



# Preparing for Working From Home

## Checklist

- Can access email from home?
- Can use Skype at home?
- Individually held files saved to One Drive
- Can access One Drive from home?
- Shared files saved to location available off-site?
- Can access Shared files from home?
- Remote Virtual Desktop (VDI) access
- Portable equipment taken home each night?
- Teaching materials on Moodle?
- Line Manager informed of IT resources required that above checks do not cover?

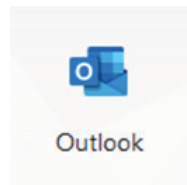
## Details

### Access email from home

#### CNWL email users

If you're using a college laptop, access to email using Outlook should work exactly as it does when in the college. If you're not using a college laptop, you can access your work emails from home through Office 365.

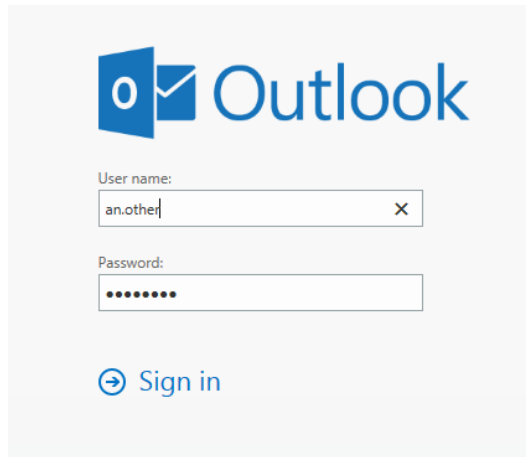
- Browse to website at <https://login.microsoftonline.com>
  - Login with:  
Sign In' screen – enter your email address  
([firstname.lastname@cnwl.ac.uk](mailto:firstname.lastname@cnwl.ac.uk) )
  - Choose 'Work or school account' if presented with an account option
  - 'Enter password' screen – enter password you use to logon to your PC in the college
  - Select the 'Outlook' icon



#### CWC email users

If you're using a college laptop, access to email using Outlook should work exactly as it does when in the college. You can access your work emails from home through a web browser.

- Browse to website at <https://mail.cwc.ac.uk>
  - Login with:  
Sign In' screen – enter you're the username and password that you use to logon to your PC in the college



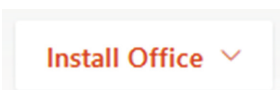
## Using Skype at home (CNWL Staff only)

If you're using a college laptop, access to Skype should work exactly as it does when in the college. If you're not using a college laptop, you can access your work Skype account via any device with the Skype software installed:

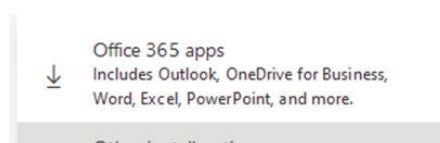
- Open Skype
- Login with:
  - Login-in address' – enter your email address  
([firstname.lastname@cnwl.ac.uk](mailto:firstname.lastname@cnwl.ac.uk))
  - Password - enter password you use to logon to your PC in the college

If you need to install Skype on a device, you can download it from Office 365:

- Browse to website at <https://login.microsoftonline.com>
- Login with:
  - 'Sign In' screen – enter your email address  
([firstname.lastname@cnwl.ac.uk](mailto:firstname.lastname@cnwl.ac.uk))
  - Choose 'Work or school account' if presented with an account option
  - Enter password' screen – enter password you use to logon to your PC in the college
- Select the 'Install Office' button



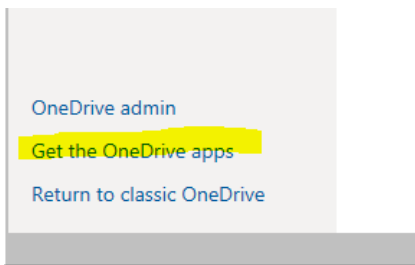
- Select 'Office 365' apps



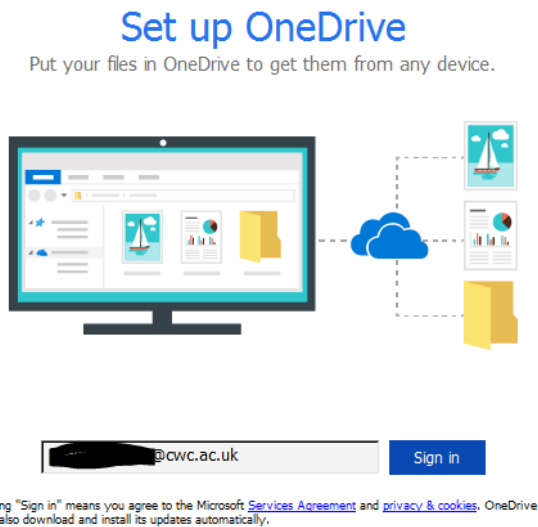
- Follow on screen instructions

### Are individually held files saved to the One Drive?

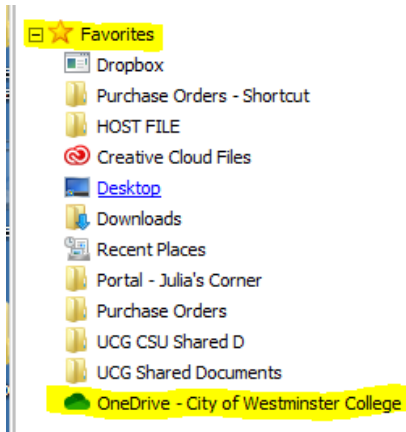
If you haven't already done so, you will need to install the OneDrive App in order to see your files in File Explorer. This is available from the link in the lower left of the web browser page for OneDrive, once you've logged into Office 365:



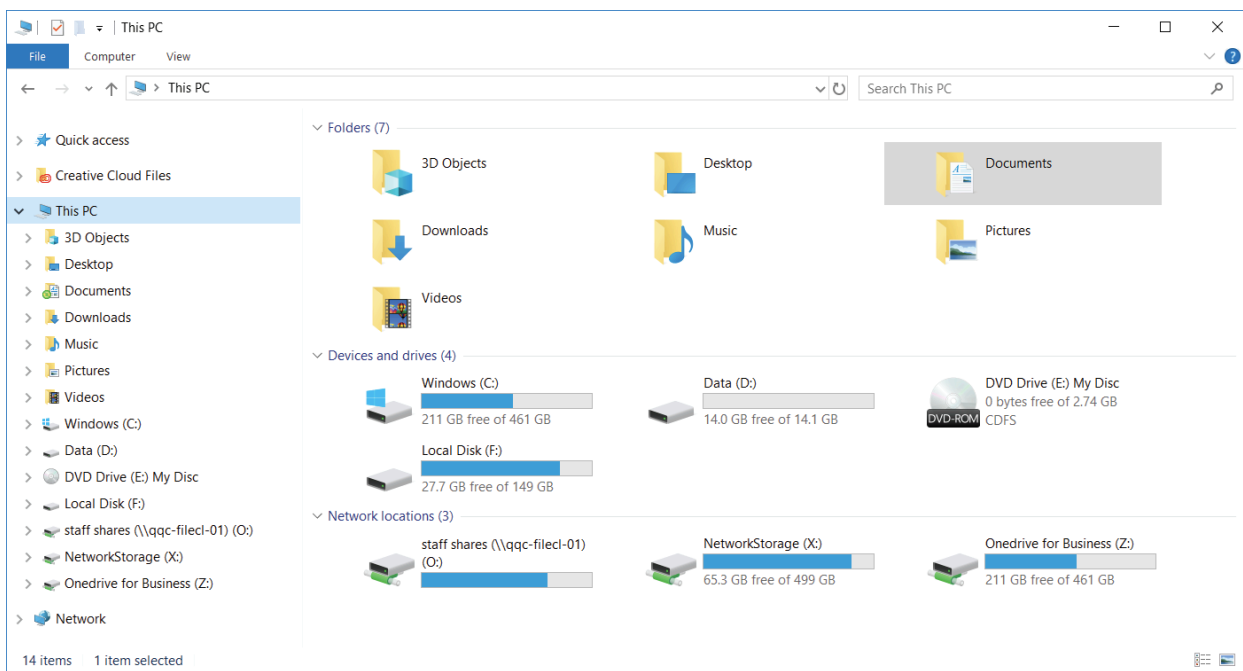
This will open a new browser window, press download and then press run. The app will then install. Once installed, you are prompted for your college e-mail address and then press the sign-in button:



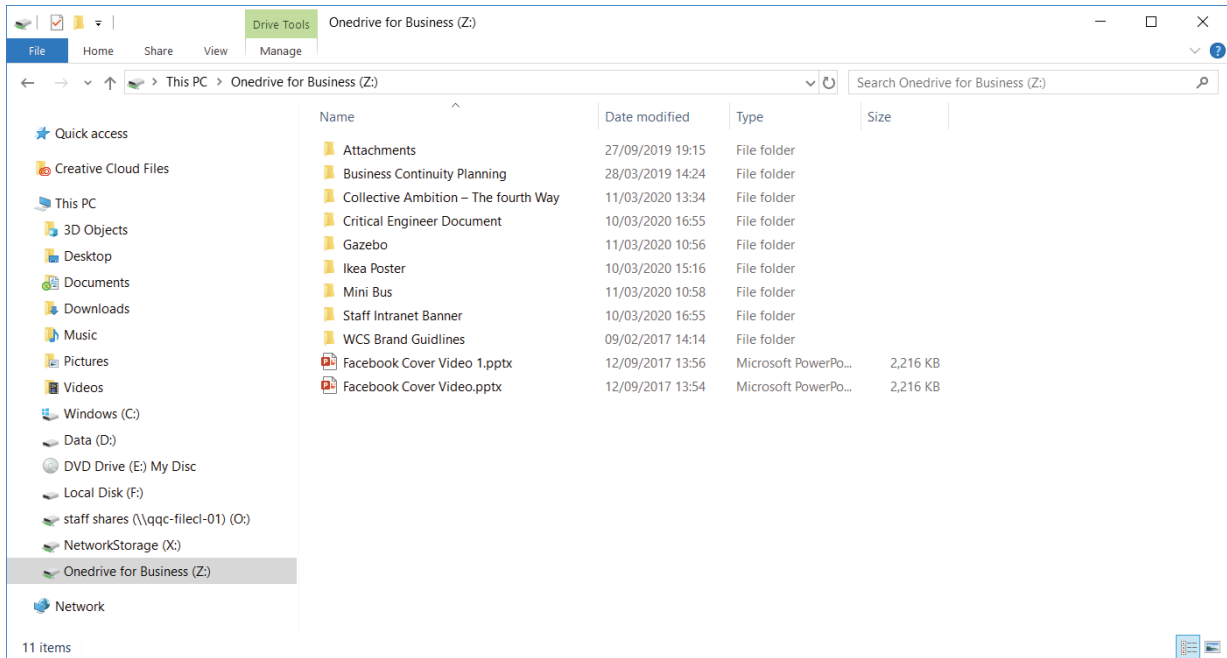
After pressing next a few times and finish, File Explorer will open and you should see a new favourites item, OneDrive - <college name>



Open 'File Explorer', locate your Z: drive, and click on it to open it. (In this case we will use Z drive for exemplar purposes.)



Check that all the files you use individually are saved there.



Have a browse through the folders to see if all your stuff is there (tip: the ‘documents’ sub-folder may contain the folder structure you’re more used to seeing)

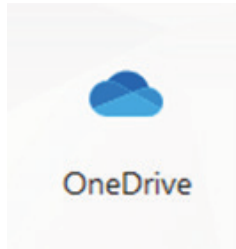
- If you have any files you use individually saved elsewhere, move them into your Z: drive

## Can I access the One Drive from home?

If you’re using a college laptop, access to your One Drive should work exactly as it does when in the college.

If you’re not using a college laptop, you can access your One Drive from home through Office 365

- Browse to website at <https://login.microsoftonline.com>
  - Login with:
  - ‘Sign In’ screen – enter your email address  
([firstname.lastname@cw.ac.uk](mailto:firstname.lastname@cw.ac.uk)) or ([firstname.lastname@cnwl.ac.uk](mailto:firstname.lastname@cnwl.ac.uk))
  - Choose ‘Work or school account’ if presented with an account option
  - ‘Enter password’ screen – enter password you use to login to your PC in the college
  - Select the ‘One Drive’ icon



## Are Shared files saved to a location available off-site?

The files you share with colleagues – do you access them through any of following:

- A shared One Drive folder
- The staff intranet
- Moodle

If your answer to the above is yes, then these files are available off-site.

If the files you share remove files are in a network share (for example the ?? drive), the answer to the above is no.

Discuss this with your line manager and work colleagues to see if you need/could move your shared files to one of the above locations so that you can access them from home. IT can provide help/advice on this, however please keep in mind, that all our colleagues are considering what they require to work from home – so discuss this with your line manager, who can raise it when the time comes to prioritise requirements for your area.

## Remote Virtual Desktop (VDI) access

Both the CNWL and CWC virtual desktop environments are available remotely, just point a web browser at <https://mypc.cnwl.ac.uk> and <https://mypc.cwc.ac.uk> respectively. You can either install the client software (see separate user guide) or use the “HTML Access” option.

## Portable equipment taken home each night

If you have been issued with portable equipment, such as a laptop – please take this home each night to be prepared for a potential situation where you are going to be working from home.

- For laptops – remember you also need your power supply!
- Skype headsets are another piece of equipment that should be going home each night.

## Teaching materials Moodle

- Are the materials you use for teaching activities available through Moodle?

**Line Manager informed of IT resources required that above checks do not cover**

- Do you use IT systems in the college that are not available outside of the college and are not covered by any of the details above? If yes - discuss this with your line manager, who can raise it when the time comes to prioritise requirements for your area.