

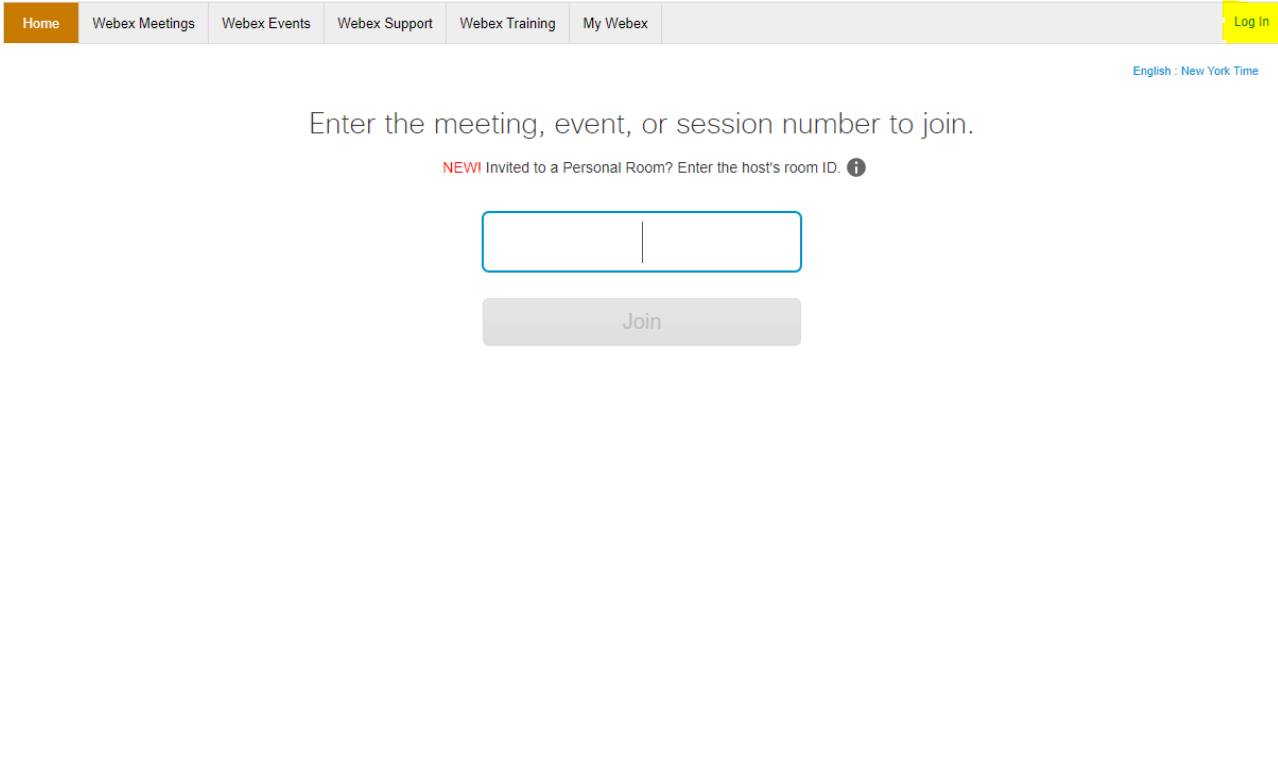
Using Technology to Work Remotely

- Accessing Purdue resources from home or a remote location
 - Brightspace - <https://purdue.brightspace.com>
 - Email & Calendar - <http://outlook.com/owa/purdue0.mail.onmicrosoft.com>
 - MyPurdue / Banner - <https://wl.mypurdue.purdue.edu/>
 - OneCampus - <https://one.purdue.edu/> (locate other Purdue resources)
- Hosting WebEx sessions to substitute for local class attendance
 - Purdue WebEx - <https://purdue.webex.com/>
[Detailed instructions below]
 - All faculty and staff are currently licensed to host WebEx sessions. Students can join WebEx sessions created by faculty and staff.
- General tips for everyone
 - Prepare your laptop or home computer with the latest patches and security updates
 - Ensure that your home network is working and reliable (contact your service provider if you are experiencing problems)
 - Install Purdue VPN software if accessing restricted resources
<https://webvpn.purdue.edu>
[Detailed instructions below]
 - Sync important and/or frequently used files to OneDrive
[Detailed instructions below]
 - Copy important and/or frequently used files to Box
[Detailed instructions below]

How to set up WEBEX

Employee of Purdue University (Host Account)

1. Open a browser such as Internet Explorer, Safari, Google Chrome or Firefox.
2. In the address bar, type **purdue.webex.com** and press enter.
3. At the page that appears, press the "Log in" button in the top right corner of the interface.

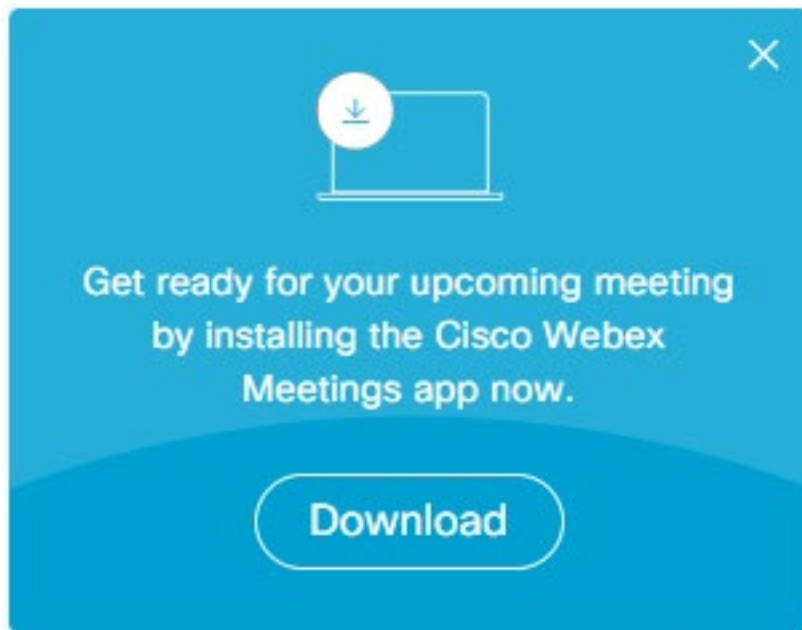


4. A Purdue BoilerKey login dialogue will appear. Enter your Purdue career account username and your BoilerKey password (**[pin]push** OR **[pin][Duo code]**).
5. You will be redirected to a page that will ask you to verify your Purdue email, *****@purdue.edu. To do this, click the button for them to send you the link and a confirmation will be sent to your Purdue email shortly which will verify your email.
6. After verifying your email, you will be redirected to your personal room and Cisco WebEx Meetings will be ready to use.

Using Cisco WebEx Meetings - Installing the Desktop Client

1. From your homepage after you've logged into your Purdue career account, to the left there is a box that offers to download the Cisco WebEx Meetings app. Click the "Download" button.

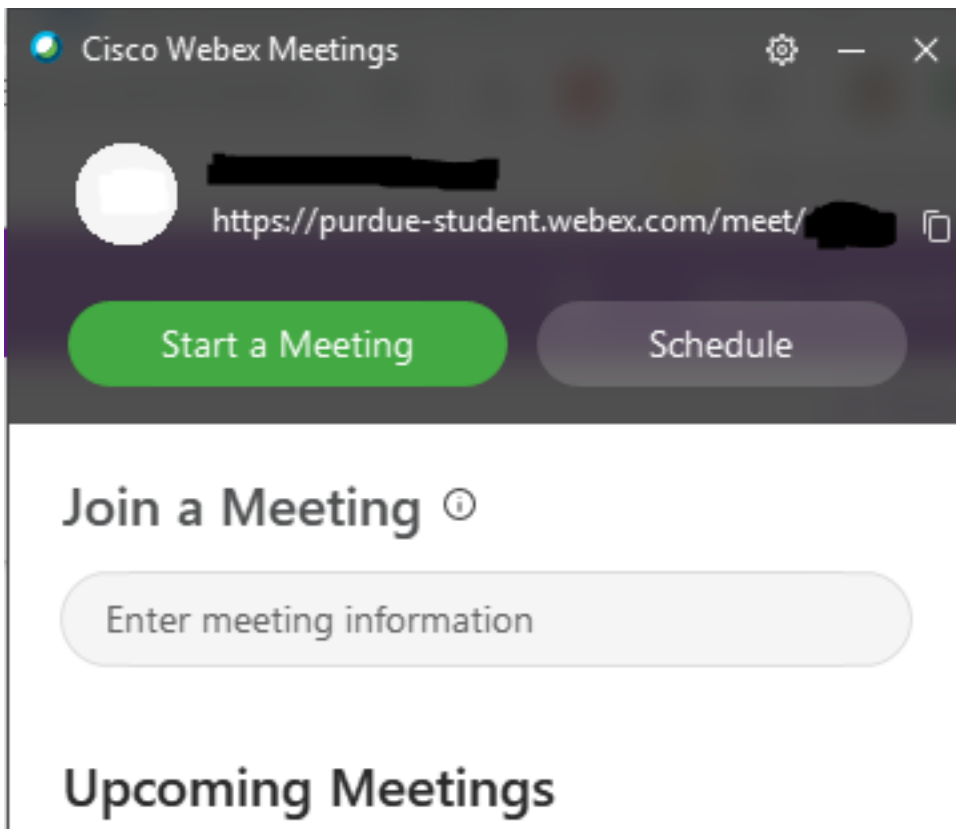
HHS IT Support
Phone: 765-496-2896
E-mail: hshhelp@purdue.edu



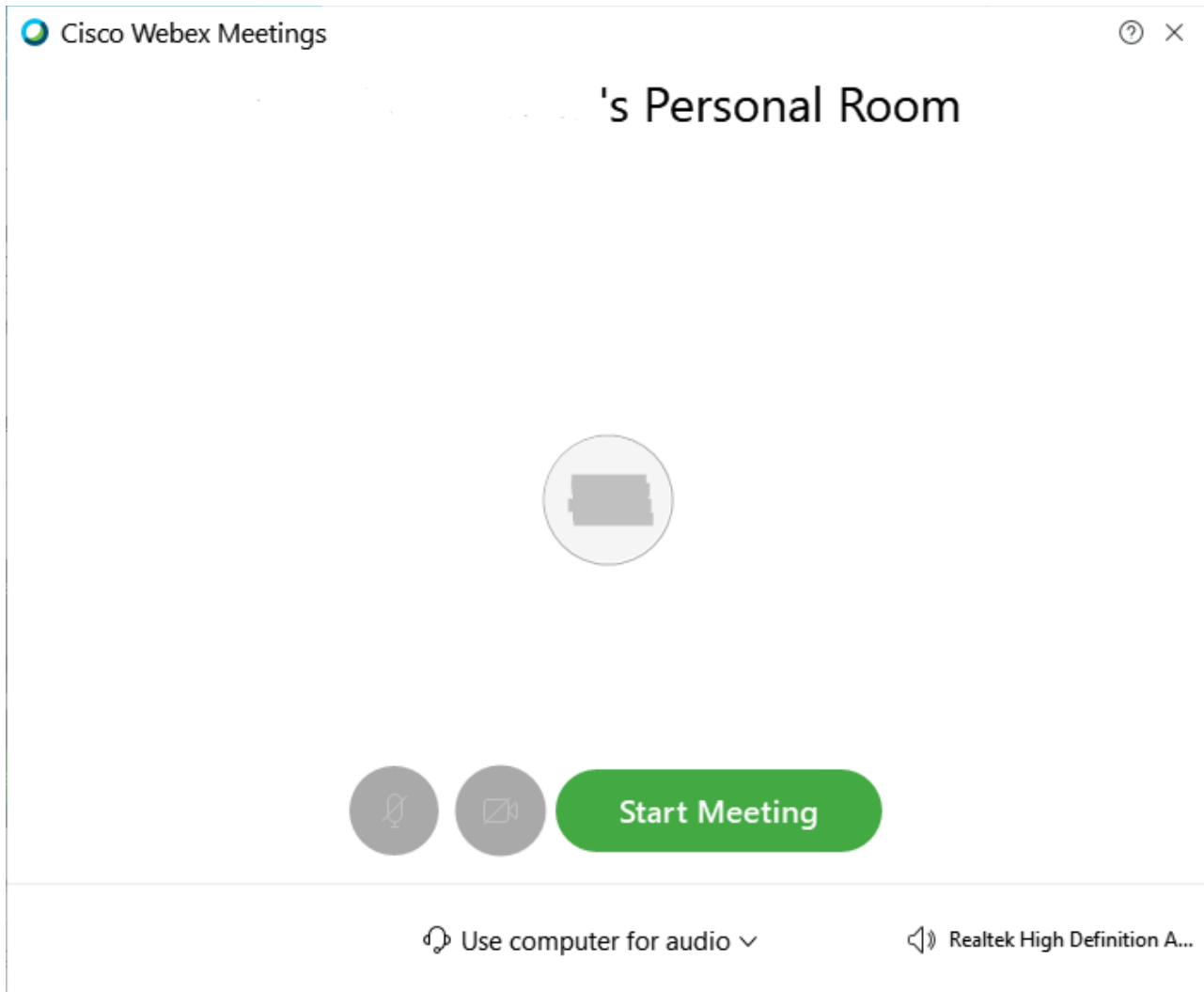
2. After the installer finishes downloading, start it and enter your Purdue email into the sign-in dialog and press "Sign In."
3. A Purdue BoilerKey log-in dialogue will appear. Enter your career account username and your BoilerKey password (**[pin]push** OR **[pin][Duo code]**) to log in.
4. The installation will then complete and bring you to your Cisco WebEx Meetings dashboard.
 - a. If, at this point, the application requests to update, press "Update Now" and the application will be briefly updated.

Using Cisco WebEx Meetings – Starting a meeting from the app

1. From your Cisco WebEx Meetings application dashboard, press the "Start Meeting" button at the top of the interface.



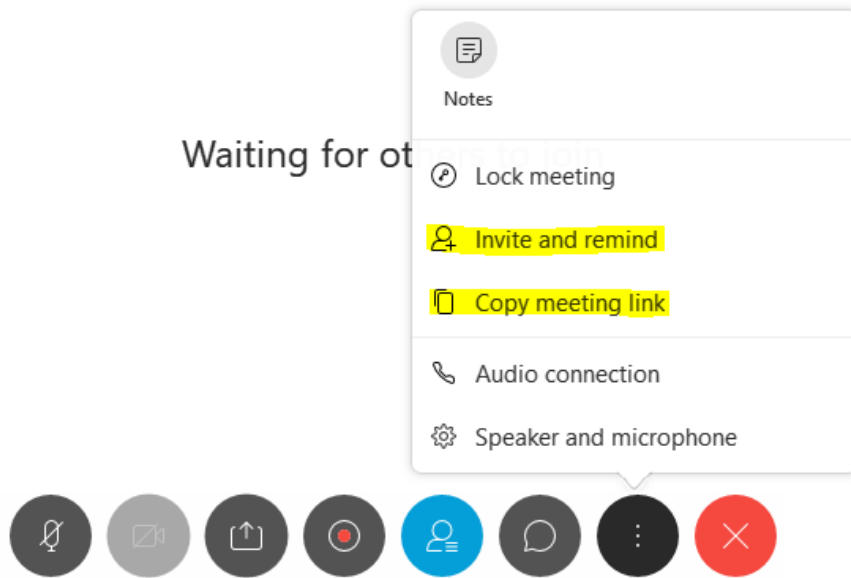
2. A separate meeting dialogue will appear to offer you a chance to set any configurations/settings for your meeting before you start it
 - a. Here you can choose whether or not to enable audio, video and set audio/video devices prior to starting your meeting.
3. When you've configured your meeting according to your need, press the "Start Meeting" button.



4. Congratulations, you've started your first Cisco WebEx Meeting! To invite participants, use the ellipsis (...) button at the bottom toolbar for your meeting.
5. You can invite meeting participants either by emailing them or sending them a link by pressing the corresponding buttons in the ellipsis (...) dialog.



Waiting for ot

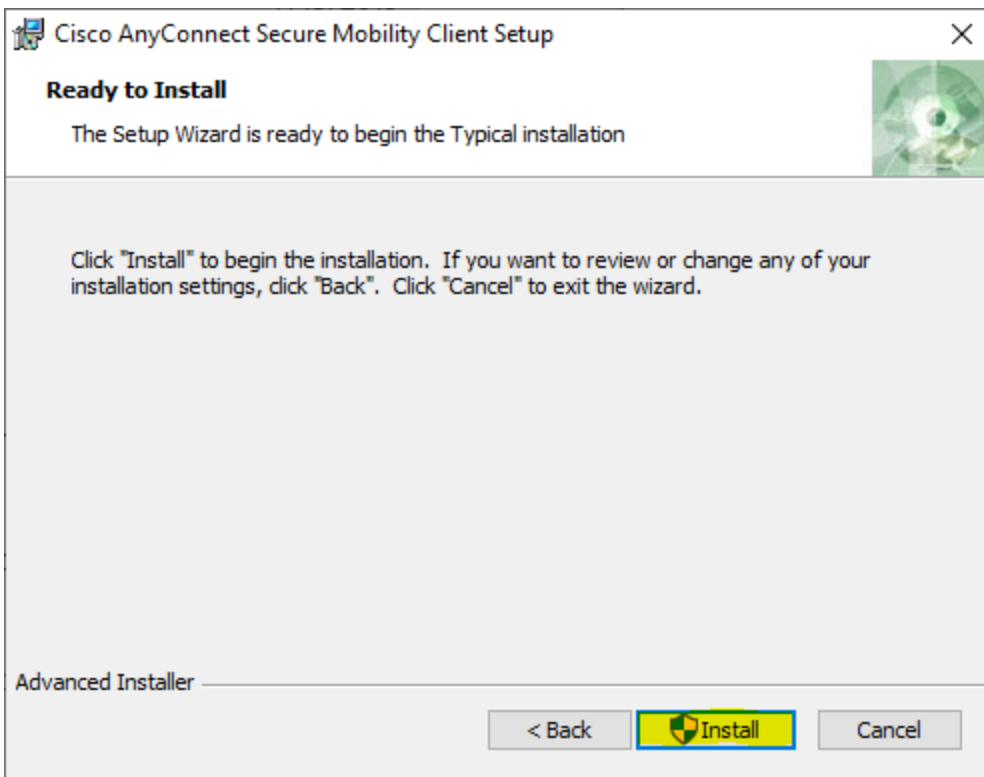


6. Press the red X button in the bottom toolbar to end the meeting you're hosting.

Instructions for VPN

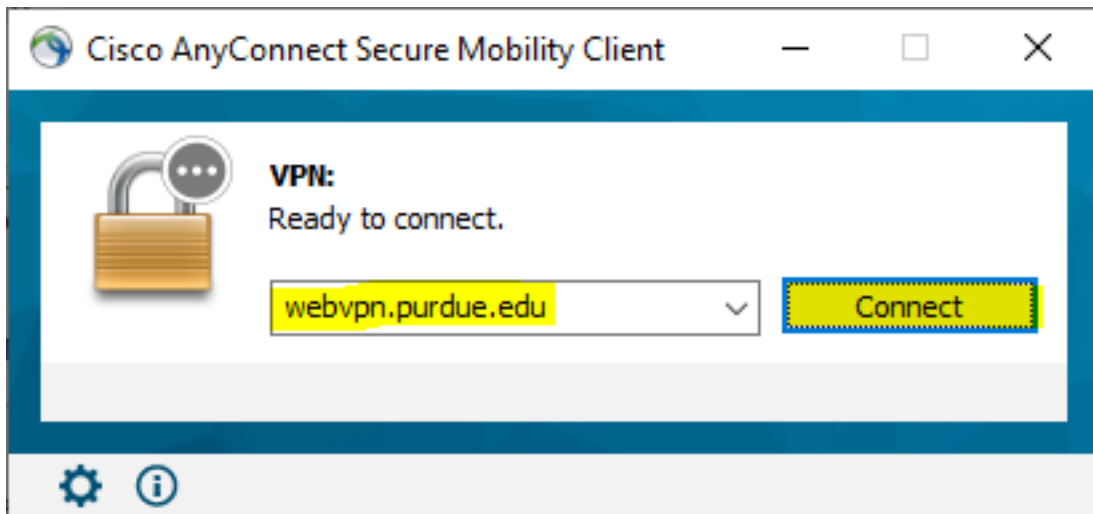
ITaP manages a Virtual Private Network, which allows users who are off-campus to connect to Purdue resources as if they were on campus. The client installation can be found: <https://webvpn.purdue.edu/>
Installing Cisco AnyConnect

1. After the download is finished from <https://webvpn.purdue.edu/>, open the downloaded application.
2. On the setup client welcome screen, select Next
3. On the End-User agreement page, accept the terms and select Next.
4. On the ready to install page, select Install.



Connecting from the AnyConnect VPN

1. Open Cisco AnyConnect by navigating to the start menu and searching 'anyconnect'.
2. In blank slot, type **webvpn.purdue.edu**, select 'connect'



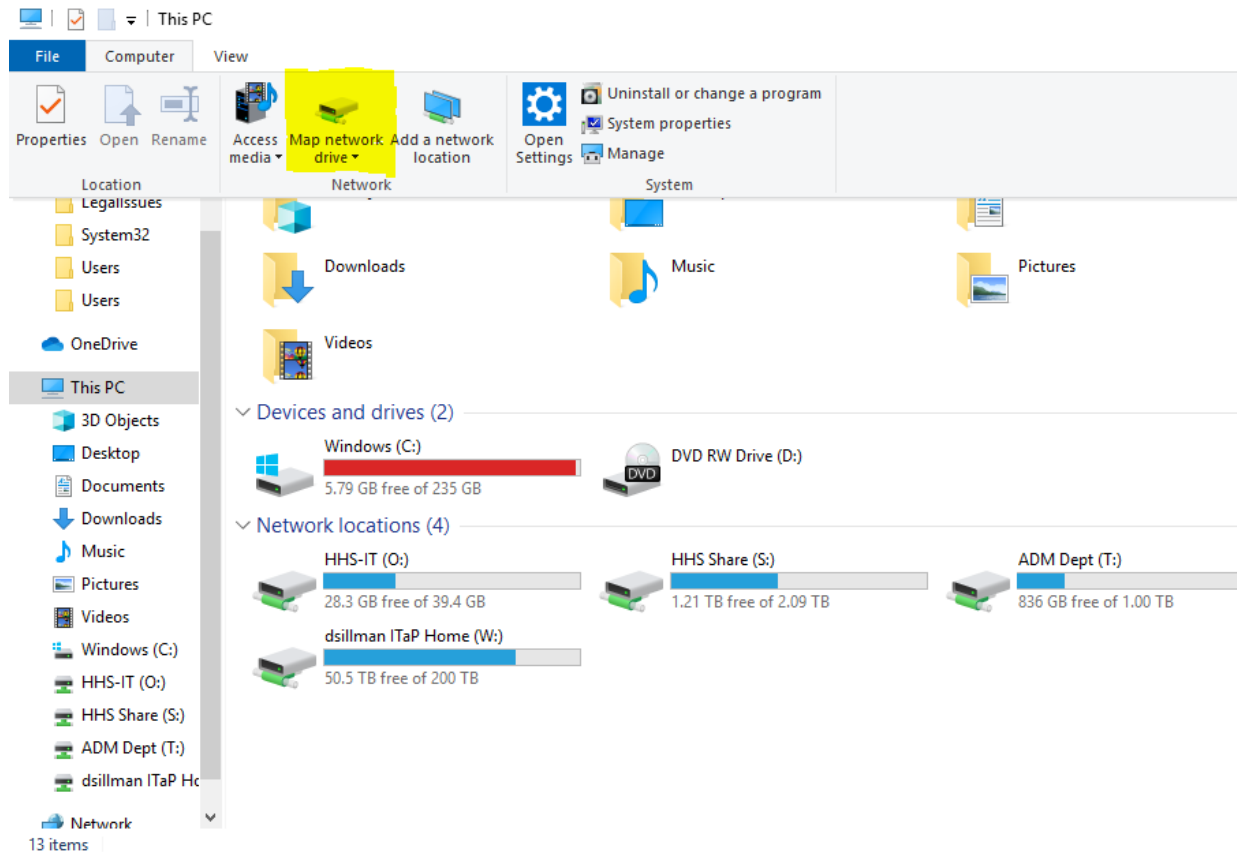
3. A window will open, sign in using your career account username and BoilerKey password (2-factor - [password,push OR password,code OR PIN,push OR PIN,code]). This will need to be done each time a connection is created.

Disconnecting from the AnyConnect VPN

1. Locate the AnyConnect icon on your System Tray (Windows) or Menu Bar (Mac) and **right-click** (in the Windows environment, or **click** if you are using a Mac) on the icon. **Select 'Disconnect'**.

How to map network drives

- Open File Explorer.
- Click "This PC" from the left-hand sidebar.
- If an incorrect T: drive appears under Network Location, right click the drive and select disconnect.
- In the top-left of the toolbar at the top of the window, select "Computer"
- Select "Map network drive"



- For Drive drop down, select T: or U:, depending on the user's need.
 1. **For a T: Drive**, the folder text box address will depend on what department you are in
 - a. For SLHS use the address <\\storage.hhs.purdue.edu\SLHS\Dept>
 - b. For NUTR use the address <\\storage.hhs.purdue.edu\NUTR\Dept>
 - c. For HK use the address <\\storage.hhs.purdue.edu\HK\Dept>
 - d. For NURS use the address <\\storage.hhs.purdue.edu\NURS\Dept>
 - e. For HSCI use the address <\\storage.hhs.purdue.edu\HSCI\Dept>
 - f. For CSR use the address <\\storage.hhs.purdue.edu\CSR\Dept>
 - g. For HDFS use the address <\\storage.hhs.purdue.edu\HDFS\Dept>
 - h. For Admin use the address <\\storage.hhs.purdue.edu\Admin\Dept>
 - i. For HTM use the address <\\storage.hhs.purdue.edu\HTM\Dept>
 - j. For MFRI use the address <\\storage.hhs.purdue.edu\HDFS\MFRI>
 - k. For Public Health use the address <\\storage.hhs.purdue.edu\PUBH\Dept>
 2. **For a U: Drive**, the folder text box address will depend on the user

HHS IT Support
Phone: 765-496-2896
E-mail: hshhelp@purdue.edu

- Use the address <\\storage.hhs.purdue.edu\HHS\User\<username>> where <username> is replaced with the user's Purdue career account username. Select the Reconnect at logon box
- Click Finish



←  Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:

Folder:

Example: \\server\share

Reconnect at sign-in

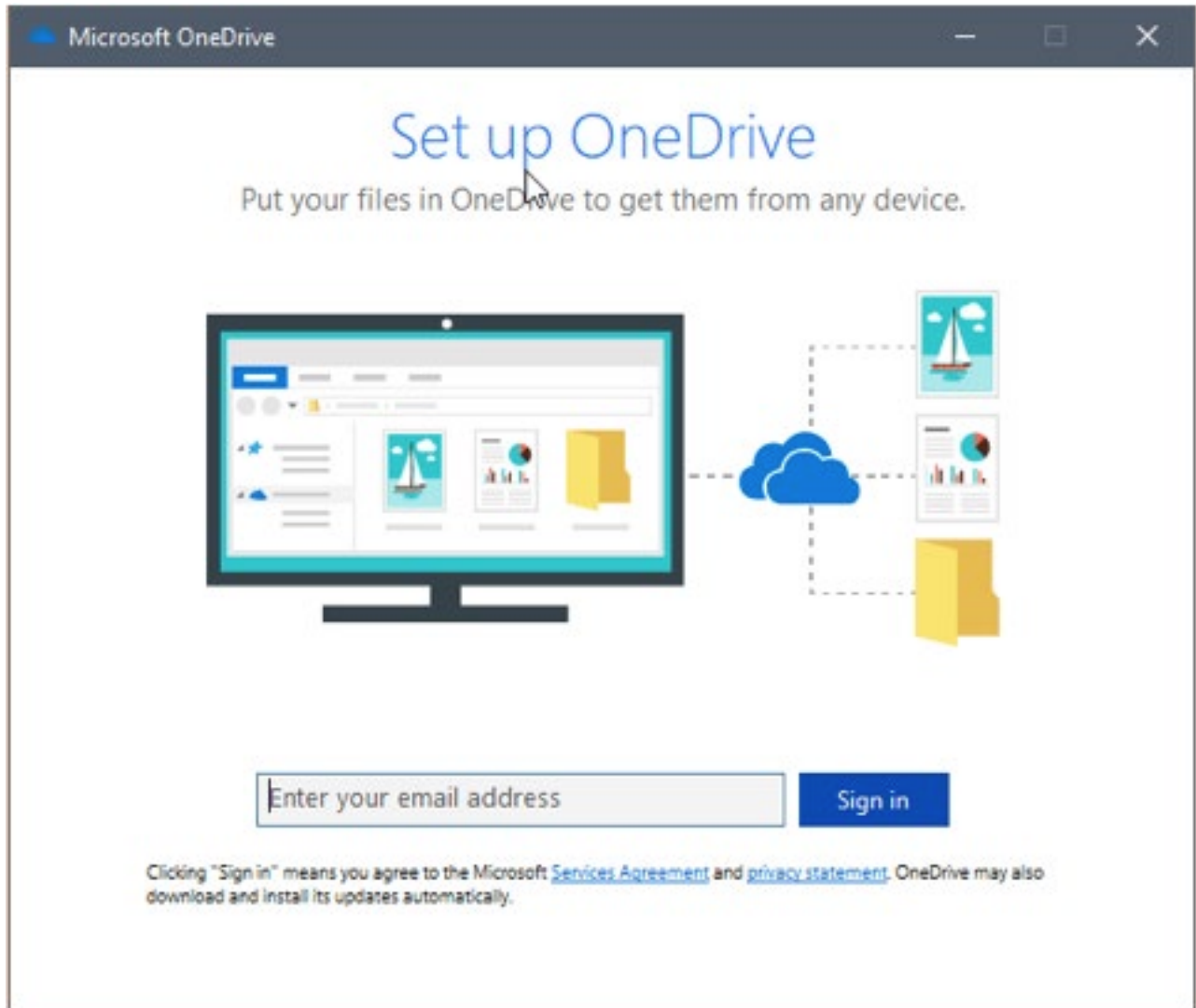
Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

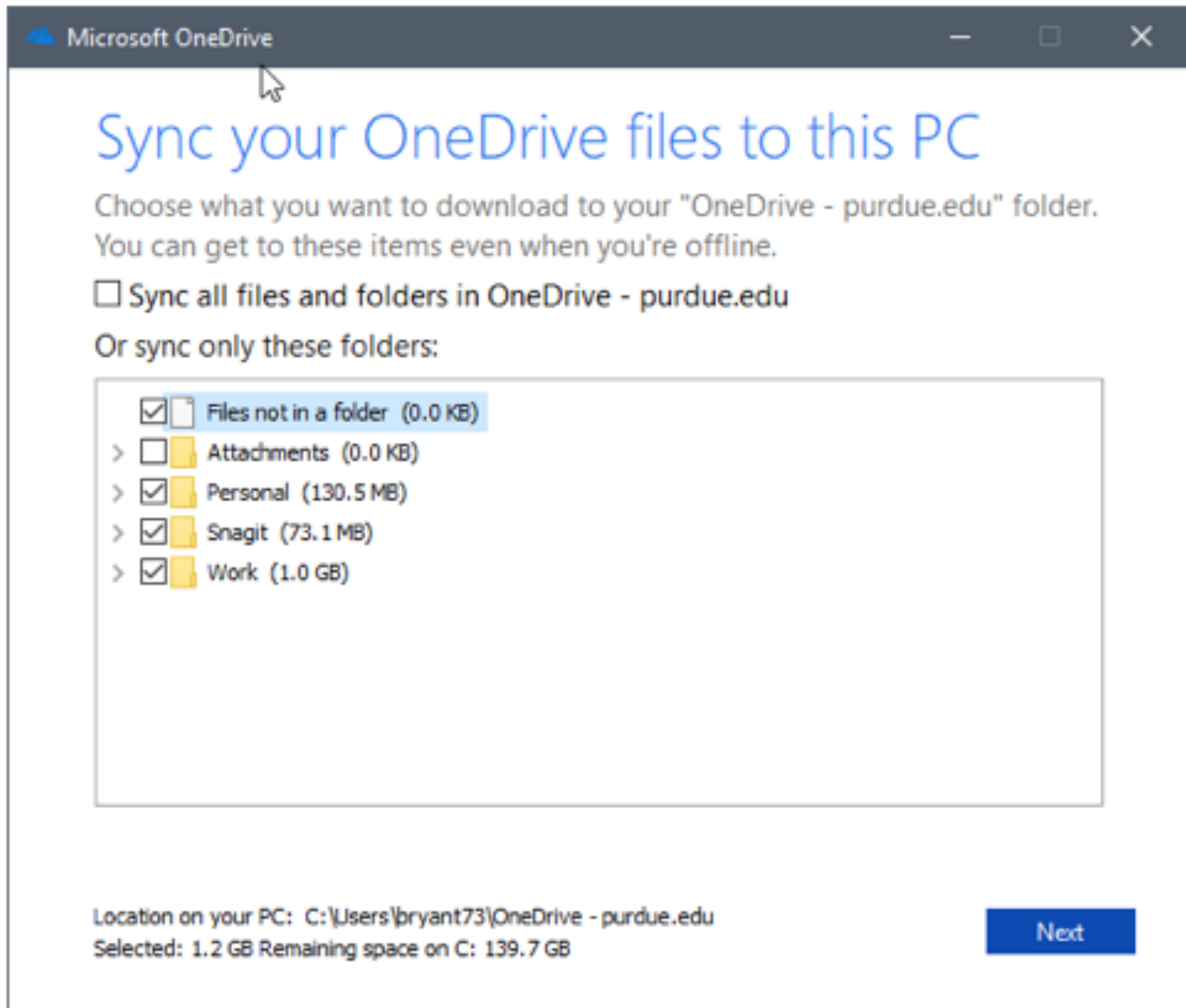
1. Enter your Purdue username and password when prompted
2. **NOTE: For personal devices or remote connection:** Enter "boilerad\" directly before your username
3. Hit enter, and you will connect to the drive

How to set up OneDrive

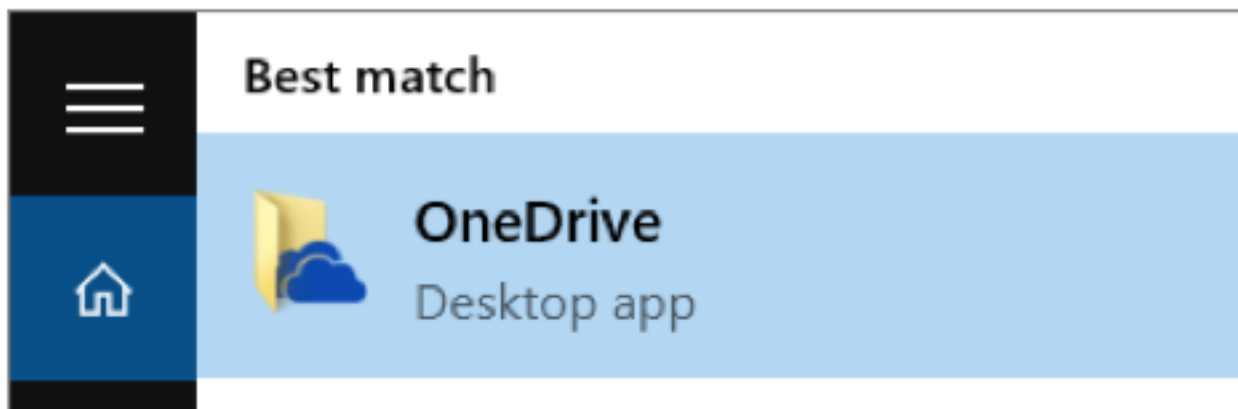
- Start OneDrive setup.



- When OneDrive Setup starts, enter your Purdue Career Account email address, then select Sign in to set up your account.
- Select Work or School.
- Enter Purdue Career Account password.
- Select the location for OneDrive folder (Default location will work fine).
- Choose the folders you want to sync with this device. This will take the space indicated next to the folder (pictured below).



- OneDrive is now set up. In order to launch the app, search for OneDrive. **Do NOT select** the OneDrive for Business app.



How to set up BOX

To connect to Box's online web client for file storage and sharing, follow these instructions:

1. Open a web browser such as Google Chrome, Safari, Firefox or Internet Explorer.
2. In the address bar, type **box.com**.
3. When prompted for your email, enter your Purdue career account email (email ending in @purdue.edu).

Sign In to Your Account

Email Address

@purdue.edu|

Next

Reset Password

OR



Sign in with Google

4. Click "Next."
5. A Purdue University BoilerKey login prompt will appear. Enter your career account username and BoilerKey password (**[pin]push** OR **[pin][Duo code]**) to log in.

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6. After logging in, you will have access to your Box account for storage and file sharing and you will be redirected to your cloud storage dashboard.

In addition to using the Box website, you can also use Box Sync to manage content. Box Sync is a productivity tool that allows you to mirror data stored on Box to your desktop. You can then navigate and modify content stored on the Box website through your computer's native file browsing interface, without using a web browser. Content that syncs down to your computer is available for offline access, and if you make changes to the synced files locally, these changes automatically sync back up to your Box account.

To install Box Sync, follow these instructions:

1. Open a web browser such as Google Chrome, Safari, FireFox, or Internet Explorer.
2. In the address bar, enter <https://support.box.com/hc/en-us/articles/360043697194-Installing-Box-Sync>
3. Locate the proper download based on your Operating System (Windows or Mac) and download the installer and launch the file once downloaded.
4. Click through the setup, leaving all options to default and install the software.
5. After the software has been installed, launch the Box Sync application.
6. In the login information, enter your Purdue career account email (Email ending in @Purdue.edu) and hit enter, leaving the password box blank.
7. A Purdue University BoilerKey login prompt will appear. Enter your career account username and BoilerKey password (**[pin]push** OR **[pin][Duo code]**) to log in.
8. Once logged in, a Box Sync folder will appear on your desktop. This is where you will access the files you have stored in Box on this computer.