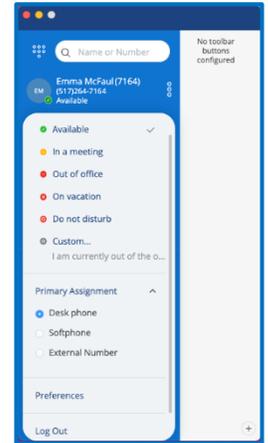


## Using Global Protect and Mitel from Home.

1. Open the **Global Protect App**, tap on the **connect button**, and sign in using your **SHU information** on the application, for username and password, upon connection.
2. Next, open the **Mitel application**.
3. **One-tap on the Initial Name icon** on the left of your name on the Mitel interface menu icon.

A simple overview of the **current setting** on your phone access is **“Available, in a Meeting,”** and you will be able to view incoming calls to accept on your **Mitel app** and **Outlook application**.



## Mitel Phone messages to migrate in your Outlook application.

1. On your **Mitel application**, tap on your **three options dots**, scroll to the **end of the menu**, and tap on **settings**.
2. Under the **Primary Assignment** section, tap on **Notifications**.
3. From the **Voicemail tab**, check all boxes for the following features:
  - a. Send email notification about incoming voicemail to [username@sienaheights.edu](mailto:username@sienaheights.edu).
  - b. Attach voicemail as a wave file.
  - c. Mark voicemail as heard.
4. From the Sounds tab, you have the choice of audio alerts on your e-mail.

