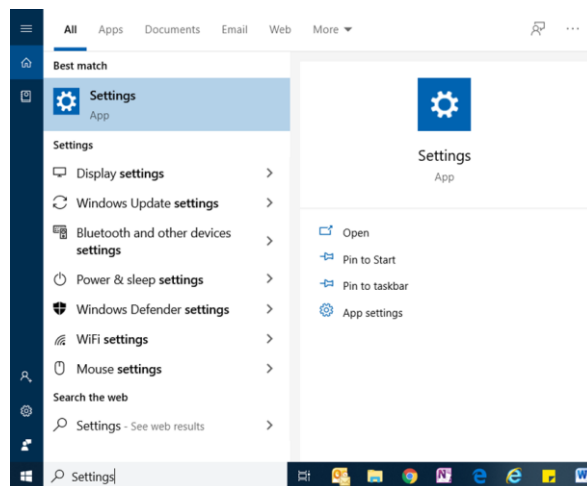


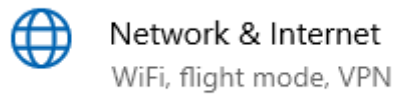
DISCONNECTING FROM DIRECT ACCESS

(Windows 10)

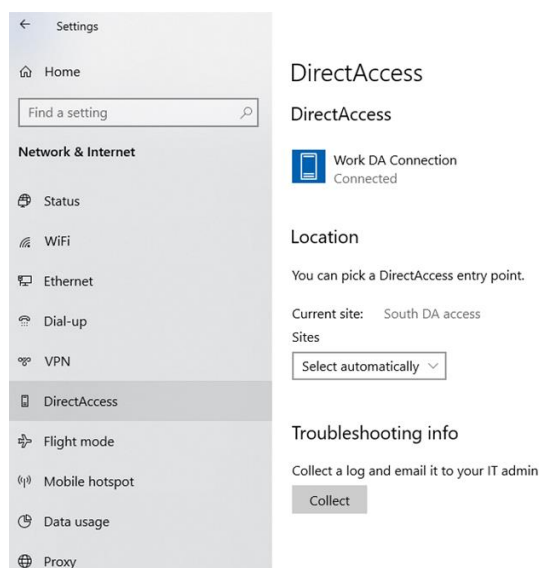
Step 1 – Go to the search bar next to the start menu and type in ‘Settings’ and open the app.



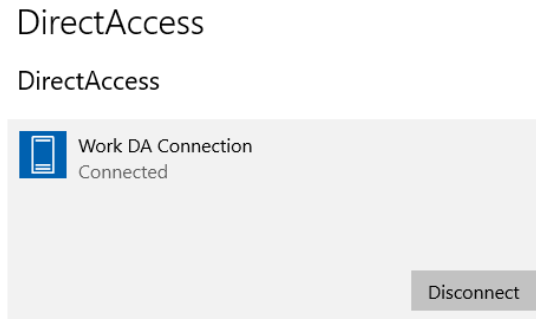
Step 2 – In the list of Windows Settings click on ‘Network & Internet’.



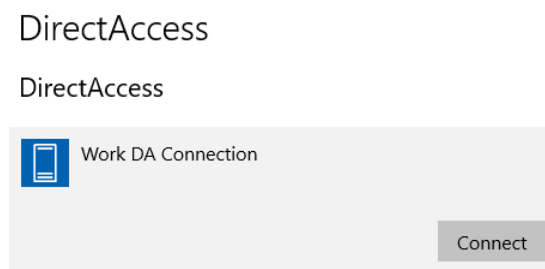
Step 3 – On the side bar choose ‘DirectAccess’.



Step 4 - Click where it says 'Work DA Connection' and the disconnect button will appear to allow you to disconnect from Direct Access.



To reconnect – Follow these steps again and the button above should say Connect.



Web and Email Access

You will still be able to access the Internet, however you will lose access to the network from within the Outlook Desktop App as well as all network drives.

You can still check your email via the Outlook Web App whilst being disconnected from Direct Access. This can be accessed from the following link: <https://mail.northstaffs.nhs.uk/owa>