

# Connecting to Microsoft AlwaysOn (MSAO) VPN

This document will walk staff through connecting Microsoft AlwaysOn VPN on their county-issued laptop.

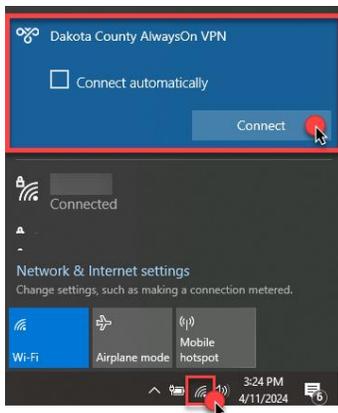
Notes about use of Microsoft AlwaysOn VPN:

- Users must be connecting with a county-owned laptop.
- Users must be enrolled in multi-factor authentication (MFA) and use the Microsoft Authenticator mobile app for notifications (MSAO will not accept an MFA text code). [User Guide: Enroll in Multifactor Authentication \(MFA\)](#)
- Users needing to connect to the criminal justice network are not able to use MSAO.

## INSTRUCTIONS

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1. Log on to your county laptop with your county user credentials and password.
2. Ensure you are connected to a Wi-Fi network.
3. Click on the Wi-Fi icon, then click on **Dakota County AlwaysOn VPN** and click **Connect**.  
Note: DO NOT check the box to *Connect automatically*. If that box is checked, remove the check before connecting.



4. You will receive a multifactor authentication notification on your mobile device and should click **Approve** within 60 seconds or your attempt to connect to AlwaysOn will timeout (and you will need to repeat step 3).
5. Once you approve your multifactor authentication, the status of AlwaysOn will change to *Connected*.
6. To disconnect from AlwaysOn VPN, repeat step 3 and click **Disconnect**.



If you encounter problems connecting to the Dakota County VPN or have any related questions, feel free to contact the IT Help Desk at [helpdesk@co.dakota.mn.us](mailto:helpdesk@co.dakota.mn.us) or 651-438-4346.