

# How to Setup Avaya Workplace

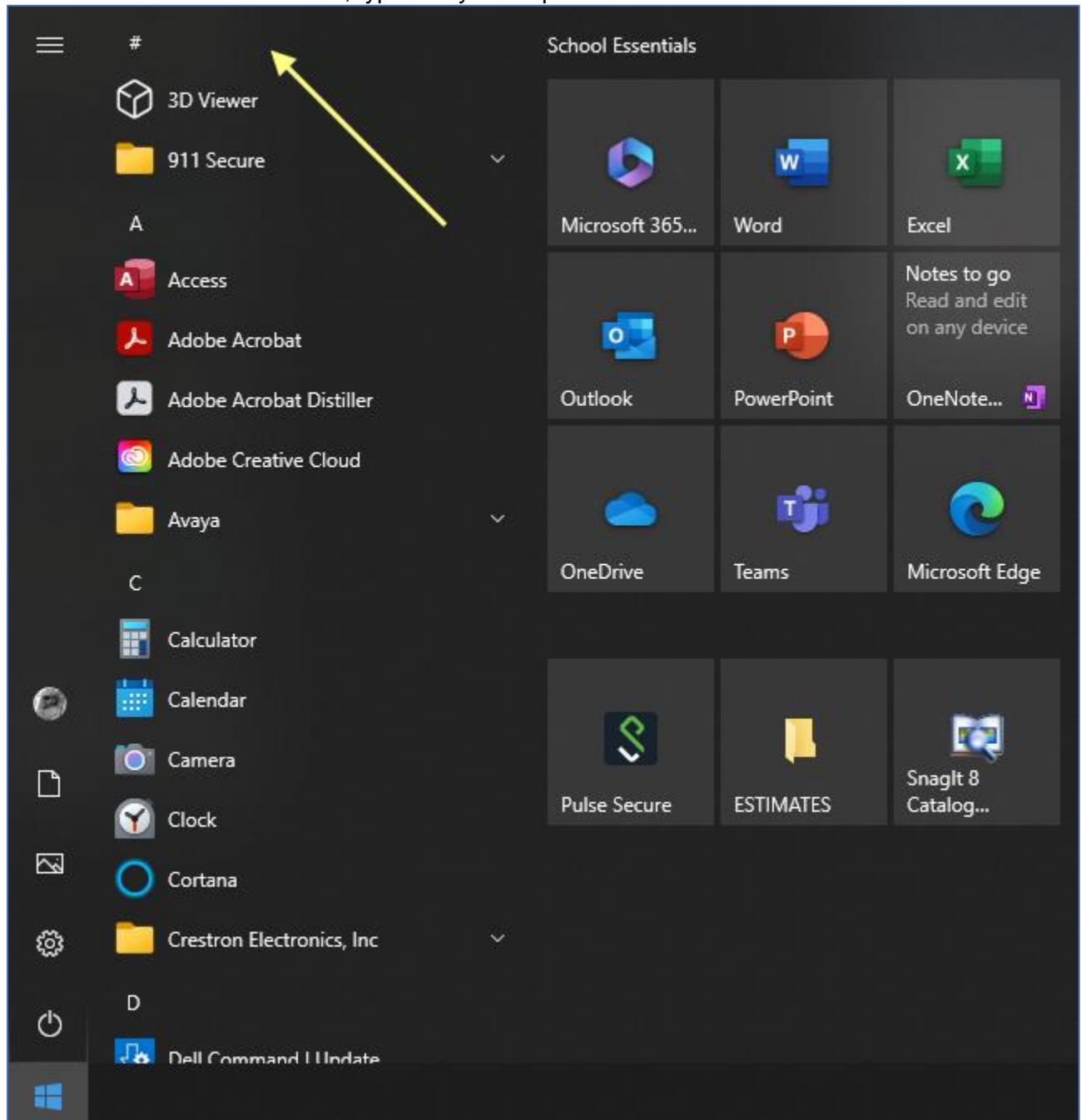
Before you setup and use Avaya Workplace, you need

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

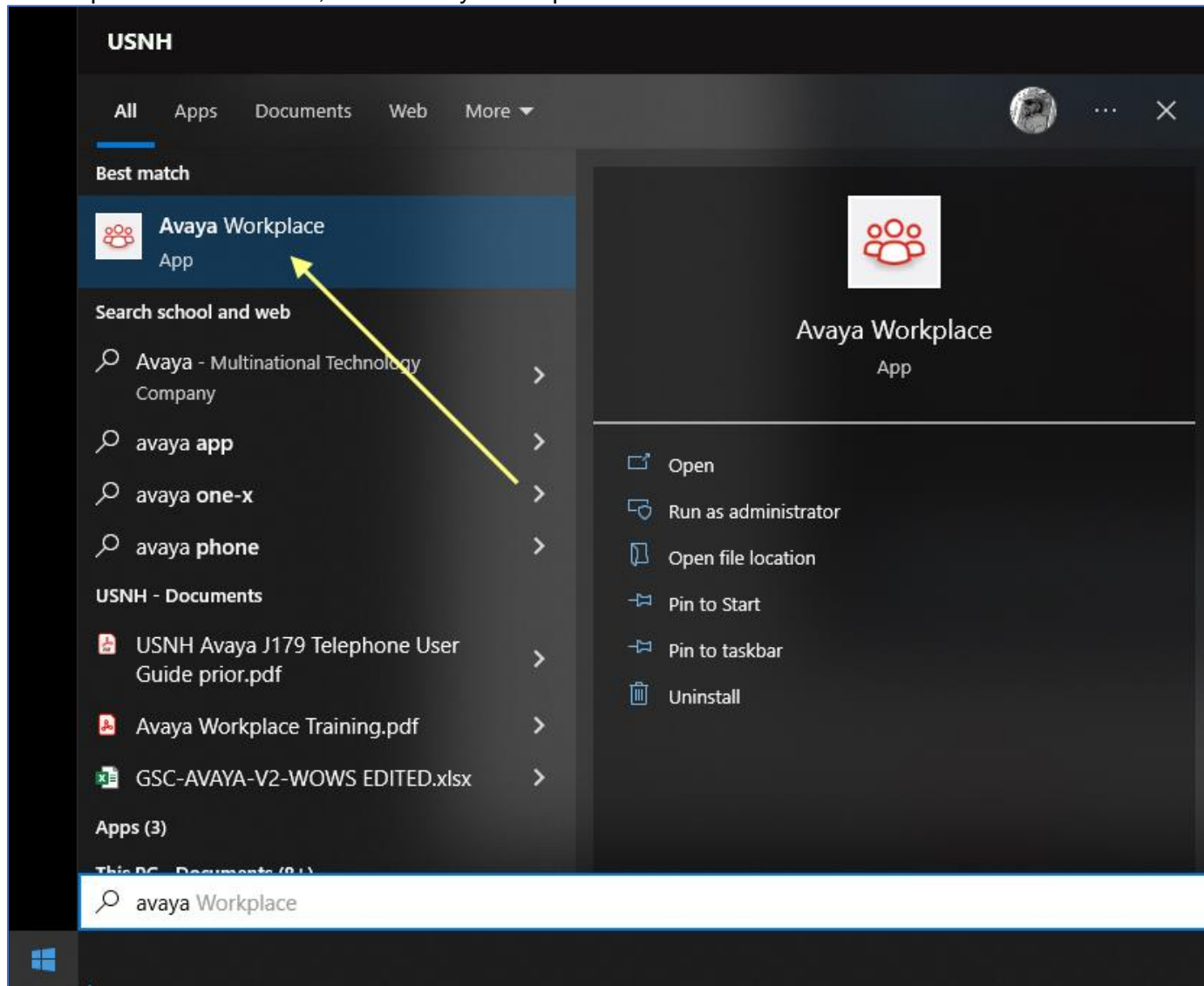
1. In the left lower corner on your desktop, select the “Start menu” -icon.



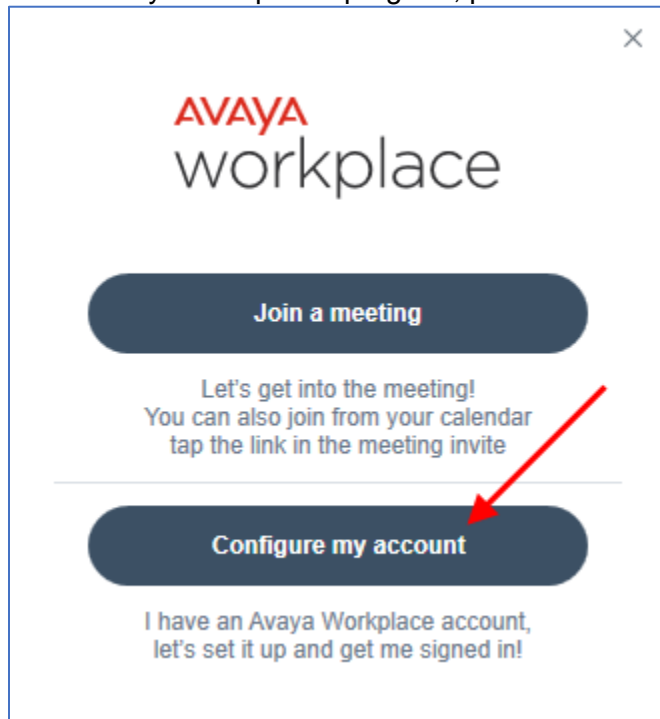
2. In the “Start menu search area”, type “avaya workplace”.



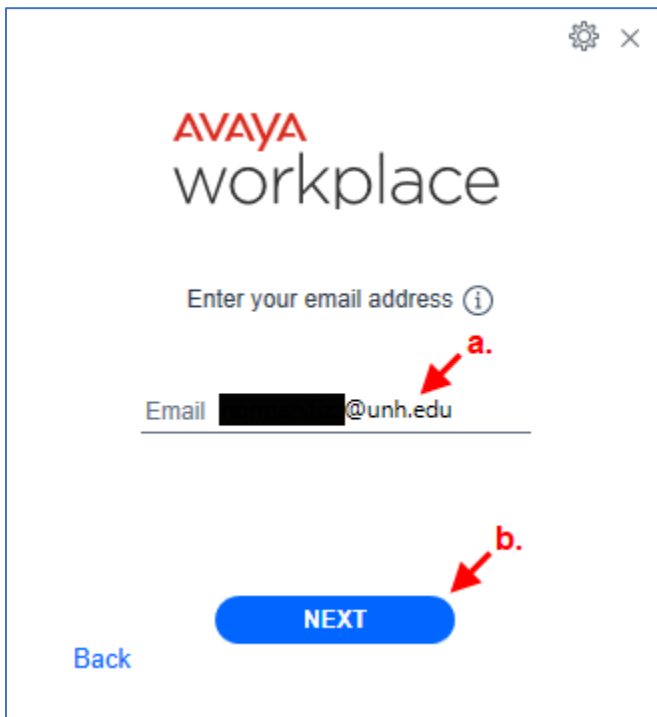
3. In the updated “Start menu”, select “Avaya Workplace”.



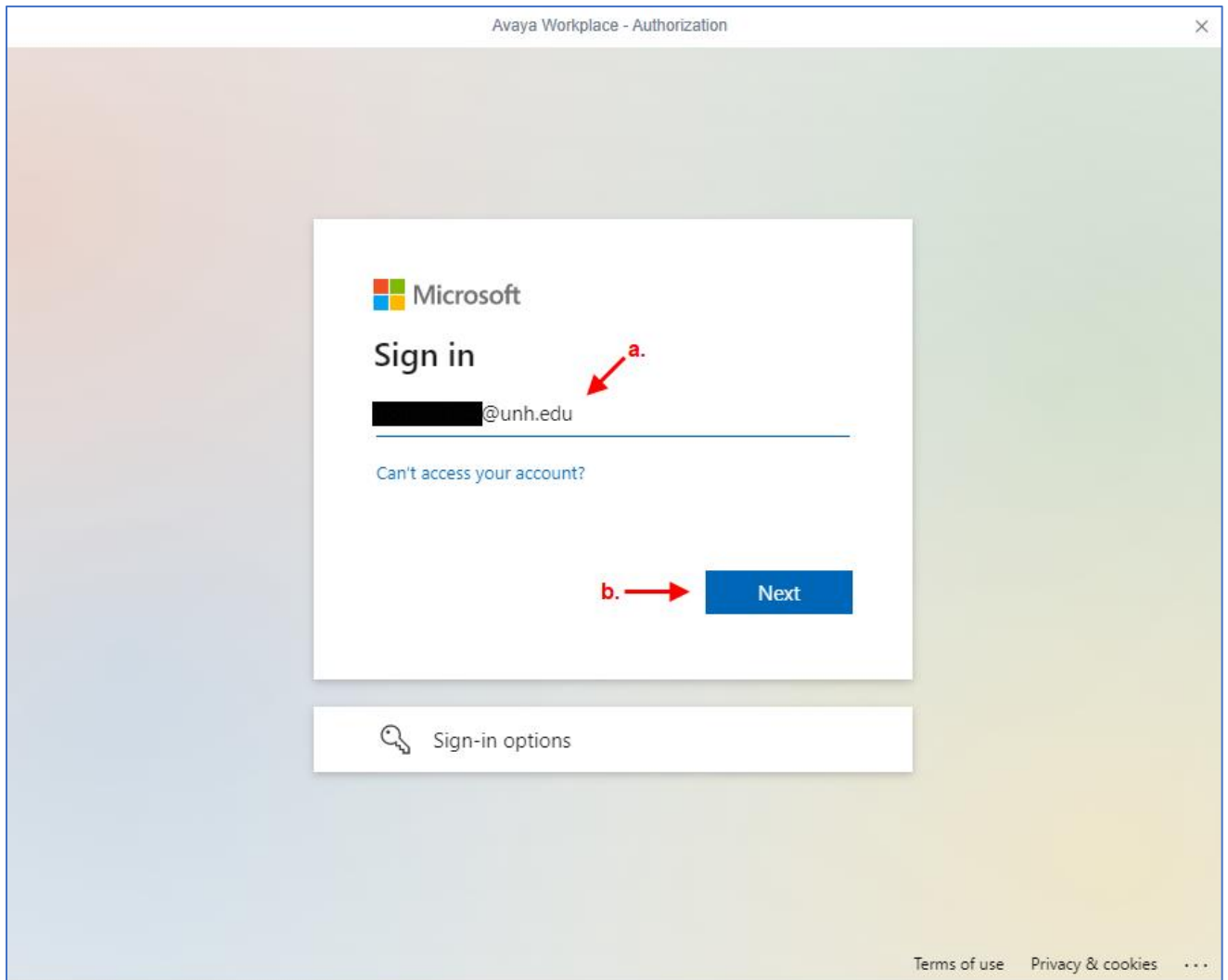
4. In the “Avaya Workplace” program, press the “Configure my account” – button.



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.
7. In the “Avaya Workplace – Authorization” window.
  - 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.

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)

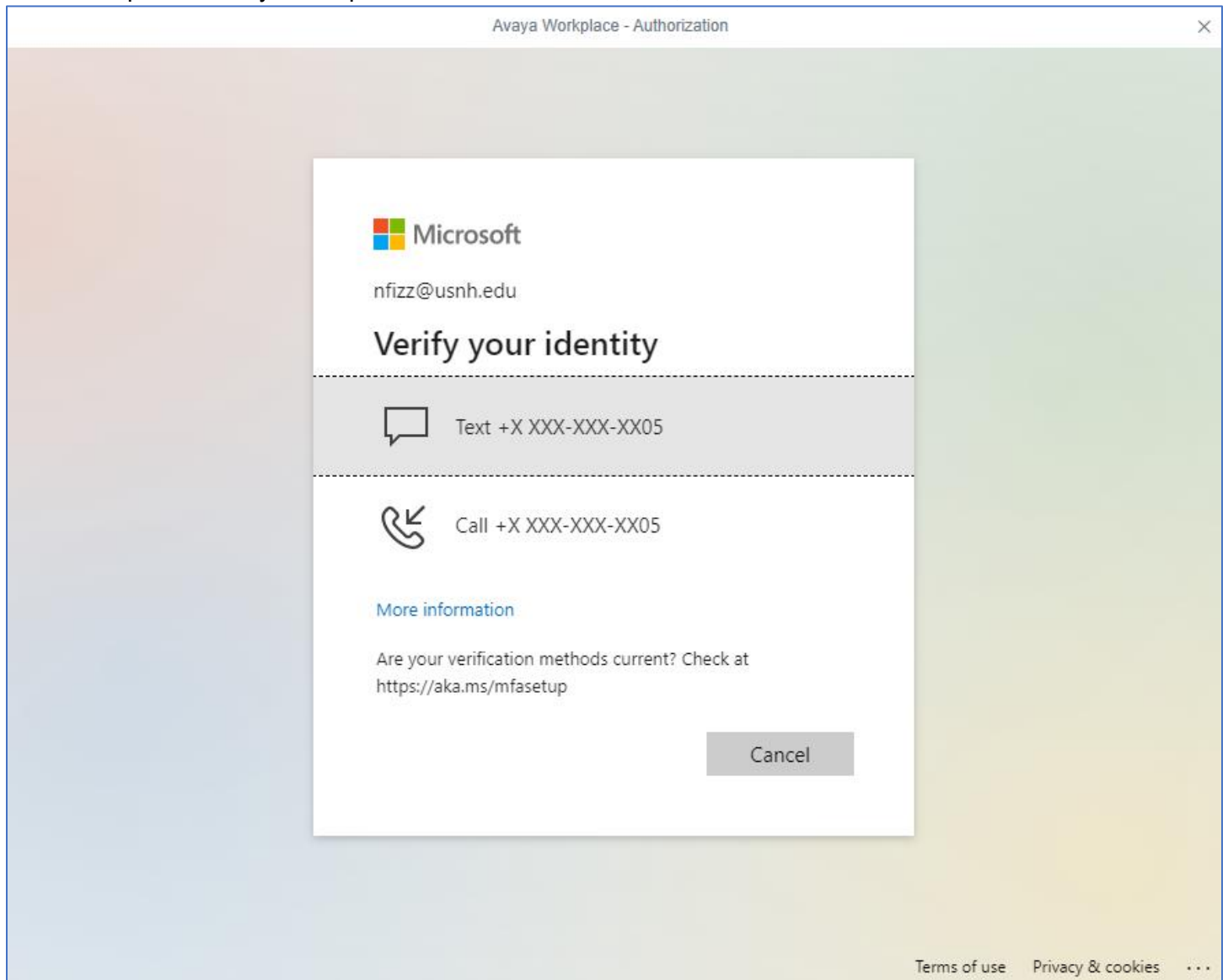
Username

Password

Submit

[Need Assistance?](#)

9. In the updates “Avaya Workplace – Authorization” window, select the verification method.



DONE.