COVID-19
Telework IT Information

Preparing Equipment For Telework
In response to the growing impact COVID-19 is having on our workplace and the reality that many of us are working from alternate locations, the IT team has put together the following information to help minimize disruptions while working remotely.

Take These Steps Now
1. Test your VPN*
2. Log into ZOOM (mySouthwest Credentials)
3. Log into Outlook Webmail (PC Credentials)
4. Setup Call Forwarding
5. Take your laptop home (if you have one)
6. Share your contact info with your team

* Contact your manager if you don't have VPN Access.

How To Work From Home

Outlook Webmail, One Drive, Teams:

Download MS Office Software:
https://www.office.com

SIS, HR, Canvas & Enterprise Apps:
https://sw.my.vccs.edu

ZOOM Classroom & Meetings:
https://vccs.zoom.us

Forward your telephone:

Don’t have a laptop? You can use your personal computer for e-mail, Teams, Zoom, OneDrive, Gmail, Google Drive, Word, Excel, PowerPoint, Chrome River, Canvas and more! Use Microsoft Teams text chat or video chat. Use the VPN to Access your Shared Drives.

Click for:
Zoom Tutorial Videos
Microsoft Teams Tutorials

Other Tips:
Exchange cell phone contacts with your peers.
Download the Mobile Client for Zoom & Teams.
Check your home internet! Make sure it is working!