

Being Prepared to Work Remotely on your SAIT Laptop

Note – The computer you use when working on campus was purchased according to SAIT specifications. Furthermore, your computer at work is attached to a very fast campus network. At home, your network connection will be slower, and your home computer may not be as fast as the one you use at work.

If we are asked to work remotely, SAIT will try and support you on whatever device you are using, but please understand there may be factors related to your Internet Service Provider, home network, or devices that are beyond our control.

1. **Training** – Attend one of our “Being Prepared to Work Remotely” training sessions, or watch a recorded version (a recording will be made available after the session)
 - ✓ Mon March 16, 2020 2:00-4:00pm
 - ✓ Tue March 17, 2020 2:00-4:00pm

WebEx Meeting link:

<https://northwestern.webex.com/northwestern/j.php?MTID=ma0434c3b3bd685b78d23e9e61c4e067b>

WebEx Meeting number: 807 327 240

WebEx Password: uMfvKhJp772

2. **Power Adapter** – Remember to take home your power adapter!
3. **Duo Mobile App** – Many systems require Duo multi-factor authentication. SAIT recommends using the mobile app. This will allow you to receive Duo push notifications no matter where you are.
 - ✓ If you have an Apple or Android phone, install the Duo Mobile App:
<https://kb.northwestern.edu/76803>
 - ✓ **Tip:** This requires MFA to set up, so make sure you do this while your primary phone is near. If you don't have an Apple or Android phone, you may want to add an additional phone number to your account.
4. **VPN** - When working remotely, please connect to the VPN when you start working, and disconnect when you are done for the day. You should be connected to VPN for the remainder of this checklist.
 - ✓ Connect to GlobalProtect VPN, and choose Duo Push when prompted. Doing so will verify a successful connection, and also verifies your Duo Mobile App.

5. **Phone** – When working remotely, your extension can “ring” on your computer using Jabber, or you can forward your phone to another number. SAIT recommends using whichever approach works well for you – but not both.
- ✓ Jabber allows you to answer your Northwestern extension on your computer. The quality of the phone call depends on your network connection.
 - ✓ You can forward your Northwestern extension to another number using [MyPhone](#). Please use **Mobility/Single Number Reach** – it will route unanswered calls back to Northwestern voicemail. Other options such as Call Forwarding will send unanswered calls to your *personal voicemail*.
 - ✓ In either case, have someone else call your Northwestern extension and verify that you can answer the call and have a normal conversation.
6. **Email and Calendar** – When working remotely, you can access your email and calendar through Outlook just as you do on campus.
- ✓ Open Outlook and verify you can send and receive email
7. **Microsoft Teams** – When working remotely, stay connected to Microsoft Teams in order to connect with Northwestern colleagues via chat, audio, or video.
- ✓ Connect to Microsoft Teams with your Northwestern email to verify a successful connection. You will be redirected to the Northwestern Online Passport page to enter your NetID and password.
8. **S Drive** – As long as you are connected to the VPN, you can use the S drive normally
- ✓ You should see the S drive on the left-hand side of the File Explorer window.
 - ✓ If you don't, you can map the drive manually:
 - i. In File Explorer, right click on “This PC”, and select “Map network drive...”
 - ii. Select Drive S:

Folder for most staff: `\\saf-genfs1a.ads.northwestern.edu\share`
Folder for NUHS staff: `\\saf-hsfs1b.ads.northwestern.edu\share`
Other staff may use other shares, see SAIT for more info
 - iii. Select “Connect using different credentials”
 - iv. Click Finish. When prompted, for your username enter ads\yournetid and your password.
9. **WebEx** – WebEx is a video conferencing tool useful for large meetings or for connecting with others outside of the University.
- ✓ Login to WebEx using your @northwestern.edu email address, site URL northwestern.webex.com and on the NU Online Passport page that appears, enter your NetID, password, and then use multi-factor authentication to login