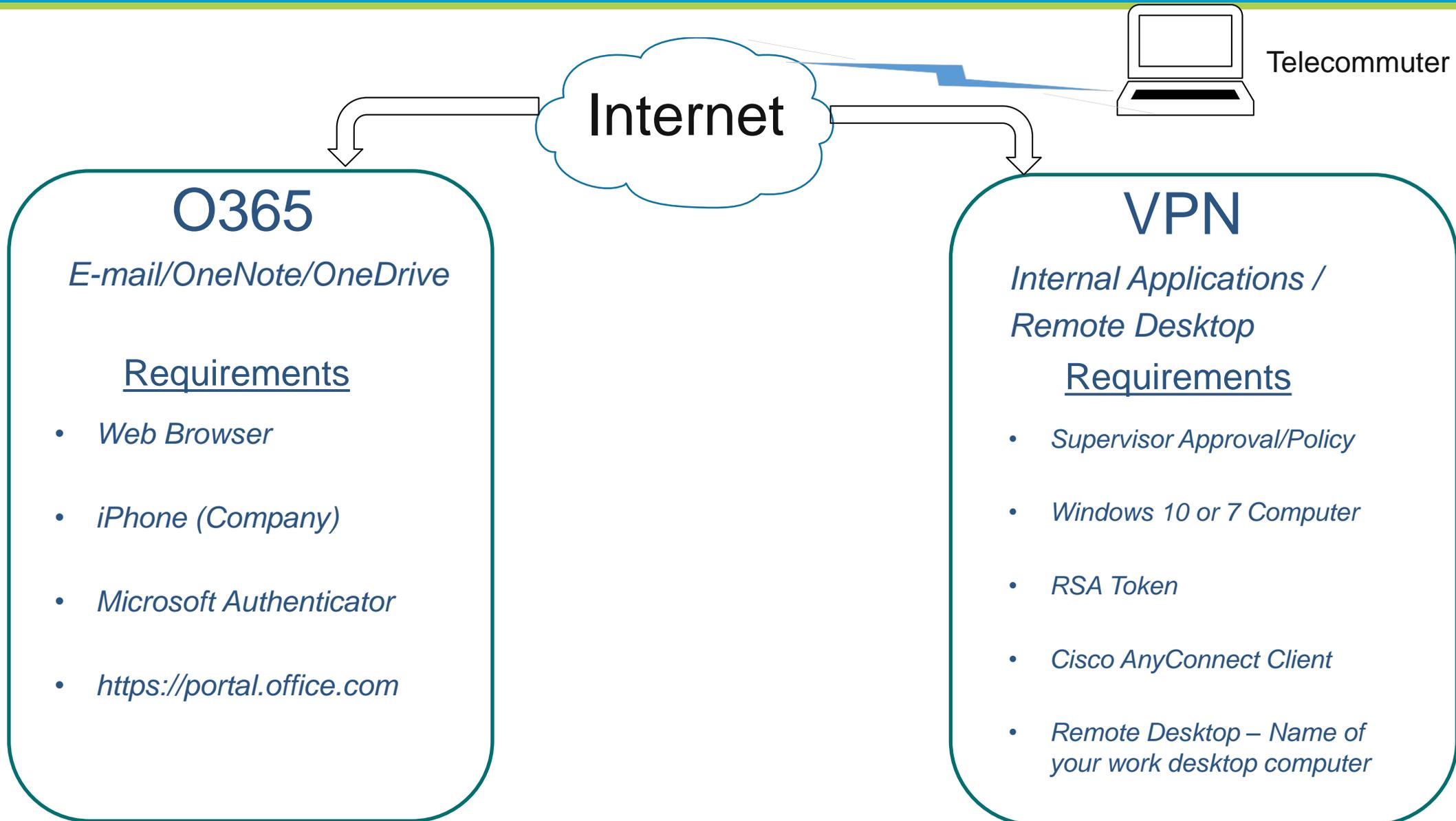




# NCPA Telecommuting

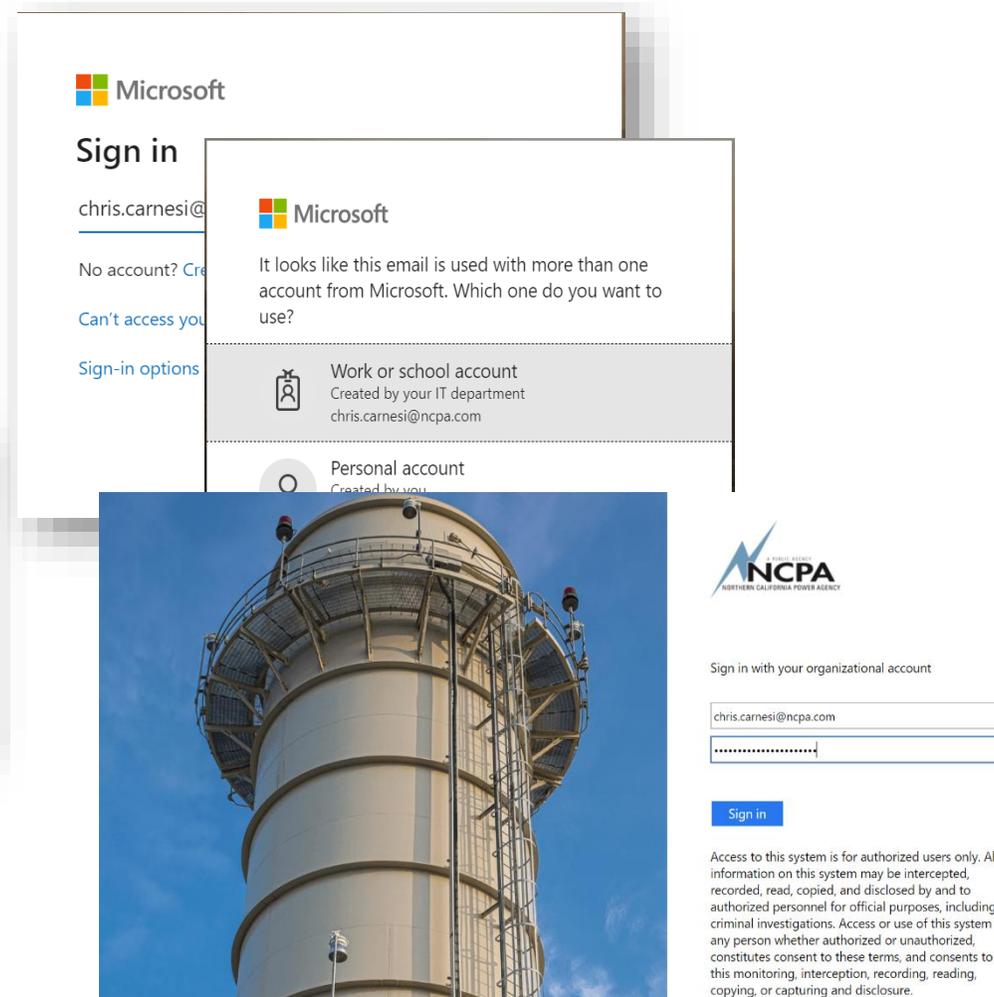
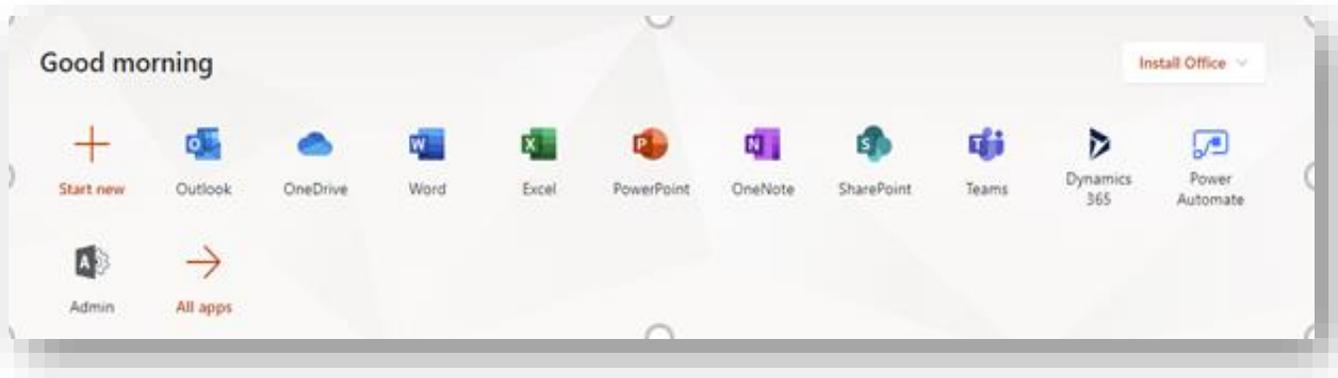


## Office 365

- This is a preferred method if you only need to access O365 applications like E-mail, OneDrive and OneNote.
- Please use this option when only needing these services to help reduce bandwidth consumption.
- Will require you to have a Microsoft Authenticator setup on your smart phone. Please contact [\\*support@ncpa.com](mailto:*support@ncpa.com) for assistance.

# Office 365

- Login into <https://portal.office.com>



Microsoft

### Sign in

chris.carnesi@ncpa.com

No account? Create one

Can't access your account?

Sign-in options

Microsoft

It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

Work or school account  
Created by your IT department  
chris.carnesi@ncpa.com

Personal account  
Created by you

Sign in with your organizational account

chris.carnesi@ncpa.com

.....

**Sign in**

Access to this system is for authorized users only. All information on this system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this system by any person whether authorized or unauthorized, constitutes consent to these terms, and consents to this monitoring, interception, recording, reading, copying, or capturing and disclosure.

## VPN

- If/when you need access to traditional internal applications such as
  - Wire2 (Teamsites,workspaces)
  - Timesheet
  - Bid-To-Bill
  - GreatPlains, Reqlogic, etc..
  - File Share (G, H, O, P etc..)
- If you need to remote desktop to your computer please make sure to leave it on and take note of the computer name.
- Please remember to disconnect VPN when not needing access
- **VPN will automatically timeout after 10 hours**

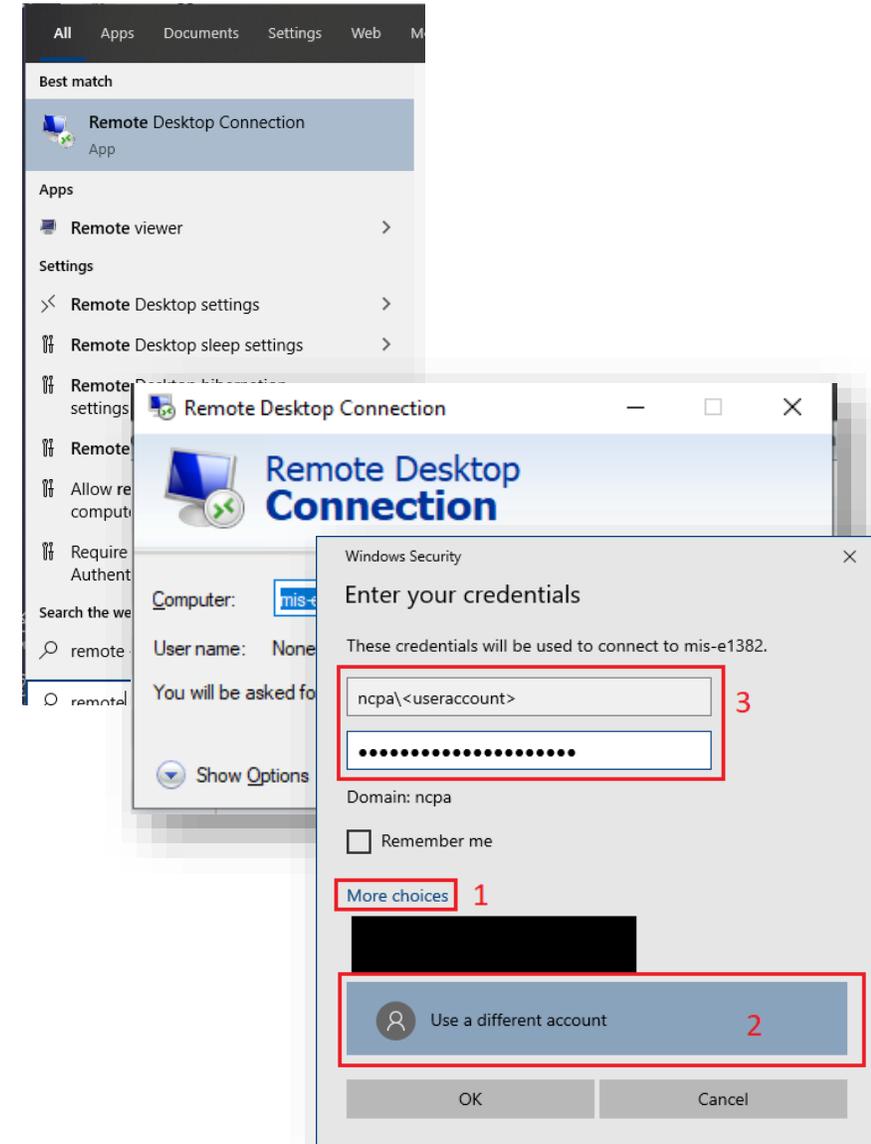
## VPN

- You will need IS to help you setup RSA and Cisco AnyConnect Client software on a laptop or personal computer (Windows 7 or 10).
- After establishing a connection you will be connected to the NCPA internal network.
- Remote Desktop Connection
  - You will need your work computer's hostname
  - Start > *Search Menu* > "Command Prompt" type **hostname** then click enter to show the name

```
C:\Windows\system32>hostname  
MIS-E1382
```

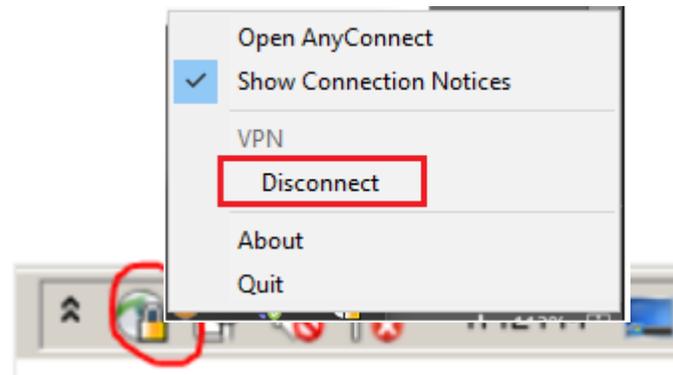
# VPN – Remote Desktop

- From remote computer:
  - Start > Search Menu > “Remote Desktop Connection”
  - Type in your computer name you wrote down Click Connect
  - Click More choices
  - Use different account
  - Type in your username **ncpa\<username>**
  - Type in your password
  - Click Ok
  
- When finished hover to top center of screen with mouse and click the X close button.



## VPN Considerations

- Please be patient!
  - There will be some lag and connections will not be as responsive as in the office.
- Consider your home connections, what is taking up your bandwidth?
  - Kids (networked video games)
  - Netflix, Hulu, Apple TV etc..
  - Youtube, Camera systems
- When connected with VPN do not:
  - Steam videos/audio
  - Surf the web (non work)
- **Disconnect when you are done**
  - Frees up bandwidth and licensing



## Getting Setup

- If you currently don't have VPN configured please work with your supervisor/manager to request access to [\\*support@ncpa.com](mailto:*support@ncpa.com)
  
- VPN can run from a personal or company laptop/computer
  - We have limited temporary laptops available
    - First come first served!

## Call Forwarding

- To Enable
  - On your desk phone, press the CFWD button
    - It will ask from Forward To, type in the number like you were going to dial it and press # key to save (ie. 9 1-916-781-3636 #)
  
- To Disable
  - On your desk phone, press the CFWD button
    - It will ask from Forward To, Press \*

## Technical Informational

- Contact [\\*support@ncpa.com](mailto:*support@ncpa.com)
  - To get setup with VPN or O365
  
- Link to Detailed Instruction and Materials
  - <http://www.ncpa.com/telecommunication-resources/>

# Tips for Effective Telecommuting

- Follow your regular morning routine as if you commuted to work.
- Designate a work space—ideally in a location where you can close the door.
- Ensure your family or roommates understand when you're at work and be clear about work hours.
- Have an organized professional desk/work environment in place.
- Treat home office like your work office—conduct personal tasks outside of work hours.
- Communicate frequently with managers and teams to prevent the perception that you're "away." Ensure coworkers, members, external stakeholders know you are working.
- Videoconference more than normal to prevent sense of isolation.
- Let the dog out before conference calls!

