

Remote Work Tools

Table of Contents
• Preparation • Connecting Securely ◦ VPN Client • Accessing your Data ◦ File Shares (AKA Department Drives and Home Drives) ◦ Google Drive ◦ Office 365 ◦ Adobe Creative Cloud • Collaborating with your Team ◦ Cisco WebEx Meetings ◦ Google Hangouts ◦ Slack • Accessing your Phone Resources ◦ MiTel Conference Center ◦ Voicemail

Related Articles
• CheckPoint VPN • Cisco Webex • DUO Mobile - Two Factor Authentication • Google Meet • Mobile Hotspot Device • Privacy Practices to Stay Safe While Remote Working • Zoom



Preparation

There are several things you should do to prepare for remote work

1. Charge your laptop, tablet, or any battery powered device you use when working remote.
2. Make sure you have a portable battery charger to keep when working remote. If it is difficult to plug and unplug from your office space, obtain a spare charging cable.
3. Verify your Internet access is sufficient to connect to Oakland Schools resources by testing at a time when it is not required to get your work done.
4. Test your internet and VPN connection before you need it.

Connecting Securely

Oakland Schools requires the use of two-factor authentication (2FA) in order to protect access to each user's email account. Oakland Schools staff use the 2FA called DUO Mobile. However, a secure connection is needed to protect the information from a connected device (laptop, phone or tablet). Oakland Schools uses a VPN to secure those connections.

VPN Client

VPN clients are the application installed on your computer that connects virtually connects you to the Oakland Schools network. Oakland Schools Administration Building and Technical Campus staff will use [CheckPoint VPN](#) software for this use. Your Oakland Schools device should already have this software installed, but if you don't have it installed or need assistance with it's use, Head over to the [CheckPoint VPN](#) page for more information.

Accessing your Data



VPN Connection Required

To access your 'File Shares' and 'Oakland Schools E-Mail via Microsoft Outlook', you must be connected to [CheckPoint Endpoint VPN](#).

Oakland Schools E-Mail via Microsoft Outlook

To access email, calendars, and contacts, staff can navigate to <https://webmail.oakland.k12.mi.us> (most are required to authenticate with DUO 2FA), and login with their Oakland Schools email address and email password.

File Shares (AKA Department Drives and Home Drives)

Your browser does not support the HTML5 video element

Personal Shared Network Drive

- OS Main - H:\ (\loahu\Home\LastNameFirstInitial) -
- OSTC - H:\ (\lostcscorpio\lostchome\<CampusTwoLetterAbbreviation>staff\<LastNameFirstInitial>

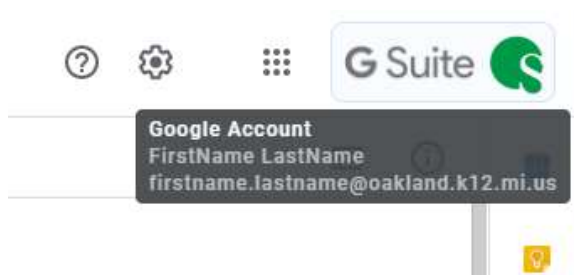
Department Shared Drive

- ?:\ (\\maui\<DepartmentName>) -

Google Drive

All files uploaded to [Google Drive](#) are available, so long as you are connected to the Internet. Please make sure your are using your Oakland Schools account.

To verify which account you're currently using, hover your cursor over your profile picture to confirm which Google account's Drive you're currently viewing.



Office 365

- [Office.com](#) – Each employee is licensed to install office applications on 5 different devices.
 - [OneDrive](#) – All files uploaded to Office 365 – One Drive are available so long as you are connected to the Internet.
 - [Word](#) – Web access to Microsoft Word.
 - [Excel](#) – Web access to Microsoft Excel.
 - [PowerPoint](#) – Web access to Microsoft PowerPoint.

Adobe Creative Cloud

1. Go to the [Adobe Homepage](#).
2. Click on "Sign in" (upper right).
3. Click on "Continue with Google".
4. Select your "<user>@oakland.k12.mi.us" account.
 - a. Select "Enterprise ID" if prompted to "Choose an account for".
5. Under "Creative Cloud" in the center click the button labeled "Open".
 - a. Alternative - Navigate to the [Adobe Creative Cloud Login](#).

Collaborating with your Team

Cisco WebEx Meetings

All Oakland Schools employees have access to use Cisco WebEx Teams and Meetings.

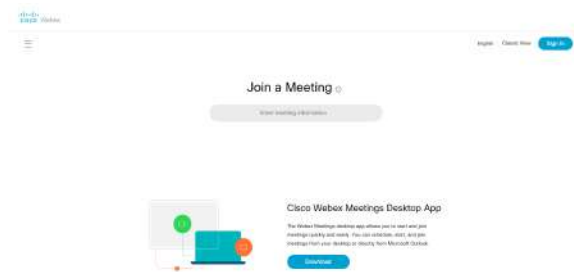
Getting Logged In

Cisco WebEx Meetings

Perform the following:

- To use the WebEx Meetings Web Application, start by visiting: <https://oneoakland.webex.com/>
- Select the 'Sign In' button in the upper right hand corner to proceed.

You will be redirected to the WebEx Meetings Login Page.



Perform the following:

- Enter your Oakland Schools E-mail address.
- Select 'Next'
- Enter your Oakland Schools password
 - This is the same password you use to log in to your computer and to your Oakland Schools Web Mail.
- Select 'Next'

You will be redirected to the Oakland Schools Single Sign On page.



Enter your email address

Email address

Next

Perform the following:

- Enter your Oakland Schools E-mail address.
- Enter your Oakland Schools password
 - This is the same password you use to log in to your computer and to your Oakland Schools Web Mail.
- Select 'Sign In'

You will be prompted to verify with [Duo Mobile](#) Two Factor Authentication.



Perform the following:

- Unlock the phone you have registered with Duo Mobile.
- If you have the Duo Mobile app installed and configured, perform the following:
 - Select 'Send Me a Push'.
 - Open the Duo Mobile application.
 - Select the green banner from the top.
 - Select "Approve"
- If you have your Phone Number registered, Perform the following:
 - Select 'Call Me'
 - Your configured phone will receive a call.
 - Answer the call and press any of the numbers on the dial pad.



After you've completed this step, you will be logged in to WebEx Teams Web Application.

Google Hangouts

 To sign in to and get access to Google Hangouts, go to: <https://hangouts.google.com> and sign in with your Oakland Schools credentials.

[blocked URL](#)

Use [Google Hangouts](#) to have video conferences and screen sharing sessions with any other users of Google Suite.

Slack

 To sign up to and get access to Slack for the first time, go to: <https://oaklandschools.slack.com> and sign up with your Oakland School E-Mail.

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Slack is a newer workgroup communication tool which is intended to be an alternative to email for workgroups that streamlines the multitude of email "conversation" threads.

Accessing your Phone Resources

MiTel Conference Center



You can create a conference room with your extension if you're onsite or offsite. Your extension must be setup and whitelisted by the network team to allow this. You will need to create a Service Desk ticket for this request.

Hosting a conference call

- Dial 248-209-2400
- When prompted for your 'Personal ID', input your personal four digit extension, prefixed by the number one.
 - Example: 1 1234
- When prompted to input your 'Access Code' input your four digit extension, prefixed by 010
 - Example: 010 1234
- The MiTel system will then create your personal Conference Room and make it accessible to join.



You must keep the call active in order for the room to be available for outside callers. If you (the host) hangs up, the call will disconnect if no one else is in the room with you.

Joining a conference call

- Dial 248-209-2400
- When prompted for 'Access Code' or 'Personal ID', Press the * key to select 'Access Code'.
- When prompted, input the access code you set up in the hosting section.
 - Example: 010 1234
- Press the # key to confirm after you've input your access code.
- The MiTel system will connect you to the conference room specified.

Voicemail

To access your Oakland Schools Voicemail, perform the following:

- Dial 248-209-2222
- Press ** to access the voicemail menu.
- Dial your four digit personal extension and press the * key.
- Enter your voicemail PIN.

You will then be directed to your voicemail box as is if you were on site.