

Managed Desktop

Working Remotely

If you have a Digital Workplace (DW) managed desktop computer, you have two primary options for working remotely to access shared files, AMS/SAP and ROSI: using your U of T laptop off-site or using a non-U of T device. Use this handout to determine which remote option to use, and the steps you need to take.

IN GENERAL, WE RECOMMENDED THE FOLLOWING GUIDELINES:

- Use Outlook Online (mail.utoronto.ca) to access your email and calendar.
- Use 0365 to access Word, Excel and PowerPoint applications in your daily work routine.
- Store your U of T files in OneDrive. You can then use OneDrive to access your work files from any device. For instructions on how to use OneDrive, please review the OneDrive section at uoft.me/workremote

Accessing shared files, AMS/SAP and ROSI remotely?

1. I take my U of T laptop with me:

- **Accessing Shared File System** - If you need to access your I: or H: drives from your U of T laptop, use the UTORcsi VPN. Instructions on how to use and/or install UTORcsi can be found at uoft.me/workremote
- **Accessing AMS/SAP and ROSI** - If you need to access secure services such as ROSI and AMS/SAP from your U of T laptop, you should use the Cisco AnyConnect VPN. The instructions on how to access and/or install Cisco AnyConnect VPN for managed desktop users can be found at uoft.me/workremote
 - o You must carry your eToken with you. If you do not have an eToken please contact your eToken administrator.

KEY LINKS

uoft.me/workremote

EASI's Working Remotely with Managed Desktop page includes instructions on how to use and/or install: Cisco AnyConnect VPN, the DW Remote Desktop Service, UTORcsi and OneDrive.

uoft.me/esc

Use the Enterprise Service Centre to log a ticket if you require assistance with any of the remote tools.

uoft.me/onedrive

OneDrive can make working from home simple. Access this page to learn more about using OneDrive to access files from anywhere in the world.

uoft.me/dw0365

This page is your source for all things Office 365 at the University of Toronto. Learn more about key remote work products such as OneDrive, SharePoint and Outlook Online and access training and resources.

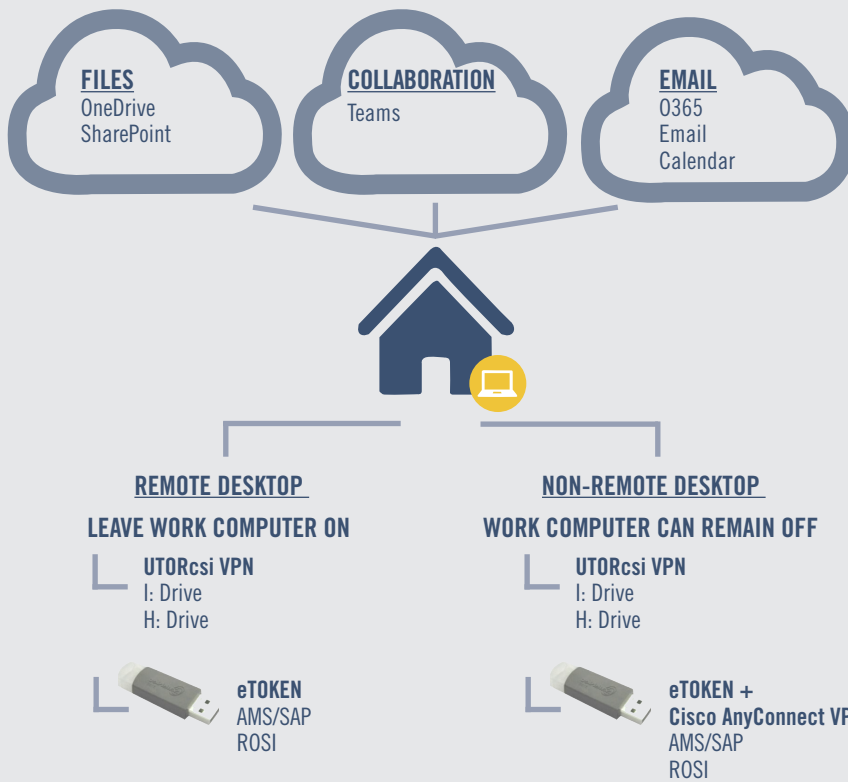
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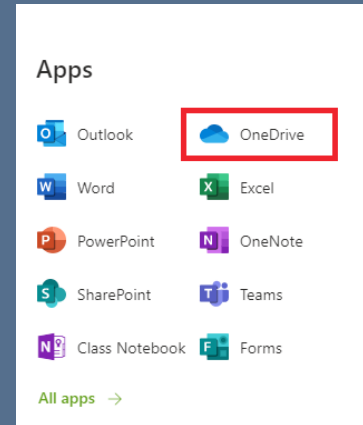
2. I work on my own device not issued by U of T:

Use the **DW Remote Desktop Service** to connect to your work computer remotely. This will give you access to your I: or H: drives, AMS/SAP, ROSI and all the other applications on your desktop. Detailed instructions on how to set up and access the DW Remote Desktop Service can be found at uoft.me/workremote

- **Ensure that your work computer is left on.** You will not be able to access your workplace computer remotely if your work computer is off.
- Bring your eToken home. It will need to be plugged into your home computer if you are using the remote desktop service to connect to ROSI or AMS/SAP.
- If you are using a Windows 7 device with remote desktop, you will need to download SafeNet for eToken on that device. To do this, log a ticket in the Enterprise Service Centre at uoft.me/esc



GETTING STARTED WITH OneDrive



OneDrive is a key application for you to use when you work remotely: it allows you to access your computer files from any device, anywhere in the world.

OneDrive is available to all staff, students and faculty at the University of Toronto, and you can access it through the Office 365 web interface. You do not need to use a VPN to access your files on OneDrive.

Getting started is easy: to learn more about how you can use OneDrive at U of T, visit uoft.me/onedrive