

Proxy Settings – Turn ON and OFF (Windows 11)

These instructions contain the steps on how to turn ON and OFF the proxy settings on a BYO device when on-campus or at home.

Important things to follow:

1. **WHEN AT SCHOOL:** Proxy settings must be **turned ON** when at school or on-campus to give the computer access to the school's internet.
2. **WHEN AT HOME:** Proxy settings must be **turned OFF** when using the computer at home or off-campus so you can connect to a Wi-Fi other than the one at school.

Here are the steps to follow in order to do this:

1. Click the **START** button and type in **Proxy Settings** and click **Enter**.
2. Proxy window opens up. Go to **Manual proxy setup** and click on **Edit**.
3. **Edit proxy server** window comes up. **Turn it ON** when on-campus or **Turn it OFF** when off-campus.
4. Remember to click the **Save** button to ensure the changes have been saved.