Good afternoon,

Employees who are using any university-owned laptop (Windows or MAC) are requested to bring the laptop to campus to connect to the campus wireless network, or connect the laptop remotely to the campus VPN. This will allow the device to update from the old Office 365 tenant to the new PennWest Office 365 tenant. This must be done by Sept. 16.

The laptop must remain connected for about four hours to deploy the new configuration; during that time, it also needs to be plugged into a power outlet so it is not running on battery. The update will occur automatically. Employees may continue to use the laptop during the update.

Click here for instructions to connect via VPN to the Clarion campus network.

Click here for instructions to connect via VPN to the Edinboro campus network.

Those with questions may contact tech support by email at techsupport@pennwest.edu, or by phone at 814-393-2640 (Clarion campus) or 814-732-2111 (Edinboro campus).

Thank you,

Information Technology Services