

CDFW Telework Options

PURPOSE

The purpose of this document is to provide CDFW employees with the options for connecting to and accessing CDFW IT resources from either a Department Issued Laptop or a Privately Owned Computer.

OPTIONS FOR TELEWORKING FROM A DEPARTMENT ISSUED LAPTOP

VPN:

Individual who have a department issued laptops can connect to the Department's IT resources via the Cisco AnyConnect Secure Mobility (VPN) Client when working remotely. All Department Laptops are configured with the Cisco AnyConnect Secure Mobility (VPN) Client. If you have never used the VPN client, please see the "Cisco AnyConnect Secure Mobility Client (VPN) Job Aid" for detailed instructions on how to connect.

Once the Cisco AnyConnect Secure Mobility Client is connected to the CDFW network, everything works the same on the laptop as if you were working in the office. All applications and services are available.

Microsoft Office 365 Portal:

If you have a department issued laptop but choose not to connect with the Cisco AnyConnect Secure Mobility Client, you can still access the Microsoft Office 365 portal. <https://portal.office.com> where you can access Email, Contacts, OneDrive, SharePoint, Time Reporting. You will not be able to access any Department Shared or Group Drives if not connected to the VPN.

NOTE: If you are not connected via VPN, Multi-Factor authentication is required in order to access any Microsoft Office 365 Portal resource from a Department Laptop. (See "MFA Job Aid" if you have not configured or verified your MFA setting recently.)

OPTIONS FOR TELEWORKING FROM A PRIVATELY OWNED COMPUTER

Microsoft Office 365 Portal:

If you do not have a department issued laptop but choose to work from your privately owned computer, you can still access the Microsoft Office 365 portal. <https://portal.office.com>. From the portal you have access to Email, Contacts, OneDrive, SharePoint, and Time Reporting. You

will not be able to access any Department Shared or Group Drives from your privately owned computer.

NOTE: Multi-Factor authentication is required in order to access any Microsoft Office 365 Portal resource from a personal device. (See “MFA Job Aid” if you have not configured or verified your MFA setting recently.)

Virtual Desktop (VDI)

Coming Soon!