

REMOTE ACCESS TOOLS FOR FACULTY AND STAFF

In response to the increased need for remote services, the Center for Information Technology Services stands ready to support the university community. The listed resources are available to assist during this transition.

- **VPN Access and Remote Desktop**

Employees requiring access to internal resources not available through the internet can take advantage of the university's Virtual Private Networking (VPN) solution. Roles that require remote access to file shares and back-end services are encouraged to inquire with CITS as soon as possible to get configured for remote access. Contact the helpdesk at helpdesk@alcorn.edu or at x6182 for more information.

- **Office 365**

Microsoft's Office 365 is included as a part of the university's annual agreement. Office 365 gives the university an array of Azure-based cloud apps, enabling productivity and collaboration for a geographically disbursed workforce. Office 365 includes online versions of Word, Excel, and PowerPoint.

To access Office 365, login with your Alcorn email address and password.

<https://portal.office.com>

- **Free Microsoft Office for Employees**

Along with the university's Office 365 subscription is work from home licenses for the Microsoft Office productivity suite for Employees. Valid active employees are allowed to install Office on their personal devices. Office can be downloaded from the Office 365 site. Click "Install Office"

- **Microsoft Teams**

CITS is providing additional support for Microsoft Teams. Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration. The service integrates with the university's Office 365 subscription office productivity suite and features extensions that can integrate with non-Microsoft products.

Units, departments or groups interested in starting a Team site can access Teams from the Office 365 site. CITS will provide assistance building Team sites and training to site administrators through our Teams Team. Interested groups can contact the Teams Team via email at teams@alcorn.edu.

COLLABORATION TOOLS

In addition to Microsoft Teams and Office 365, these industry standard collaboration tools are recommended by CITS:

- **WebEx**

WebEx by Cisco is currently lifting restrictions on its free service. Free accounts can host meetings of up to 100 participants and provide dial-in numbers for voice only participants.

To sign up, go to their website: <https://cart.webex.com/sign-up>

- **Zoom**

Zoom is another fully featured meeting and collaboration environment. Unlike WebEx, Zoom's free account is restricting meetings to 40 minutes and does not provide dial-in numbers.

To test drive Zoom, go to their website: <https://zoom.us/pricing>

CITS has assigned teams to provide specialized support for employees wishing to utilize these services.