Working remotely

When you might need to work remotely

A variety of emergency situations can arise, these can range from an ill dependant or relative, a broken boiler, through to a public health issue.

Tips for working at home

- Make sure you have a plan for the tasks you are able to undertake while working remotely. These could vary from your usual day-to-day task and will need to be discussed with your line manager.
- Have regular check-ins with your manager, line reports as well as other team members, where applicable. Working remotely can sometimes feel quite lonely so this contact is very important. Do not be afraid to reach out to people whether that is for advice, to bounce ideas off or to just provide a status update on the items you are working on.
- Ensure your working space is set-up to be comfortable and safe. You might need to set ground rules for other people in your space to reduce disruption.
- Take breaks as you would if you were in the office. It is a good idea to go outside and get some fresh air and stretch your legs at lunchtime!

Additional information can be found in the HR guidance.

What you will need

Hardware
You can use a personal computer or laptop if you have such facilities and the University provides free anti-virus software for your personal equipment to reduce any risks. If you do not have your own equipment speak to your manager to find out if you can loan a laptop or tablet from work.

Remote access
You can access most of the University's systems and online resources using your CRSid and UIS password without needing a VPN. However, VPN access is available for resources that normally require you to be connected directly to the University Data Network.

A VPN service makes it possible to access resources that normally require physical presence at the University using a connected device. It is important for you to find out if your institution has a managed VPN – which provides access for just your institution – or if you can use the general VPN service. You can ask your Computer Officer to confirm, or alternatively check this list of institutions with managed VPNs.

Once you know which type of VPN you should access you can follow the guidance available on the UIS website. The guidance is specific to the operating system (Windows 8, Windows 10, macOS, iOS, Android etc.) on the device you will be using from your remote location, so make sure you select the correct one.

Useful tools to keep you connected:

**Microsoft Teams**
- Instant messaging
- Document sharing
- Video calls

**Microsoft Office 365**
Access your emails online – login using crsid@cam.ac.uk and your UIS password.