

Working from Home/Remote Technology Options

To support UFV in transitioning to remote work the following information guide has been developed to provide you with key work from home information for your team. For information about this guide please contact the OCIO.

Technology supported options for working remotely

There are few ways that UFV employees can already work from home/remotely. They are:

1. **Employee has no UFV device assigned or uses a shared desktop and has a personal computer/tablet/smartphone connected to the internet:**
 - **Webmail:** access Outlook Web App with access to email, calendar, contacts, tasks, public folders
 - <https://webmail.ufv.ca/owa/>
 - **Gateway File Access:** access to UFV file share directories you are authorized for Departments, Groups, HomeDIR and Public
 - <https://gateway.ufv.ca/>
 - **myUFV:** access to UFV Self-Service, Announcements etc.
 - <https://myportal.ufv.ca/>
2. **Employee has a UFV Windows 10 laptop connected to internet (Direct Access):**
 - All of 1 above plus,
 - **Network Files, Microsoft Office Suite installed**
 - **Note:** Some applications are not available via Direct Access due to the way they are installed for technical security and communication protocols. If an application is not accessible via Direct Access the employee must use a *Remote Desktop* (see below). Examples are: Banner, FAST...
3. **Employee has a UFV Desktop or Laptop at work and a personal computer connected to the internet at home with Remote Desktop installed.**
 - All of 1 & 2 above
 - Applications only available with *Remote Desktop* E.g. Banner, FAST...
 - **Note:** Remote Desktop gives the employee access to their desktop or laptop that is at work. This option provides the employee to work on the machine they are connected to as if you were physically there. The desktop/laptop target must be powered on.
4. **New productivity and work remote tools coming soon!**
 - **Microsoft Teams (MS Teams):** enables UFV employees to do instant messaging/chat, voice and video calls.
 - You will receive an email with a link to download MS Teams
 - i. Available for internal UFV employees to contact other UFV employees
 - ii. An MS Teams Orientation Manual will be included in the email you receive

Note: MS Teams Audio calls are not integrated with UFV desktop phones at this time – stay tuned.
 - **Office 365 Online:** Coming soon! Enables UFV employees to access the Microsoft Office Suite (excel, word, PowerPoint etc.) from anywhere as long as they have an internet connection. Stay tuned.

Self-Assessment UVF Work from Home Planning Tool

Use the following workflow to assess your work from home technology needs and initiate a UVF Laptop Request or a Remote Desktop Access Request.

UVF Work From Home Planning Tool

