

## Working Off-Campus

Most UI resources are easily accessible with an internet connection, but others require some setup. Before you begin working remotely, understand what you'll need to do to access your computing resources. Test your access to these applications or services from off campus before you plan to work remotely.

## Off-campus Checklist

Before you leave campus, make sure you've done the following:

1. Check with your supervisor to make sure you are cleared to work remotely
2. Plan communication with your team members and test how to **conduct remote meetings**
3. Test **making and receiving calls** from home
4. **Back up your files** - put files on One Drive for Business or in your home or shared drive. If you work with sensitive data, review the types of data that can be used with different IT services and tools at <https://its.uiowa.edu/support/article/110901>
5. If you plan to use your **personal computer** to work remotely, make sure you know how to access your email or other Microsoft Office tools located at <http://office365.uiowa.edu>
6. If you need to access services that require **VPN**, set up and test VPN access from home
7. If you will need **remote access** to your campus computer, set up and test access from off-campus: <https://its.uiowa.edu/support/article/1595>

### Accessing your email

- Using any web browser, you can access your email by logging in to <http://office365.uiowa.edu> (use [hawkid@uiowa.edu](mailto:hawkid@uiowa.edu) in the username field). Find instructions on how to use Outlook Web Access (OWA) for Office 365: <https://its.uiowa.edu/support/article/104670>
- You can also use the Microsoft Outlook application. Outlook should already be installed on **university-owned machine**. If you are using your **personal machine**, you can install Outlook using these instructions: <https://its.uiowa.edu/support/article/103142>

### Connecting with colleagues: Online meetings, calls, and instant messaging

#### Skype for Business

Skype for Business allows you to communicate through text chat, voice calls, video calls, and online meetings.

- Install Skype for Business: If you are using a **university-owned machine**, Skype should already be installed. If you are using your **personal machine**, you can install it using these instructions: <https://its.uiowa.edu/support/article/103142>
- Learn how to use Skype for instant messaging, to make calls, create or join online meetings, and more, with these instructions for Windows machines: <https://its.uiowa.edu/support/article/108271>
- Find more Skype for Business support here: <https://its.uiowa.edu/skype#!how-to-and-support>

## Zoom

Zoom is an instructional web conferencing solution. Learn how to log in, host online meetings, and more:

<https://teach.uiowa.edu/web-conferencingzoom>

## Virtual Private Network (VPN): Cisco AnyConnect

Some services, such as accessing your home or shared drive, require VPN. A VPN is a "virtual private network" that creates a secure connection to the UI network. Find instructions on downloading and configuring Cisco AnyConnect: <https://its.uiowa.edu/support/article/1876>

**Please note:** You will need to use Two-Step Login to complete your VPN login. During login, you will see a "Second Password" field where you will need to type "push", "phone", or "sms" to complete your login. Find instructions on how to log in to the VPN with Two-Step Login: <https://its.uiowa.edu/support/article/115421>

## Storing and saving files

- Use OneDrive for Business to store your documents. Learn how to log in, create and share files, and more with the OneDrive Get Started Guide: <https://its.uiowa.edu/support/article/102633>
- Connect to your home drive: <https://its.uiowa.edu/support/article/104047> (you'll need to connect to the VPN first—instructions above)
- Connect to your shared drive: <https://its.uiowa.edu/support/article/104043> (you'll need to connect to the VPN first—instructions above)

## Microsoft Office

- If you need Microsoft Word, Excel, Outlook, etc., you can access via the web at: <http://office365.uiowa.edu/>
- If you are using a **university-owned machine**, Microsoft Office products should already be installed. If you are using your **personal machine**, you can install Microsoft Office using these instructions: <https://its.uiowa.edu/support/article/103142>

## Two-Step Login with Duo

Many UI services and webpages, like ICON, HR Self Service, etc., require using Two-Step Login to complete login. We recommend using the Duo Mobile app to complete logins. Find information about Two-Step Login and switching to the app at: <https://its.uiowa.edu/duo>

## Mobile device instructions

If you'd like to stay connected to work using your mobile device, here are some helpful instructions:

- Connecting to email and calendar on your device: <https://its.uiowa.edu/support/article/101199>
- Download Skype for Business on your mobile device: <https://its.uiowa.edu/support/article/3766>

## Questions?

If you require access to specific applications not listed or need help with these services, please contact your IT representative or the ITS Help Desk: <https://its.uiowa.edu/contact>.

An extended version of this document can be found at: <http://its.uiowa.edu/remote>