



Office of Technology Remote Work Access Quick Reference Guide v1.0

Not every employee needs the same type of access. Users only need access to the tools required to perform critical functions while working remotely during a crisis.

- Email
- Calls/Meetings
- Local/PC Documents
- Internet Applications*

Standard User—No need for VPN

These users only need access to email and their Office Products to deliver daily activities for their perspective agencies. They do not need access to network resources and can collaborate through email attachments. Employees can use a state laptop, personal laptop, or other mobile device to connect to home internet. To access office online follow this link: <https://portal.office.com>.

- Focused, Shared Docs
- Small Team Work

Collaboration-Driven Users

These users need additional access to collaborate with larger files between several users. They do not need access to network resources. Anything on a network share for small projects or teamwork can be loaded onto an online Sharepoint site. To access office online follow this link: <https://portal.office.com>.

- Extensive Shares
- State Internal Applications*

Power Users and Resource-Intensive Need –Must have VPN

These users need access to their email, office products and must utilize shared resources (Project Shares, Design Files, Shared Folders). The users must have **VPN Access** and **MFA Forms** filled out. Users must have a state issued laptop/tablet.

- Training

Users can access a range of training tools such as videos and how-to guides on Microsoft offerings such as Sharepoint, One Drive, and other tools at <https://support.office.com/>. There is also training available on some of Microsoft's offerings on the Learning Management System at <https://www.onlinelearning.wv.gov/cm/home.html>.

*Internet Applications would include any website that can be accessed on any general internet connection. State internal applications would include any website that is only internally available to specific agency personnel.