

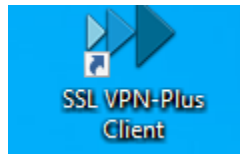
## Instructions for Business continuity in case of the Disaster

- follow the steps only in one of the two sections below that apply to you

### Only for Those That usually Connect to the Office Network / G: drive etc. by VPN

During the Disaster situation, you will connect to our backup VPN cloud network which has a different connection agent. You will use the same credentials, but just a different connector.

- If you did not install it before, please Install the cloud VPN agent
  - Go to [www.kbllp.ca/vpn](http://www.kbllp.ca/vpn) , download and install the VPN agent that you will use during the Disaster
  - Click on the link 'iLand VPN' and download and follow the instructions to install it
  - Note that the download is zipped, so you will need to unzip it first
  - After the installation you will see this icon on your desktop:



- Start it. Log in with your regular VPN credentials, omitting 2 Factor authentication (Duo)
- Make sure a desktop version of Teams is installed on your computer at home (firm's or personal) that you are using to connect to the office network by Cisco VPN
  - If you did not install it before, go to [www.kbllp.ca/vpn](http://www.kbllp.ca/vpn) , click on the 'Microsoft Teams' link and follow instructions

### All Others that usually connect remotely to the office computer by Remote Desktop Connection (or TeamViewer) and/or use RDS (Remote Desktop Server)

During the Disaster, the usual connection to your personal office computer will not be available, neither with TeamViewer or Remote Desktop. You will use only the RDS to access our backup Cloud network. You need to do the following in order to be able to work:

1. Log into our cloud backup RDS and authenticate with DUO -

- Computer is: '172.96.58.7'
- User name is: 'kbgca\your network id'

#### Notes:

- FileCabinet (I) and L drives will not be available
- Once connected, drives will have Red X's on them. Double click on the drives to enable and turn them to green

2. Use Teams and or email on [www.outlook.com](http://www.outlook.com) to communicate is you have any problems

