Your checklist for working remotely at WCM:

- Enroll in **Duo** Multi-Factor Authentication to access WCM apps from off-campus.
- Reference the **Application Access Matrix** to see if you need the VPN to access key applications. If so, install **Cisco AnyConnect VPN**, preferably on a tagged machine.
- If you have critical files saved to your desktop, copy them to your departmental file share or **OneDrive**.
- Install any business software you need onto your device. Institutionally-licensed software can be installed on tagged devices via **BigFix for Windows**, and **Self-Service for Macs**.
- Make sure your **contact information is up-to-date** in the **WCM Directory**.
- Make sure that you are subscribed to and able to quickly review communications from **all critical institutional and departmental Listservs**.
- Make sure that you can easily communicate real-time with your team while remote using tools like **Microsoft Teams**.

Remote access tools

- **Duo** – Make sure you’re enrolled in Duo multi-factor authentication. [Learn more about Duo](#)
- **AnyConnect** – Gain access to the WCM network with AnyConnect VPN (requires Duo). [Learn more about AnyConnect](#)
- **EZProxy** – Library resources can be accessed externally with EZProxy. [Learn more about EZProxy](#)
- **myApps** – A small number of applications, including Epic, can be accessed remotely using Citrix myApps. [Learn more about myApps](#)

Online collaboration tools

- **Box** – Store, share, and collaborate on important files in the cloud and access them from anywhere. [Learn more about Box](#)
- **OneDrive** – Store, share, and collaborate on files in the cloud. [Learn more about OneDrive](#)
- **Teams** – Chat and share files with your colleagues from your laptop or mobile device. [Learn more about Teams](#)
- **Zoom** – Host and attend online meetings and webinars. [Learn more about Zoom](#)