

Working from home

A simple guide

As more and more Colart staff work from home this article outlines a few key points and guides to aid productivity whilst away from the office. To read the complete deck, [click here](#).

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 13th, there will be only 1 VPN available – “COLART VPN”. This will geo-locate you to the closest VPN point.

Email/Office 365 Apps

Email can be accessed over a standard internet connection and does not require VPN access. This also includes Office 365 apps.

Internet Usage

Whilst working from home, all internet usage is centrally monitored, blocked and reported on where applicable by Sophos Web Gateway (Anti-Virus) 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 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>