

## **Working Remotely Guide for University Faculty & Staff**

### **Getting Started Checklist:**

- ☑ Do you have Duo Two-Factor Authentication installed on your mobile phone?
  - Duo enables secure authentication to University systems
  - [Link to install Duo](#)
- ☑ Do you have secure VPN access to University systems?
  - Some systems like Banner, DocFinity & EMS require a secure connection
  - [Link to install Global Protect VPN](#)
- ☑ Do you have internet access?
  - Internet access will be needed to connect to University systems remotely
  - Consider using your mobile phone as a hot spot: [Apple](#) [Android](#)
- ☑ Do you need to remote connect into your University computer?
  - You will need your computer name - [How to find your computer name](#)
  - [How to remote into your computer](#)

### **Tools needed to work remotely:**

<b>University email</b>	<b>OWA:</b> Login to my.Fairfield and click on <i>Email/Exchange Outlook</i> from University laptop/computer: <ul style="list-style-type: none"> <li>• You will be prompted to login</li> <li>• Enter your username with the domain name, as in FFLDU\yournetid ex: FFLDU\jdoe</li> </ul>
<b>NetID / Password Reset</b>	<a href="https://www.fairfield.edu/password">https://www.fairfield.edu/password</a>
<b>Accessing and saving files</b>	Login to my.Fairfield and click on <i>Dropbox</i>
<b>University voice mail / phone system</b>	<a href="#">Telephone &amp; Voicemail system</a>
<b>Printing without a printer (print to PDF)</b>	<b>Windows</b> Click <i>File &gt; Print</i> Select a PDF printer from your printer list ex: <i>Adobe PDF, Microsoft Print to PDF</i>  <b>Apple</b> Click <i>File &gt; Save As</i> Select <i>Save as Adobe PDF</i>
<b>Chat / Collaborate with co-workers</b>	Install <a href="#">Microsoft Teams</a>
<b>Video Conference</b>	Login to my.Fairfield and click on <i>Zoom</i>
<b>ITS Help Desk</b>	<b>Submit a Ticket:</b> <a href="https://fairfield-apps.easyvista.com/">https://fairfield-apps.easyvista.com/</a> <b>Email:</b> <a href="mailto:itshelpdesk@fairfield.edu">itshelpdesk@fairfield.edu</a> ( <i>not active – coming soon</i> ) <b>Call:</b> 203-254-4069
<b>Help Desk Wiki Knowledgebase (search for answers)</b>	<a href="https://wiki.fairfield.edu:8443/">https://wiki.fairfield.edu:8443/</a>
<b>University website (internal)</b>	<a href="https://my.fairfield.edu/">https://my.fairfield.edu/</a>
<b>University website (external)</b>	<a href="https://www.fairfield.edu/">https://www.fairfield.edu/</a>