

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:

University email	OWA: Login to my.Fairfield and click on <i>Email/Exchange Outlook</i> from University laptop/computer: <ul style="list-style-type: none"> • You will be prompted to login • Enter your username with the domain name, as in FFLDU\yournetid ex: FFLDU\jdoe
NetID / Password Reset	https://www.fairfield.edu/password
Accessing and saving files	Login to my.Fairfield and click on <i>Dropbox</i>
University voice mail / phone system	Telephone & Voicemail system
Printing without a printer (print to PDF)	Windows Click <i>File > Print</i> Select a PDF printer from your printer list ex: <i>Adobe PDF, Microsoft Print to PDF</i> Apple Click <i>File > Save As</i> Select <i>Save as Adobe PDF</i>
Chat / Collaborate with co-workers	Install Microsoft Teams
Video Conference	Login to my.Fairfield and click on <i>Zoom</i>
ITS Help Desk	Submit a Ticket: https://fairfield-apps.easyvista.com/ Email: itshelpdesk@fairfield.edu Call: 203-254-4069
Help Desk Wiki Knowledgebase (search for answers)	https://wiki.fairfield.edu:8443/
University website (internal)	https://my.fairfield.edu/
University website (external)	https://www.fairfield.edu/