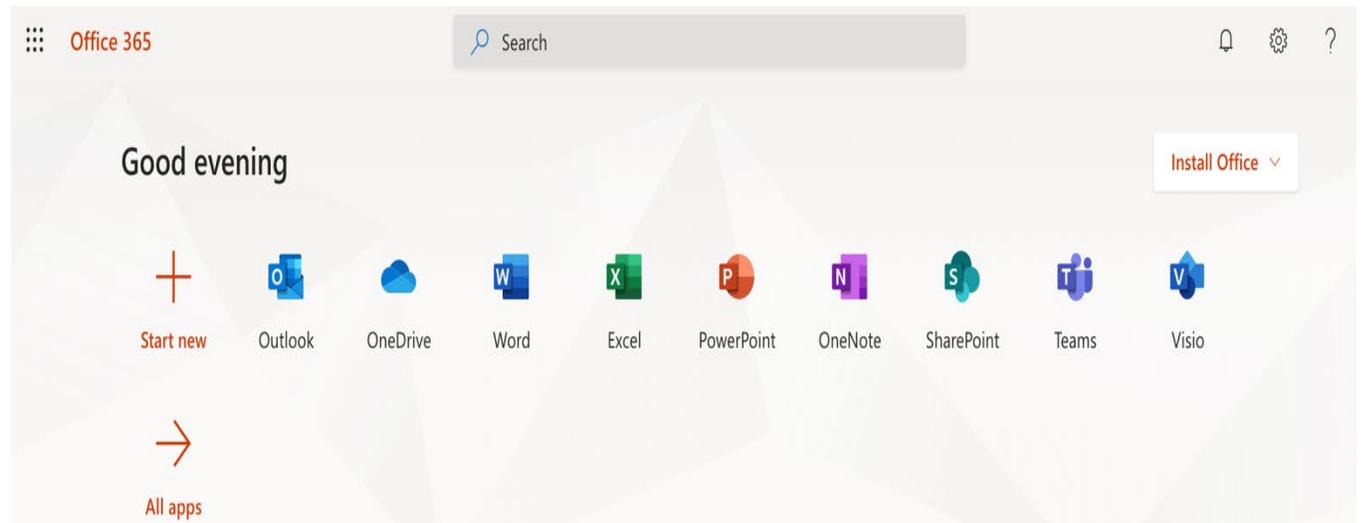


Microsoft Office Applications - Remote Instructions

Working with documents remotely can be challenging at first, and although the process is a bit different, you can still achieve your goals by following a few steps to become productive while working away from the office. Instead of opening your applications from your desktop by clicking on the icons, these applications will be delivered to you via web browser where you can access them remotely.

You will have access to the following Microsoft Applications:

- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Visio



Microsoft Office FAQs for Remote Access

- How can I access my email and calendar from outside the office?
 - Open your web browser and navigate to www.office.com
 - Log in using your State of Illinois credentials (john.doe@illinois.gov)
 - Once there click on the Outlook icon
 - You will have access to your email, calendar & contacts

- Complete instructions in O365 and Outlook document

- How can I access my documents from outside the office?
 - If you are using a laptop with a VPN connection, you will have access to your mapped drives.
 - If you are using remote desktop, you will have access to your mapped drives and documents.
 - Documents stored in Teams, or SharePoint Online
 - Open your web browser and navigate to www.office.com
 - Log in using your State of Illinois credentials (john.doe@illinois.gov)

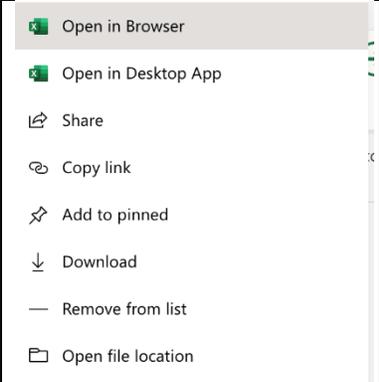
Method 1

- Once there click on the **OneDrive** icon
 - You will have access to all of your saved documents.

Method 2

- Once there click on the **Teams** icon
- Click on the Files icon on the left navigation menu
 - You will have access to all of your saved documents.

- What about saving my documents? Where will they go?
 - When accessing documents via VPN or Citrix Desktops where you have access to mapped drives, save documents normally.
 - When accessing documents via office.com you have the option to open in browser OR open with desktop app

 <p>A screenshot of a file context menu. The menu items are: 'Open in Browser' (highlighted with a grey background), 'Open in Desktop App', 'Share', 'Copy link', 'Add to pinned', 'Download', 'Remove from list', and 'Open file location'.</p>	<p>We highly suggest that you always choose to open the file in browser</p> <p>You will be guaranteed that you save and continue to work on the correct version stored in your OneDrive/SharePoint location</p> <p>If you do not have the desktop application installed on your laptop/desktop, there may be limitations on installing them</p>
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