

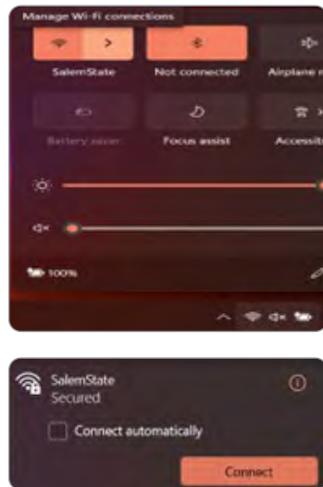
# WINDOWS 11 OPERATING SYSTEMS

## How to connect to Wifi using Windows 11 OS

To see a list of available networks in Windows, select the network icon in the notifications located in the bottom right corner of the Windows 11 taskbar. Important to note: Depending on the version of your operating system, some of the images displayed in this resource may look different.

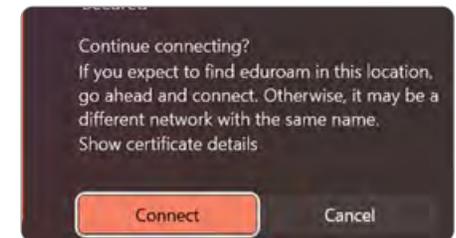
### 01

Select "**SalemState**" in the list of wireless networks and click "**Connect**".



### 02

Enter your SSU username and password. Select "**OK**" and then select "**Connect**".



### 03

Open a web browser to verify you are connected to the internet.

# Connect your Windows computer to the Salem State VPN

These instructions are for desktop and laptop computers running the Mac operating system.

If you have our old VPN client on your computer (Pulse Secure VPN), you will need to uninstall that first.



## 01

### DOWNLOAD

- Go to [gpvpn.salemstate.edu](https://gpvpn.salemstate.edu).
- Sign in with your Salem State username (**without @salemstate.edu**) and password.
- Download the appropriate GlobalProtect agent for your version of Windows.

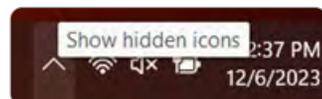
[How can I tell if I'm running a 32-bit or a 64-bit version of Windows?](#)

Select the **Start**  button, then select **Settings**  > **System**  > **About** .

## 02

### INSTALL

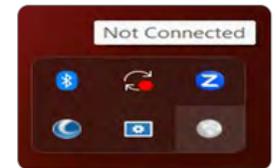
- Go to your Downloads folder and locate the GlobalProtect.msi installer file.
- Double-click on the GlobalProtect.msi installer file and follow the prompts to install the Global Protect Agent on your computer.
- Once installed, the GlobalProtect icon will be hidden in the system tray located on the bottom right-hand side of your screen. Click on the up arrow to show hidden icons.



## 03

### CONNECT

- Click on the GlobalProtect globe icon.
- Click on Connect and enter the portal address **gpvpn.salemstate.edu** and select connect.
- Enter your SSU username (**without @salemstate.edu**) and password and select **Sign In** to connect.
- When connecting for the first time, you will be presented with the Salem State welcome message.
- When you are connected to the VPN, the GlobalProtect icon will display in color with a checkmark in hidden icons.



## 04

### DISCONNECT

- To disconnect the VPN, select the globe and then disconnect.

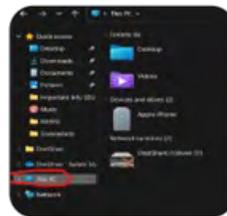
# Connect to shared Salem State network drives using Windows 11

Faculty and Staff have access to network drives they can access from any computer. You might have heard Windows users refer to these as the “U” and “T” drives. These instructions are for connecting to network drives using Windows 11. On-Campus (connected to the Salem State network). If off-campus, you must connect to the VPN first, before connecting to a Salem State network drive.

## 01

Click on **File Explorer** on the taskbar (or type in “This PC” in the Search box on the bottom left and select This PC from the search results).

Select **This PC** from the menu on the left.



## 02

Right Click on **This PC**, select **Show more options**, and then select **Map Network Drive**.



## 03

For your **department** shared network drive, choose the drive letter (**T**) from the Drive drop-down menu field OR for your **personal** network drive, choose the drive letter (**U**).



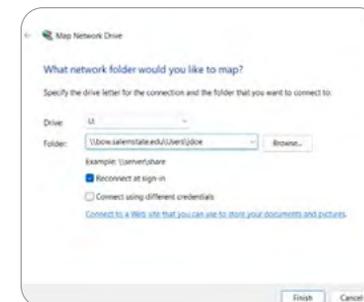
## 04

In the Folder field, type the path of the drive folder:

For your department shared network drive (**T**): **\\bow\deptshare\yourdepartmentname**  
For example, **\\bow\deptshare\ITS**.

For your personal network drive (**U**): **\\bow\users\yourusername**  
For example, **\\bow\users\jdoe**.

Make sure **Reconnect at Logon** is selected.



## 05

Select **Finish**. Follow these steps for each network drive you want to connect to.

## How to **ADD** Follow\_Me printer using Windows 11 OS

### 01

Open File Explorer from the Windows taskbar, enter \\wrig11p\ in the address bar and click enter. The Follow\_Me printer icon should display. Double click the Follow\_Me icon or right click to select connect). You may be prompted to enter your user ID and password.



### 02

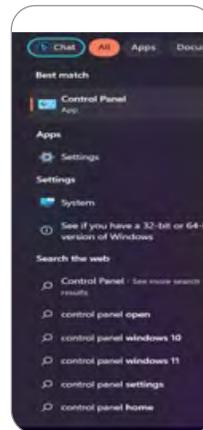
A connecting/installation message box will display momentarily, and when finished, the print queue box will display. This confirms the new Follow\_Me printer has been added to your computer.



## How to **REMOVE** old Ricoh printers using Windows 11 OS

### 01

You must first navigate to your Settings option. Enter "Control Panel" in the Search bar to locate the Control Panel app and right click Control Panel to select **View Devices and Printers**.



### 02

To remove any old Ricoh printers, right click on the printer on the list and select the option **Remove device**.

