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 campus e-mail address like john.doe@ unh.edu or jane.doe@plymouth.edu
   b. Press the “NEXT” - button.
6. In the “Avaya Workplace – Authorization” window.
   a. Enter your campus e-mail address like john.doe@unh.edu or jane.doe@plymouth.edu
   b. Press the “Next” – button.
8. In the updated “Avaya Workplace – Authorization” window.
   a. Enter your USNH username.
   b. Enter your USNH password.
   c. Press the “Submit” – button.
9. In the updates “Avaya Workplace – Authorization” window, select the verification method.

DONE.