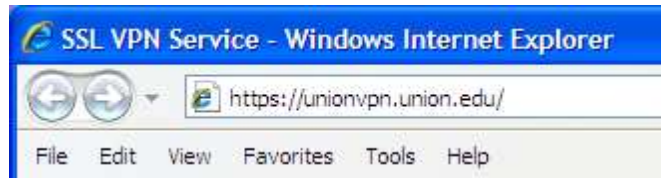
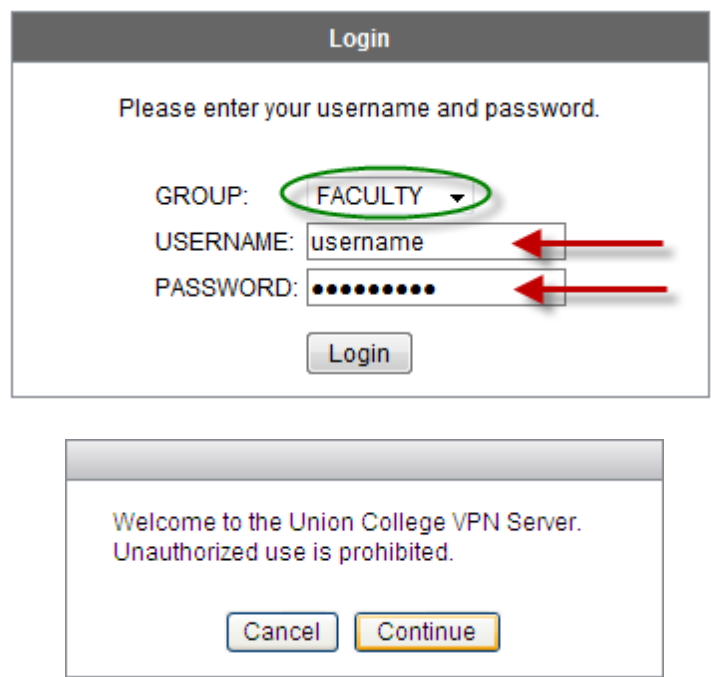
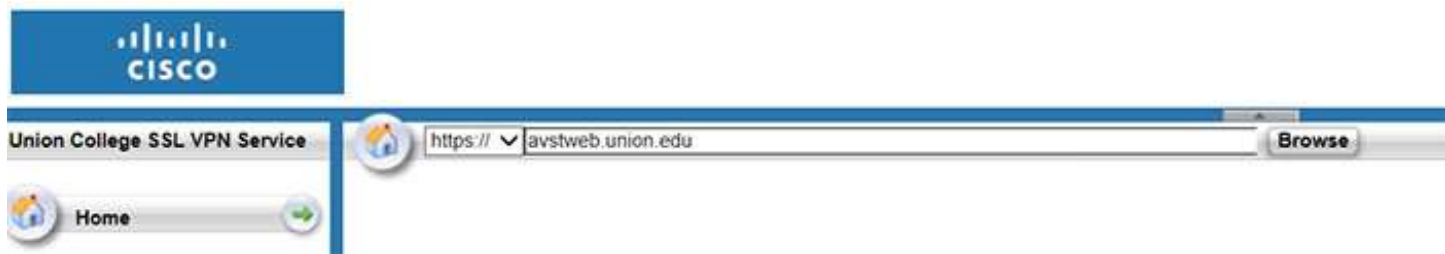



Web PhoneManager – Accessing from Off-Campus

<p>1. Open your web browser and navigate to: https://unionvpn.union.edu</p>	
<p>2. You will be prompted for login information. Set the Group to FACULTY, STAFF, or STUDENT depending upon your “status” at Union College.</p> <p>Enter your Union College username (without the @union.edu or @garnet.union.edu) and your password.</p> <p>Click Login. You will see a dialog box welcoming you to the Union College VPN Server. Click Continue.</p>	
<p>3. Select https:// from the address drop down box and enter the URL for Web PhoneManager in the blank address box. avstweb.union.edu</p> <p>Then click on Browse. (See below)</p>	
<p>4. Until you close the browser window, you will be using the VPN connection. If you want to return to the home page for VPN, click on the house icon located in the upper-right corner of the web page. When you are done using VPN, click the red circle next to the house icon (see below).</p>	
<div style="display: flex; justify-content: space-between; align-items: center;"> CallXpress® Web PhoneManager  </div>	