

How to Connect to Hotspot or Wi-Fi

Purpose:

To give directions on how to link to a hotspot or Wi-Fi with remote computer

Prerequisite:

- Remote desktop
- Access to hotspot or Wi-Fi

Who's Responsible:

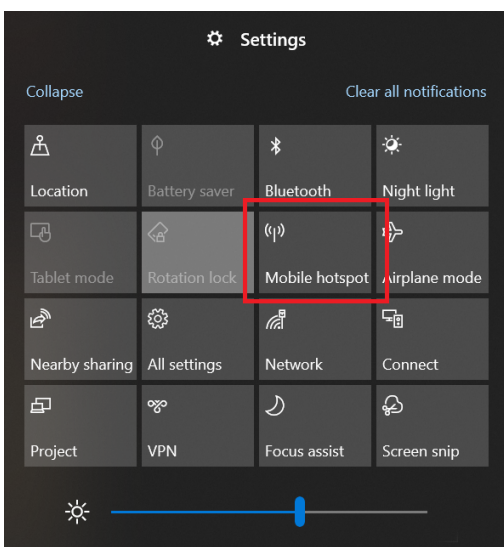
- All employees working remotely

Process:

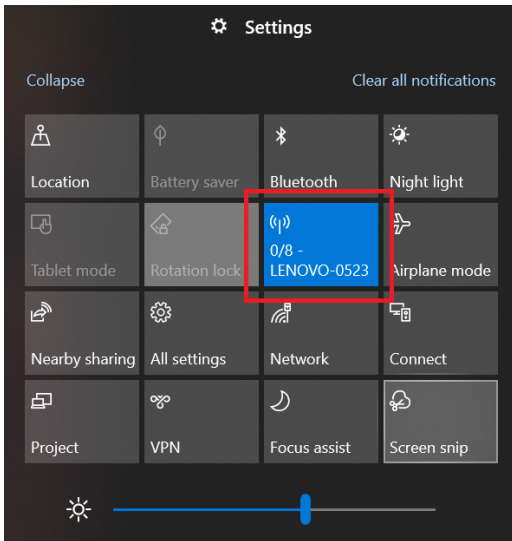
- **How to connect to a Hotspot**
 - Sign into computer
 - Click on Manage notifications icon in the lower right corner of computer desktop



- Make sure hotspot is on and active
- Click Mobile hotspot button



- Button will go blue and hotspot will be listed

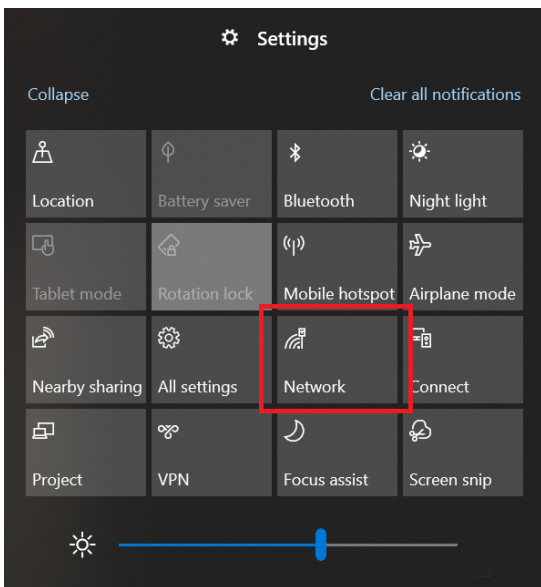


- **How to connect to internet/Wi-Fi**

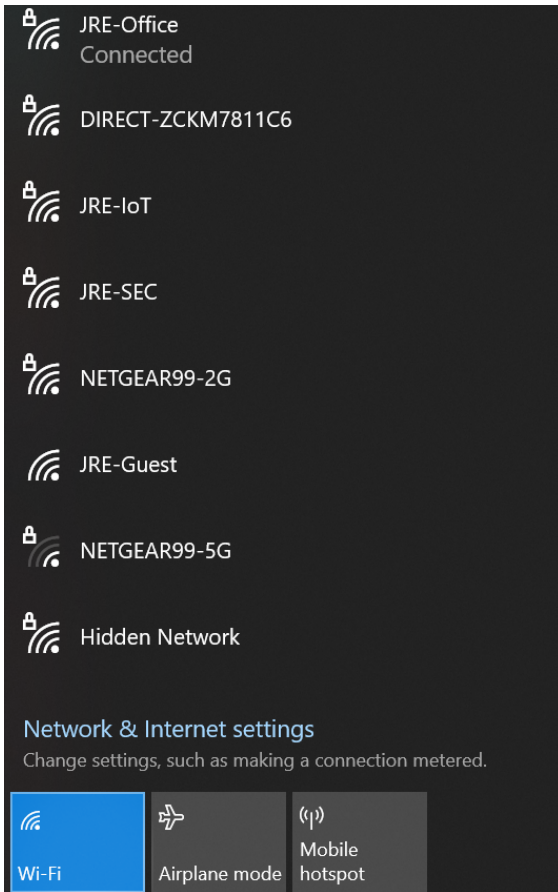
- Sign into computer
- Click on Manage notifications icon in the lower right corner of computer desktop



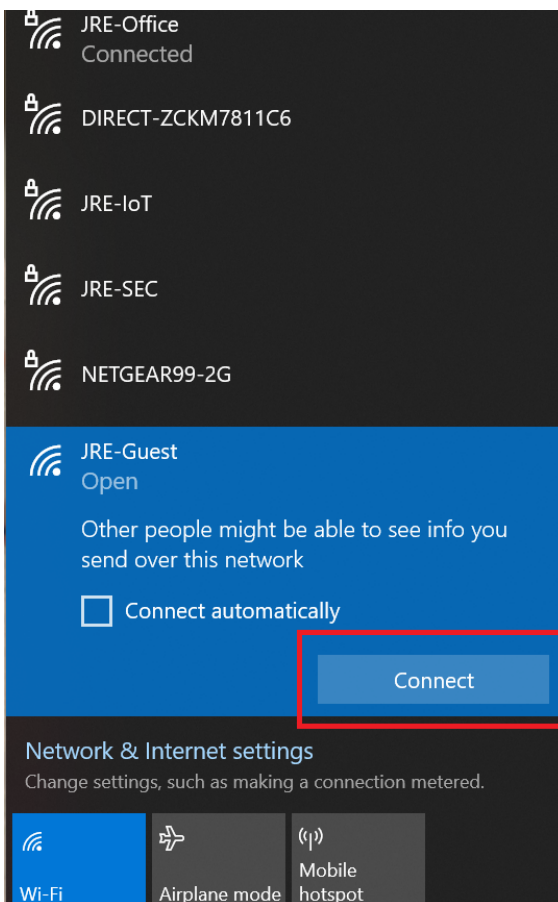
- Click Network button



- Click the internet/Wi-Fi connection you want to link to



- o Click Connect button



- System will display when you are connected

Troubleshooting:

- Submit a ticket to IT support@jranck.com

Revision #4

Created 25 August 2025 19:17:18 by lallen@jranck.com

Updated 27 August 2025 12:33:32 by lallen@jranck.com