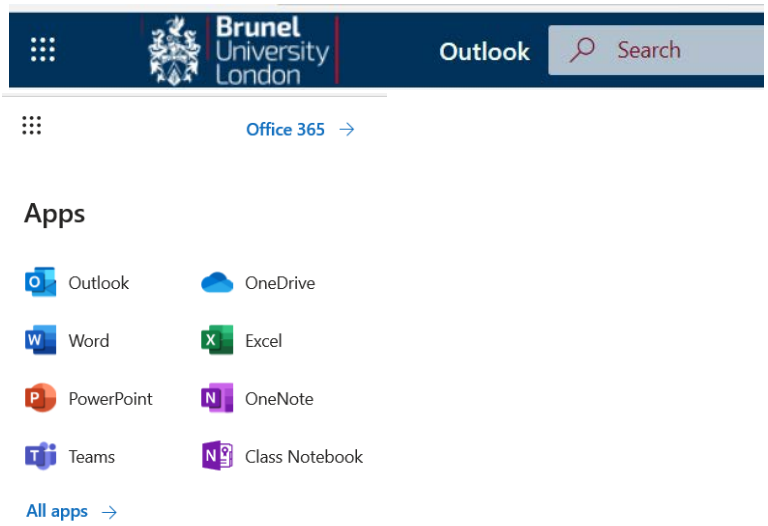
Brunel guide to working from home

The tips below are designed to help you set up and work from home. Some things you ideally need to set up while still in the office but if that's not possible there are many things you can still do from anywhere with an internet connection.

Accessing Office365

1. **Logging in:** Open your internet browser and go to Office.com - login using your Brunel credentials (username@brunel.ac.uk). This will give you access to all Office365 based tools.
2. **Outlook:** Click on the Outlook app to access your email and calendar.
3. **SharePoint:** Use SharePoint for all shared team documents. If you are still in the office, prepare for working from home by moving all current files from any other shared drive into a SharePoint folder your whole team can access. If your shared SharePoint drive is reaching its limits archive or delete old or unused files to free up space.
4. **OneDrive:** Use this for personal documents. When you are logged into Office365 (as above), click on the App Launcher button (the nine dots in the top left of your screen) and you will see a list of available Apps. Click on the OneDrive icon and follow the onscreen instructions to set up. If you are still in the office, you can then drag and drop files from personal folders into OneDrive. If you are already working from home, you can save all files here going forward so they are secure and accessible when you return to the office.



Keeping in touch with your team

1. **Your calendar:** Ensure you update your Outlook calendar with your location every day so people know where to find you.
2. **Contact details:** Heads of departments should compile a list of contact details for all team members so you can easily keep in touch and share update. Set up a WhatsApp group for important updates.
3. **Sign in to Microsoft Teams:** While logged into Office365, go to the App Launcher and choose the Teams icon. Teams is a new way to communicate, collaborate and bring all your files together in one place. (This is being deployed to all staff and will be available from 18 March).
4. **Login to Yammer:** While logged into Office365 you can also download the Yammer App. This will allow you to hold conversations with your team and network with colleagues across the University.
5. **Skype for Business:** Install Skype for Business on your home computer so you can take part in online meetings both on campus and at home. Open your internet browser and search for Skype for Business and follow the onscreen instructions. You can then login using your Brunel credentials.
6. **Reroute your office landline:** You can redirect calls from your landline to your mobile using Cisco Jabber. Contact switchboard.ipt-support@brunel.ac.uk stating what type of device you have, Android or iPhone. You will be emailed instructions to set up.
7. **Mobile numbers:** Add your mobile number to your email signature so it can be easily found by colleagues.

Add key information channels to your favourites

1. Our **Coronavirus portal** is being updated daily and will always have the most up-to-date information.
2. The **staff intranet** will continue to feature all other news and event information as well as access to internal systems such as CHIME. You can also access your email through the Webmail link.
3. Follow our Brunel Campus Life social media channels on **Facebook**, **Twitter** and **Instagram.**

Accessing tools and information

1. **Use the Quick Links and Tools** on the IntraBrunel homepage to quickly access key internal tools and systems. You will need a VPN connection to use some of these (eg eVision) or to connect to your G or H drive folders. To set this up go to the Connect Portal, click on 'Connect to', input your username and password then choose 'VPN Connect' and follow the onscreen instructions.
2. Some tools will only be available if you have a Brunel laptop (eg SITS, some editing software, Adobe Acrobat etc). If there are tools you need to use that you do not currently have home access to please talk to your line manager.

3. If you need to use the CMS to update the external website, go to https://cms-brunel.cloud.contensis.com/Default.aspx and login as usual.
4. If you have any problems accessing systems you need to do your job please contact your line manager in the first instance for advice.