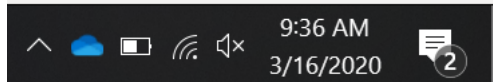


So you want access to work while you're at home.

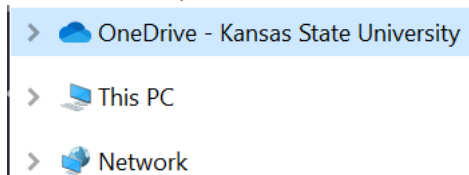
Things to do before you begin working from home:

1) Setup OneDrive

- a. If you have it installed in the bottom right hand corner of the taskbar you will have a cloud. If you have it setup and running it'll be blue otherwise it'll be grayed out.



- b.
- c. By clicking the cloud you can login to OneDrive with your kstate email and password.
- d. Once finished you can locate where to put your files here.



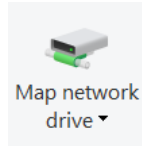
- e.
- f. It'll act like any other folder on your computer.
- g. When files are transferred to OneDrive they can be accessed from any computer.

2) Setup Teams for your office or work-group. Non-Counties skip to step c.

- a. If you work in the counties you can use this currently as more than a collaboration tool but use to begin moving your W:drive/buffalo into the cloud. Where *you* can access it from anywhere.
- b. If you'd like to begin setting up a team for county/district please contact Nick Webb to begin the process.
- c. If you don't have teams installed you can find it here.
https://ksuemailprod-my.sharepoint.com/:f:/g/personal/webbn_ksu_edu/Eo2WrpCxszdGje514L5d7g8BRsgS233YVW99mgxg9xHCDw?e=PFaQUI
- d. By logging in with your K-state email you'll have access to any teams already setup as well as making new teams to meet your needs. You will also have access to the chat function to communicate with anyone else who has gotten teams setup.

3) Setup Remote access to campus.

- a. First we will want to get Global protect up and running on your computer.
- b. https://kstate.servicenow.com/kb_view.do?sys_kb_id=a19bdc76db5bb700da0b9447db9619cf
- c. Once this is running we begin by mapping you w:drive to your computer.
 - i. Open your file folder and navigate to "This PC"
 - ii. On ribbon on the top select Computer: Map Network drive



- iii.
- iv. Change drive to W: (or whatever you prefer) and in the box below it enter the following:
[\\catfiles.users.campus\workarea\\$](\\catfiles.users.campus\workarea$)
- v. It should ask you to login with your eid and password and will grant you access to any files with permission to your eid.