How to Connect to the GA Court of Appeals VPN (Step-by-Step Guide)

This guide will show you how to securely connect to the Georgia Court of Appeals network (gajudicial) using the **Sophos Connect VPN**. Don't worry – we'll walk you through each step in a simple, easy-to-follow way!
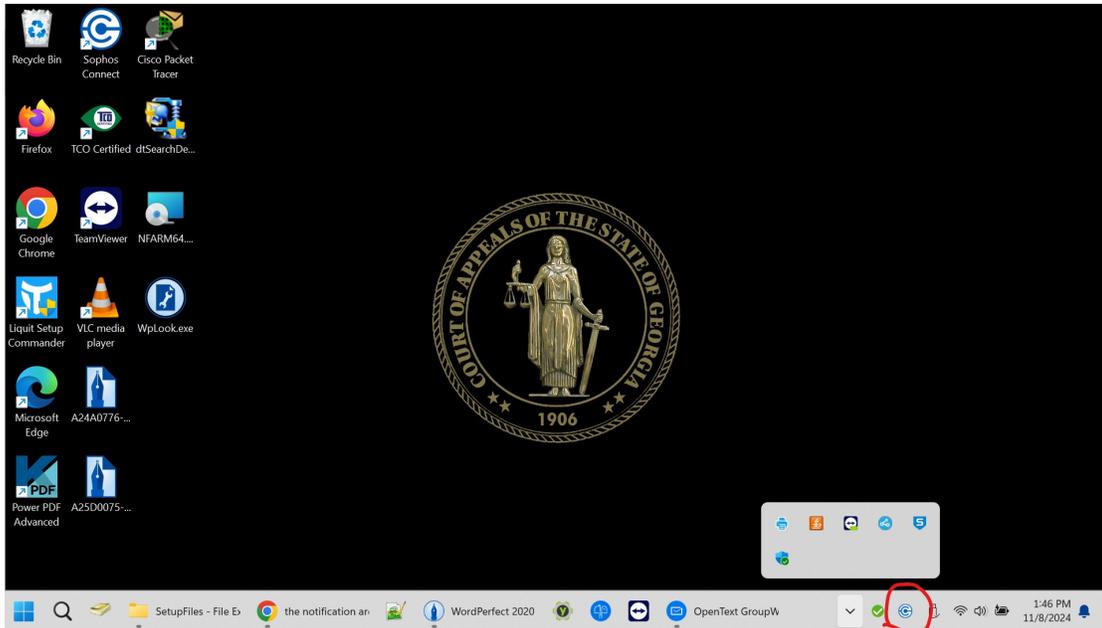
What You Need:

Sophos Connect: This is the VPN app that helps you connect to the GA Court of Appeals network safely and securely.
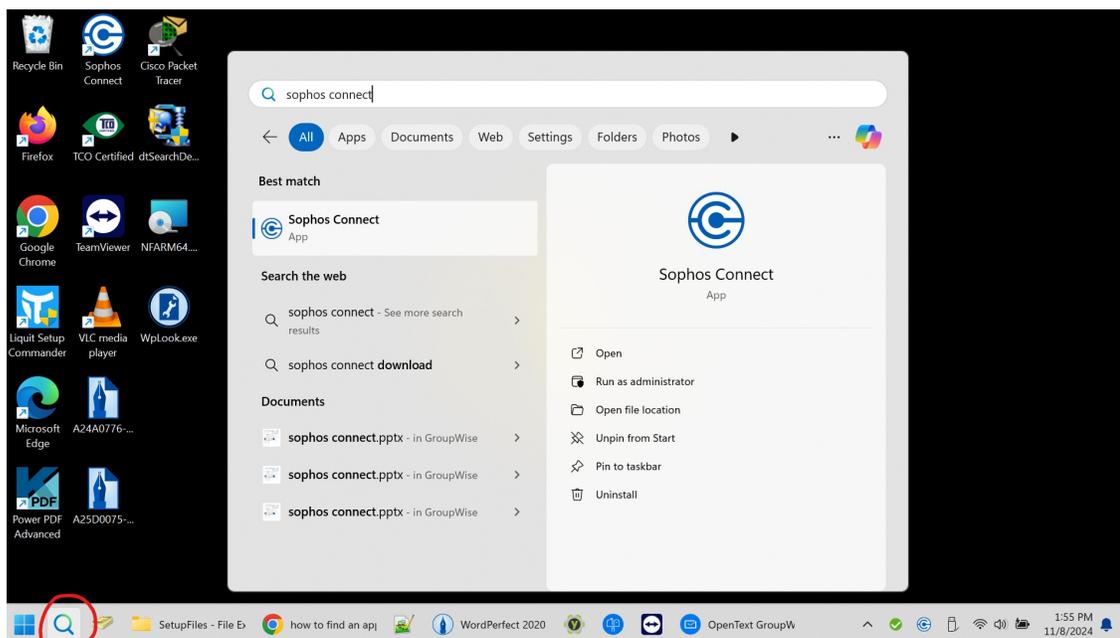
Step 1: Open the Sophos Connect App

- Look for the **Sophos Connect** icon in your **notification center** (this is on the right side of your taskbar at the bottom of the screen). It might look like a small icon with a shield or a lock.
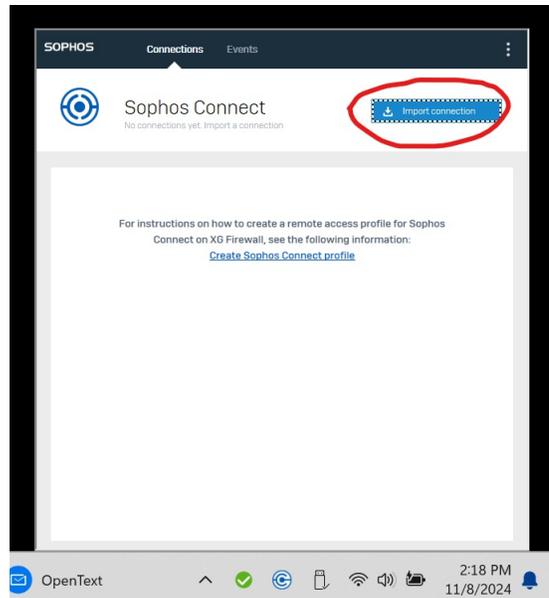

If you don't see it there:

- Click the **Windows search** icon (the magnifying glass in the bottom-left corner of your screen).
- Type "**Sophos Connect**" in the search bar and click on the app to open it.

Step 2: Import the Connection File (First Time Only)

- If this is your first time using the Sophos Connect app, you may need to **import the VPN connection file**. This is an important step for establishing a secure connection.

  You might see a message asking you to **import a file**. Don't worry – this is normal.
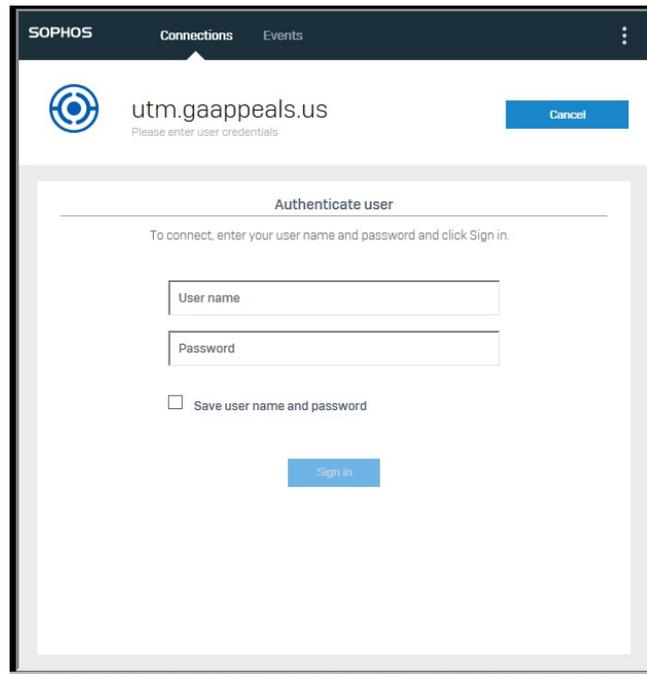

- **What to do:**
  - If you see this message, contact IT to get the **vpn.pro connection file**.
  - Alternatively, the connection file may already be on your computer! Look in this folder:
    C:\SetupFiles\Software\Sophos VPN Client .
    - If you find the file, you can manually import it into the app.

Step 3: Login to the VPN

- Once the connection file is imported, you'll see the **login screen**.
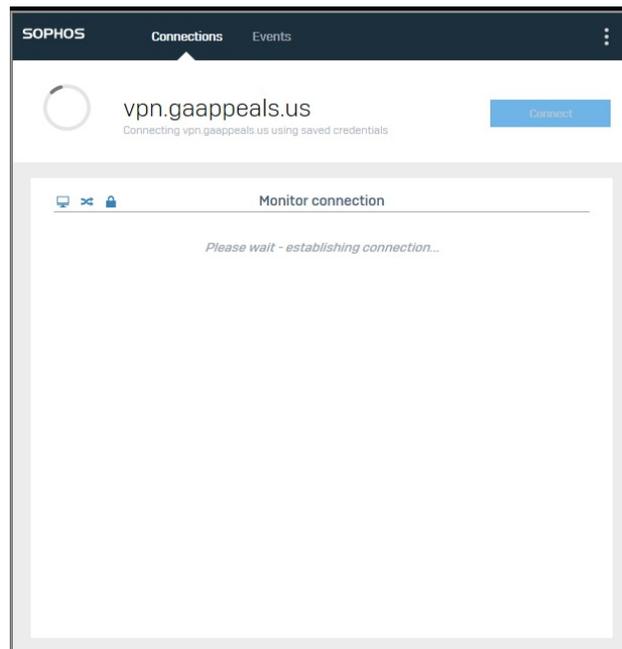
  What to do:
  - Enter your **username** and **password**.
  - If you want the app to remember your login details so you don't have to enter them each time, check the box that says "**Save username and password**".
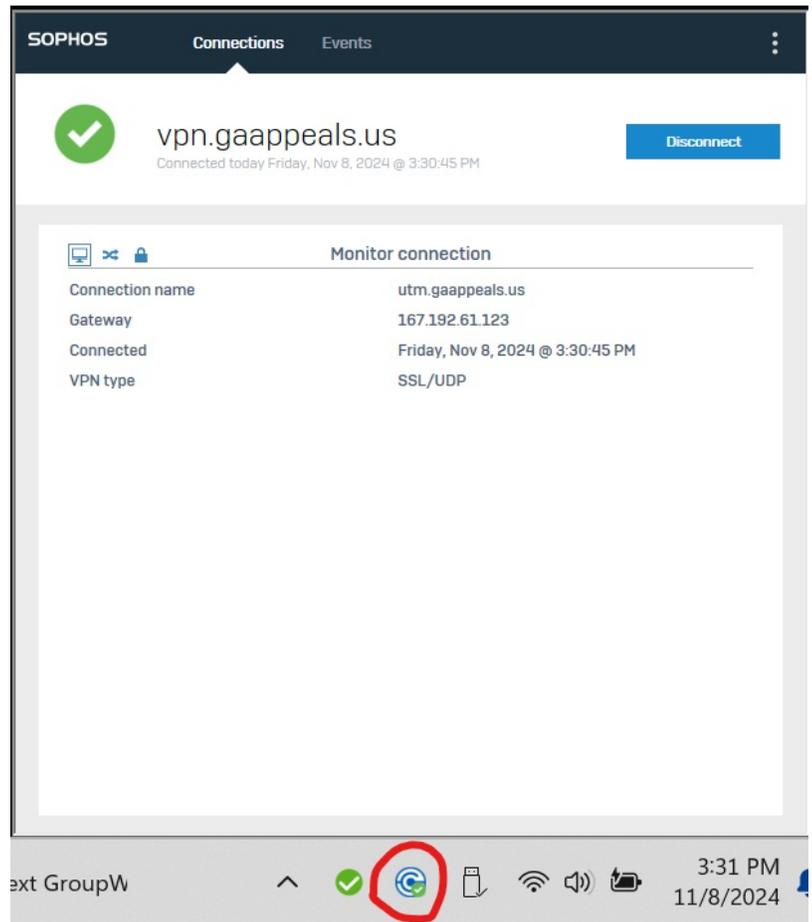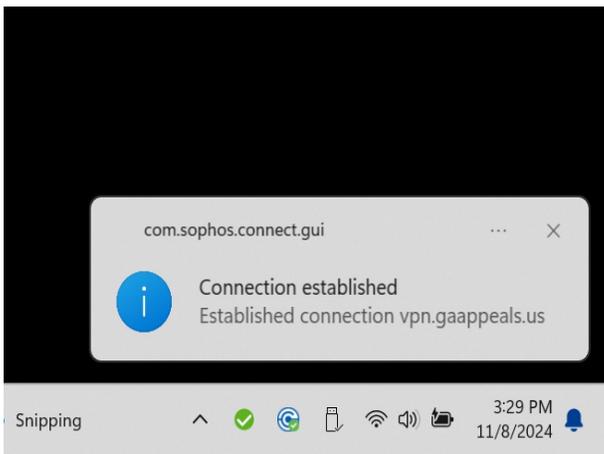
- Click **Sign In** to start the connection.

Step 4: Wait for the Connection to Establish

- After you click **Sign In**, the VPN app will start connecting. You might see a **loading circle** for a few seconds.

Once the connection is successful, you'll see a **green check mark** confirming you're connected.

Step 5: You're Ready to Go!
- You've now successfully connected to the **Georgia Court of Appeals** network using the VPN.
- This connection is important if you need to:
  - Access internal network folders
  - Run macros that use network folders within Word Perfect
  - Use other internal resources at the Court of Appeals

Need Help?
If you run into any issues or need assistance at any step, don't hesitate to reach out to IT. They're there to help!

Now you're all set to work securely with the GA Court of Appeals network. Happy working!