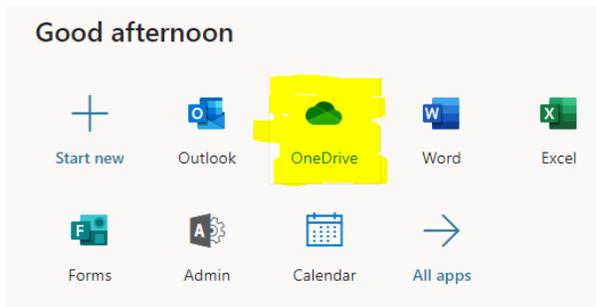


## RVU Teleworking Options

All –

As part of the ability to work from home, there are a couple of options.

Option 1 (Primary): The primary option of working from home is uploading files that you know you may need in the next several weeks to your OneDrive account. This can be accomplished by logging into [webmail.rvu.edu](http://webmail.rvu.edu) and clicking on OneDrive. Note that you may have to click on “All apps” to see it.



Once in OneDrive, you will have a blank window with Files in the right-hand pane. From there you can drag and drop files from your home drive (My Documents). Files will be uploaded to OneDrive where you will be able to access them from any computer that you can access [webmail.rvu.edu](http://webmail.rvu.edu) from. Files can be worked on using the free, albeit limited functionality Office applications as a part of webmail. Alternatively, if you have a full version of Office you can work on the files in there. When you are back in the office, log into webmail, go to OneDrive, and drag and drop them back into your home drive. Be sure to click Yes to overwrite with the newer version of the file.

Option 2: With the assistance of your local IT representative, you can connect to RVU via Remote Desktop Connection from your home computer. Please contact [helpdesk@rvu.edu](mailto:helpdesk@rvu.edu) if you are on the Colorado campus or [uthd@rvu.edu](mailto:uthd@rvu.edu) if you are on the Utah campus for more detailed instructions.

If you don't have a computer at home, you can work with your local helpdesk representatives for other options. Where possible, you may be able to take your computer home (if you are utilizing an All-in-One machine). Please note that this will not be available to everyone and you may have to work with your supervisor and/or HR.

Finally, you will need to forward your phone to either your cell phone or home phone. This can be accomplished by pushing the Forward All button on your phone and entering the number you wish to forward to. Please remember to put an 8 in front of the number (8303999999). Forward All will then change to display as Forward Off. Once you are back in the office, press Forward Off to return phone to normal.

