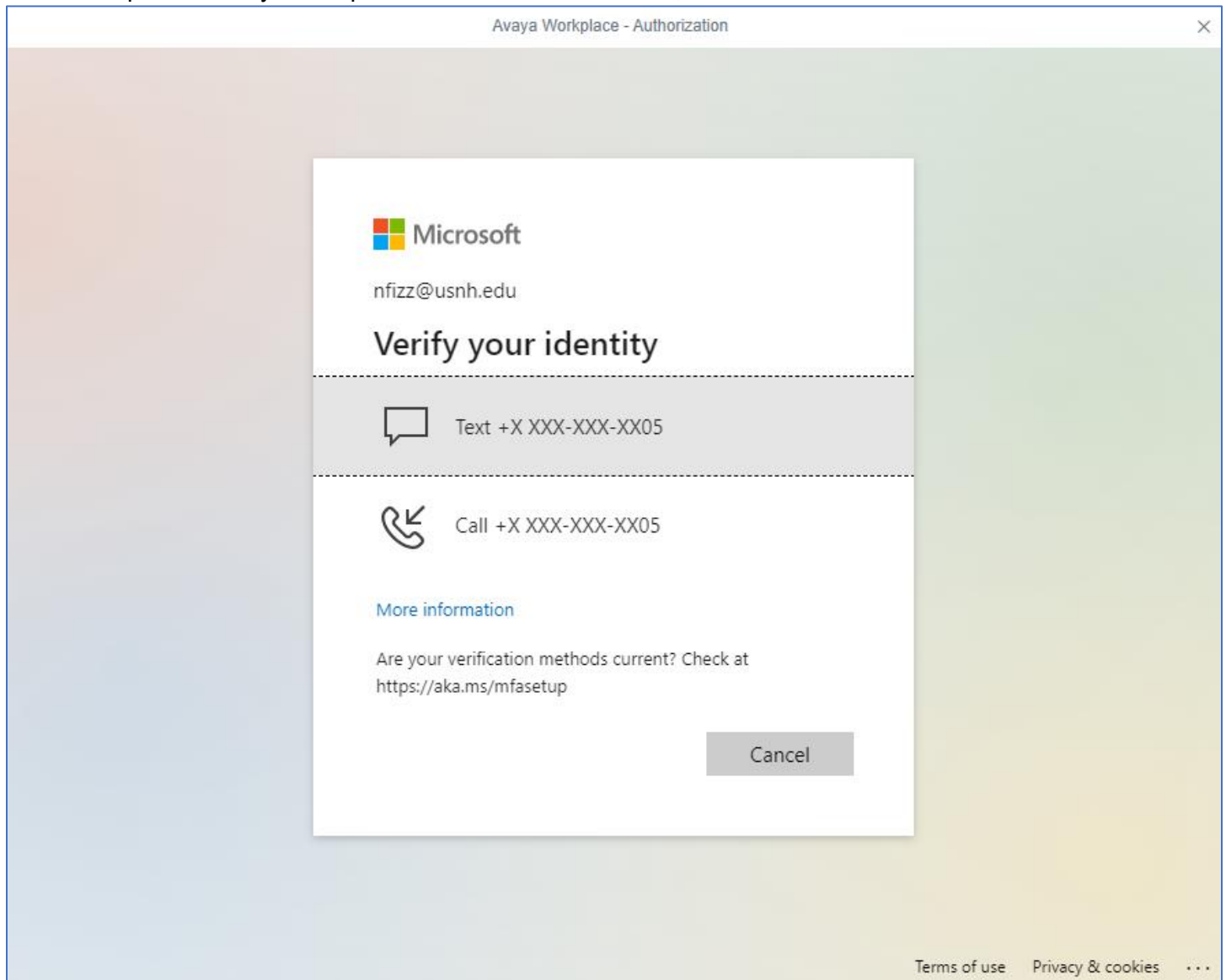
Username

Password

Submit

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8. In the updated “Avaya Workplace – Authorization” window, select the verification method.



DONE.