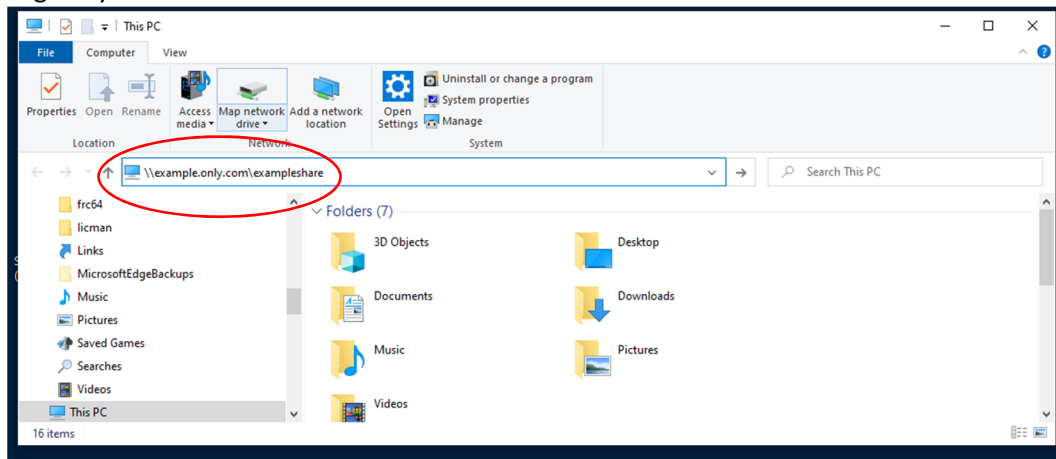


Use the Cisco VPN (KUANYWHERE). This is a mandatory first step in connecting remotely.

1. Go online, download and install the Cisco VPN client:
<https://technology.ku.edu/software/kuanywhere>
Click the "Access" tab to see the download links.
2. Log in and connect via the Cisco VPN client (instructions):
https://kuit.servicenow.com/kb_view.do?sysparm_article=KB0012760

Use Windows File Explorer to navigate to a server share

1. Start Windows explorer: Click the Start (Windows icon) button in the lower left corner of your screen and start typing "File Explorer". Click File Explorer when it comes up in the search.
2. Type the name of the server and share that you are trying to connect to in the URL box EXACTLY AS IT IS PRESENTED TO YOU IN THE INSTRUCTIONS, USING THE PROPER FACING SLASHES. Type over any text that was originally in the box:



3. You will be asked to log in. You will need to log in to the physical resource (file server or printer resource) using this username format: **home\username** If you do not preface your username with "home\" it will not work.

Access Files (Documents and Desktop files) from a remote computer.

1. Go online then log in to the Cisco VPN (KUANYWHERE) (instructions on this page).
2. Use Windows File Explorer to navigate to this server share (instructions on this page):
\\cfs.home.ku.edu\sadp_general\fac_staff
3. At a minimum, you should see a folder with your username or id. This is your personal file storage area on the server.
4. Inside your username/id folder you'll find your desktop and documents folders (as well as some other folders). You can open, edit, save, delete and create new files as if you were working on campus.

Access the Project server from a remote computer:

1. Go online then log in to the Cisco VPN (KUANYWHERE) (instructions on this page).
2. Use Windows File Explorer to navigate to this server share (instructions on this page):
\\cfs.home.ku.edu\sadp_projects
Look for the current semester folder (sp20 or fa20, etc.).
3. You may also access the old fashioned way using the "add network connection" in windows (you're probably most familiar with this method). I can send instructions for that if needed, upon request to henryt@ku.edu.

Print from home to the Mailroom MFD printer:

1. Go online then log in to the Cisco VPN (KUANYWHERE) (instructions on this page).
2. Use Windows File Explorer to navigate to this server share (instructions on this page):

`\\itprdpcutclas.home.ku.edu\ARCD-MAR214-KMC658-COLOR`

Note that in this case the printer name is the “share”.

3. Wait for the printer installation to finish.
4. You can now print to the printer as if you were on campus.

Work from home by using your office computer remotely (remote desktop connection):

Please inform Henry Troyer if you want to connect remotely to your office computer. Your workstation will need special preparation in order for you to use this option. You will receive additional instructions for connecting remotely once it is setup.

Work from home by physically taking your office computer home!

If you don't have a reliable desktop or laptop, you are permitted to take your office computer home. Please inform Henry Troyer if you choose this option. You will need to be able to physically move your computer, monitor and any accessories yourself, and be able to set it up and configure it to work on your home network (we can't come to your house and help).

Software resources for working from home:

Microsoft office: Go to <https://www.office.com> and click the “sign in to your account” link in the upper right corner. When you sign in, use this username format: **<username>@home.ku.edu**.

Make sure you use **@home.ku.edu**. Select “Work or school account” if prompted. Use the DUO two-factor authentication to complete the login. You can use the apps online, or click the “Install Office” in the upper right to install locally on your computer.

Adobe Creative Cloud: Your KU credentials allows you to install Adobe Creative Cloud on a personal computer. Go to <https://www.adobe.com> and click the Sign In link in the upper right. Use your KU email address: **<username>@ku.edu**. Select “Company or School Account” if prompted. Complete the login using DUO Two-factor authentication. There you will have links to the Creative Cloud which will allow you to install desktop apps on your computer.

Autodesk Products: Go to <https://www.autodesk.com/education/free-software>. Click any software package you want to install. If you have an account with Autodesk, login using that account. You will also have the option of creating a new account. Use your KU email address to create the account in order to get the free software for education.

SketchUp: A free, basic version of SketchUp can be used online at <https://apps.sketchup.com>. If you absolutely need the pro version, it's \$55 for educators.

Zoom Meetings: Always start at <https://kansas.zoom.us> to schedule/host Zoom video conferences.

Much more information is available at <https://howto.ku.edu>