**Accessing University IT resources from a PC – away from the office:**

Working from off-campus requires access to basic network functions using personal or public computers. The information below provides links to detailed instructions, using a Windows computer, to access email (Hawk Mail) and resources (files and applications) residing on University computers while away from the office.

**Email:**

The easiest method to access your email is through an internet browser using the Outlook Web App (OWA) by navigating to <http://email.uiowa.edu> and logging in with your HawkID credentials. More information is here: <http://its.uiowa.edu/support/article/311>. *Recommendation: Use the OWA. The OWA lacks some of functionality of Outlook but is the simplest method and requires no setup.*

**Other Resources:**

**MyFiles (accessing network files through the web)** - MyFiles Basic offers a simple web interface to your data from any web browser. You can access your files@iowa network space through this simple web interface by visiting <http://myfiles.uiowa.edu>.

**Web VPN Browser Access** – “UI Anywhere” can be accessed by navigating your web browser to <http://vpn.uiowa.edu>. The advantages of the Web VPN include that it does not require administrative rights for most functions and does not require software installed on the off-campus computer. Instructions for using the Web VPN are available online (<http://its.uiowa.edu/support/article/248>). *Recommendation: Use this tool to extend the UI network to your computer when the off-campus computer belongs to someone else.*

**UI Anywhere VPN** - a Virtual Private Network that provides secure access to resources located on the University of Iowa campus to locations off campus (<http://its.uiowa.edu/vpn>). To use the VPN service, download and configure the Cisco AnyConnect VPN client using the instructions found at <http://its.uiowa.edu/support/article/1876>. The client allows your private computer to become part of the UI network and you can therefore access resources in the way you would if you were using a UI computer. *Recommendation: Use this tool to extend the UI network to your computer when using a personally owned computer or laptop from off-campus.*

**Virtual Desktop** – a web-based system designed to allows users to access software applications and access resources from computers both on and off campus. The description and specifics are found at link <http://its.uiowa.edu/support/article/313>. *Recommendation: Check the application list found at link* [*http://its.uiowa.edu/support/article/100509*](http://its.uiowa.edu/support/article/100509) *to determine whether an application will be available to an off campus computer then use as appropriate.*

**Remote Desktop Protocol (RDP)** – if you have Windows installed this allows you to access your on-campus computer and use it as if you were sitting in front of the computer in your office. Want to access your Outlook, attach a file on a mapped share drive after updating it using software installed only on your office computer? This is the tool you need. The requirements and procedures are listed in the article found at <http://its.uiowa.edu/remotedesktop> but are fairly simple. Your computer at work needs to be powered on, you must have permission to remote access the computer (see your IT support staff), the Remote Desktop tool must be installed on your personal computer and you need the “UI Anywhere” software to access your work computer as a UI network resource. A version of Remote Desktop is available through the Virtual Desktop as well as the Web VPN browser access. *Recommendation: Remote Desktop requires some preparation but is as powerful and versatile as the campus computer being accessed.*

**Accessing Share Files** – If you’d prefer to map your drives and not just work with your files from a web interface (see above), you can access H: or L: share drives to work with files while off campus follow the procedure described in the article found at link <http://its.uiowa.edu/support/article/2092>. The process requires installing the UI Anywhere VPN described above but is otherwise very straightforward. When the “UI Anywhere” VPN is active follow the procedure to map the shared drive so it appears on your personal computer exactly as it would on your campus computer. The drives will only be available while the “UI Anywhere” VPN software is active but otherwise remains mapped on the personal computer. *Recommendation: Not usually necessary when using RDP as the campus computer often has useful share drives mapped can be used when access to share drives is needed but the user prefers not to remote access a campus computer.*

***Power Up!*** – an application designed to allow you to “wake up” a powered off Windows computer using any computer with a web browser. This is useful if a user needs to remote into a computer via RDP (see above) that has been powered off. The campus computer must first be registered (<http://its.uiowa.edu/support/article/897>) and then can be remotely “awakened” using a web browser (http://its.uiowa.edu/support/article/898). *Recommendation: Register your campus Windows computer if you intend to remotely access it. The process is simple but must be done in advance to have access to this ability.*

**SUMMARY**: Use OWA email and MyFiles for quick access to email and network files. For more extensive work, the most effective recommended procedure for working off campus is to register the campus computer (*Power Up!*), install and activate the “UI Anywhere” VPN software and then use RDP to access files and applications including Outlook on the campus computer. When finished ensure all work is saved, disconnect the remote desktop connection and disconnect “UI Anywhere” VPN client.