



# WORKING FROM HOME

*S.COONEY 5/3/2020*

**As more & more Colart staff work from home this deck outlines a few key points and guides to aid productivity whilst away from the office.**



**1. VPN**



**2. Email/Office  
365 Apps**



**3. Internet**

**CONTENT**

# VPN

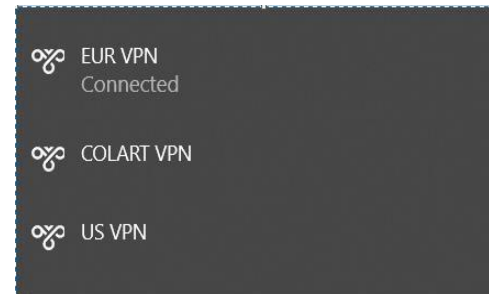
All users have access to the VPN on their Windows operating system via the network connection icon in the bottom right hand of the screen (where you connect to Wi-Fi).



At the time of writing, dependent on where the user is they will see a VPN closest to them which they can connect to (from the list below)

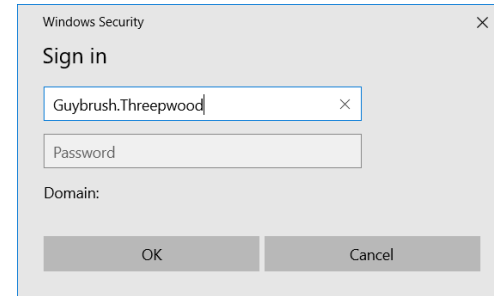
- EUR VPN
- FR VPN
- US VPN

**\*As of March 13<sup>th</sup> there will be only 1 VPN available – “COLART VPN”. This will geo-locate you to the closest VPN point.**



# VPN (cont.)

To access the VPN, select the local VPN and enter your network credentials, for example:



Once connected, this will give you access to all internal systems from home. This includes apps such as but not exclusive to:

- **M3**
- **Futurmaster**
- **File servers/mapped drives**
- **Documation**
- **Local warehouse management apps**

\*\*Please also be aware dependent on which vpn you connect to, your experience of using apps located in that region may be slightly quicker than a system located in a geographically different area.

# Email/Office 365 Apps

All Colart email is hosted within cloud-based Office 365 data centers. Email can be accessed over a standard internet connection and does not require VPN access. This also includes Office 365 apps such as:

- **Teams**
- **SharePoint**
- **OneDrive**
- **Skype**

# Internet Usage

Whilst working from home, although using your home internet connection, all internet usage is centrally monitored, blocked and reported on where applicable by Sophos Web Gateway (Anti-Virus). The purpose of this is to prevent our users from visiting websites that are known to be inappropriate or contain threats to the network such as malware or any other malicious content. Care should be taken when at home as if you were in the office.

If you think your device has fallen prey to anything nefarious please contact a member of the tech support team immediately and notify your line manager.

## Useful Links

**Office 365:** <http://www.portal.office.com>  
**Intranet:** <http://intranet.Colart.com>  
**Tech Support:** <https://tech.support.com>  
**The Bank:** <http://thebank.Colart.com>