**Instructions:** This communication is an example of content that can be utilized as an instructional attachment. To ensure that staff do not miss key information, it is recommended to create quick reference guides and visual documents for clear and concise instructions.

To transform this example into an eye-catching display, consider the following steps:

1. Design an appealing layout that aligns with your company's style and branding.
2. Incorporate icons, colors, and graphics for enhanced visual appeal.
3. Organize the content into clear sections for easy navigation.
4. Use bold fonts or colors to highlight important details and key points.
5. Present instructions in a visually pleasing checklist or step-by-step format.
6. Include a dedicated section for troubleshooting FAQs and tips.
7. Display IT Helpdesk details prominently for quick reference and support.
8. Ensure the content is concise, straightforward, and easily understandable.

By implementing these guidelines, you can create a visually captivating and informative quick reference guide that will engage and assist your staff effectively.

Get Ready for a Smoother Connection

To ensure a seamless transition to our new VPN software and protocol, follow these simple instructions:

**Preparation Steps:**

* Familiarize yourself with the new VPN software and protocol by reviewing the provided user guide or attending any training sessions.
* Ensure your computer meets the system requirements.

**Transition Day Instructions:**

* Install the new VPN software by following the provided installation guide.
* Use your existing VPN credentials to log in and connect to the network.
* Disconnect from the previous VPN software before connecting with the new one.

**Computer Instructions:**

* Install the new VPN software.
* Connect using your existing VPN credentials.
* Disconnect from the previous VPN software.
* Refer to the Troubleshooting FAQs or contact the IT Helpdesk for assistance.

**Mobile Instructions:**

* Company-issued mobile devices: The new VPN software will be automatically pushed to your device.
* Personal mobile devices: Install the new VPN software from the app store.
* Connect using your existing VPN credentials.

**Post-Transition Usage:**

* Test the connectivity and ensure access to necessary network resources.
* Refer to the Troubleshooting FAQs or contact the IT Helpdesk for assistance.

**Troubleshooting and Assistance:**

If you have questions or encounter technical issues, consult the Troubleshooting FAQs.

Contact the IT Helpdesk:

Phone: [IT Helpdesk Phone Number]

Email: [IT Helpdesk Email Address]

For a smooth experience, please complete the necessary steps and reach out to the IT Helpdesk if you need assistance.