

How To Be a Successful Remote Worker

Presenters:

Anthony Farber

Jolanta Soltis

Discussion topics:

- Connecting to your work computer via VPN
- Benefits of logging into Google Chrome
- What is a Virtual Machine (VM)
- Using Jabber to receive phone calls
- Using Google Drive, Google Shares and MS Teams to collaborate and store documents
- Video conferencing
- Using Adobe Acrobat DC and Adobe Scan

What tools do I need to work from home

- Quiet space to work in
- Computer
- Internet Access
- VPN (Remote Computers, Banner 9, software download, library journals, AFS)
- Jabber (on a computer or cell phone)
- Microphone
- Video camera
- ...and lots of coffee or tea...

How can I work remotely and what tools do I need?

Option 1:

Connect remotely to your work computer

- **Tools needed:** computer, internet access, VPN.
- **Storage used:** Desktop hard drive and network share drive.

Benefits: familiar environment.

Disadvantages: Do not shut down your computer (Restart OK). When the computer is shut down it cannot be started remotely. Do not use video conferencing remotely. Your colleague will see only an empty chair...

How can I work remotely and what tools do I need?

Option 2:

Use Google Suite and Google Chrome to check your email, edit documents and collaborate.

- **Tools needed:** Internet access and [Google Chrome](#).
- **Storage used:** Unlimited Google Cloud storage – [Google Drive](#), Google Share Drives.

Benefits: VPN not needed.

Disadvantages: Access to all files and most applications.

What if I can't remote to my computer?

Option 3:

Use of Virtual Machine

- **Tools needed:** computer, Internet access, VPN.
- **Storage used:** Personal and departmental share drive and Google cloud storage.

Benefits: 99 % uptime.

Disadvantages: No access to your local office PC hard drive, any extra software must be installed by admins.

How do I receive phone calls and communicate with others?

- **To call and receive phone calls** use Jabber.
- Go to <https://ist.njit.edu/cisco-jabber/> to learn how to install and use Jabber.

- **To setup video conference / meeting use:**
 - WebEx: <https://ist.njit.edu/webex/>
 - Personal Room
 - Google Meet (less bandwidth):
<https://ist.njit.edu/google-meet-and-google-chat/>
- Use [Google Calendar](#) to schedule video conference meeting.

What tools can I use to collaborate with other people?

- Collaboration tools
 - Google Drive and Share Drives:
 - <https://ist.njit.edu/google-drive/>
 - Sharing live and collaboration
 - Microsoft Teams ([Office 365 account](#) with Microsoft needed):
 - [Get started with Microsoft Teams](#)
 - [Instructor-Led Training](#)

Using Adobe Remotly

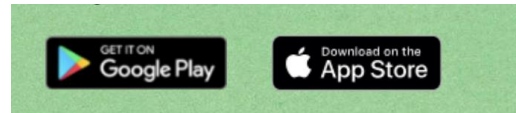
- Adobe Creative Cloud is available to faculty and staff using single sign-on (SAML) authentication.
- Adobe Manager.
- Some of the most commonly used application and apps are: Acrobat DC, Photoshop and Photoshop Express app, Illustrator, Adobe Scan app.
- To download Adobe products or to use Web version of Adobe Acrobat, go to:

<https://www.adobe.com>

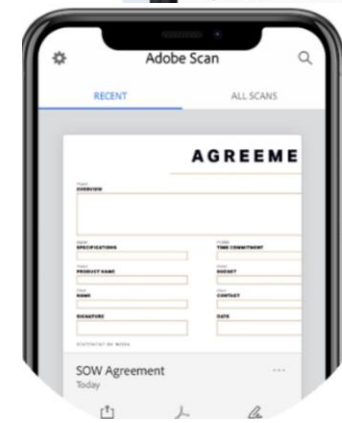
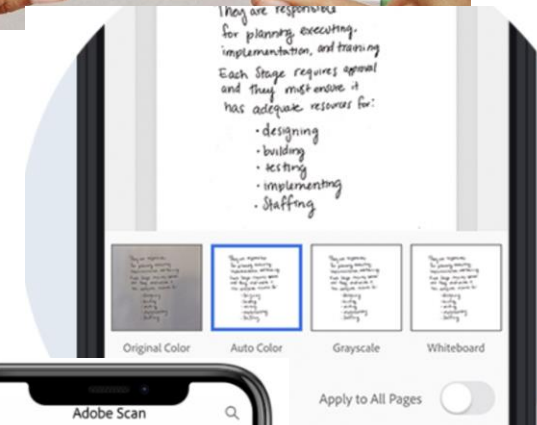
- Link to more information about Adobe @ NJIT

<https://ist.njit.edu/adobe-creative-cloud/>

Adobe Scan



- Easily capture and convert documents, forms and business cards into a high-quality Adobe PDFs.
- Adobe Scan identifies and sharpens handwritten or printed text, while removing elements you don't want, like glare and shadow.
- Open the scanned PDF in [Acrobat Reader](#) to make notes and comments and review with your team.
- Use Adobe Scan to turn paper forms into interactive digital documents you can easily fill out, sign and share.
- [More about Adobe Scan...](#)



Resources

- More information about working from home: <https://ist.njit.edu/remote-work-tools/>
- Presentations: <https://ist.njit.edu/working-romotely-home/>
- Office 365: <https://ist.njit.edu/microsoft-office-365/>

Questions?