

Practical Advice on being prepared to work from home

1. Use OneDrive, Teams and SharePoint Online.

Store and work on documents in Microsoft OneDrive, Teams or SharePoint Online whenever possible, rather than on your Desktop, or in Network Shared drives. This will allow you to access documents from any device and any location. If you have any files on your desktop already, copy them over to OneDrive.

2. Familiarise Yourself with Office 365.

Office 365 Online provides the full suite of Microsoft office applications, directly from your web browser, whether you're in college or off site. All the applications can be accessed from <https://www.office.com/> when you log in with your College login. This also includes your Outlook Mail and Outlook Calendar. As part of the College's Office 365 subscription you can install a free copy of Office (Outlook, OneDrive, Word, Excel, PowerPoint) on your Windows or Mac personal devices at home. Log in at <https://www.office.com/> and click 'Install Office' in the top right-hand corner.

3. Setup Your Portable Computing Devices

If you have a College provided laptop, tablet or mobile phone you are advised to get these out and ensure you know where the chargers are. Power them up and allow them to get the latest updates – so they will be ready when you need to use them. Take your devices home with you each night, so that you'll be prepared to work from home at short notice. Make sure they are connected to your home Wi-Fi.

4. Use Microsoft Teams.

Microsoft Teams is a great way to stay in touch with your colleagues when you're working from home. You can access it from <https://teams.microsoft.com/> or you can download the Teams App for your Desktop or Smart Phone. Practice messaging or video-calling colleagues before you work from home. If you haven't done so already, setup and invite groups of colleagues into 'Teams'.

5. Enable Call Forwarding.

You can forward calls from your College phone number to your college mobile phone if you have one. To do this press the **menu button>call forwarding> enter your mobile number**. If you're having difficulties contact Tech Services on 024 7679 1516 /1512 or email technicalservices@coventrycollege.ac.uk

6. Know how to get to college Systems.

Most college systems (Pro-monitor, Employee self-service) are available via a web browser. Ensure you know where the links to these systems are.

7. Get the latest Shortcuts for RDSSTAFF & RDSMANAGEMENT

Get familiarised with how to connect to college remote desktop systems while your still in the college so you know what to expect when using them at home.