

Lebanon Valley College

Remote Work Guidelines from the Office of Information Technology

Using your college-issued laptop or desktop is ideal for working remotely. If you prefer to use a personal laptop or desktop, please make sure to use our site for help getting connected to your personal drives, VPN and the various services you use every day.

www.lvc.edu/technology

If you need help, contact the solutions center at solutions@lvc.edu.

1. Applications and Files

- Think about what you use to do your job every day; is it all web-based, or do you need to connect to a server drive or piece of software? If the latter, please refer to our documentation on getting connected to the LVC VPN, and follow the instructions based on whether you have a PC or Mac.
<https://www.lvc.edu/offices-directories/information-technology/covid-19-it-resources/>
- If you do not have a copy of Office 365, you may download it for free. Office 365 is free for every student and employee at LVC. With Office 365, you will have access to the latest version of Word, Excel, PowerPoint, OneNote, and much more.
 - Visit <https://login.microsoftonline.com>
 - Enter your LVC Credentials (email address and password) to download or use Office 365 online
 - On the installation page, select your language and click install.
- You may also use Office 365 on your tablet or smart phone.
 - Download from your app store
 - After completing the installation, sign in with your LVC credentials (email address and password) for full editing capabilities
- If you need help with using Office 365 from off campus, please visit:
 - <https://www.lvc.edu/offices-directories/information-technology/technology-assistance/office-365/>

2. Gather everything else you'll need to be productive at home.

- Don't forget any important work documents and files or other equipment, like power adapters, that you'll need to bring home from the office.
- Think about calling into meetings or video conferencing: does your computer have a built-in microphone and speakers? Or do you have a phone that can connect to the service your department will use? If not, please call the Solutions Center before leaving campus.
- Please forward your phones to either voicemail (which will record your messages to your email inbox) or to a phone of your choosing that you can answer while off-campus.