Are you ready to work remotely?

Using your CUIMC-provided laptop is the best option for working remotely. However, if you don't have a CUIMC laptop and need to use your personal computer, please follow the necessary steps to prepare. **Don't forget to do a test-run to make sure your equipment works as expected!**

Remember, even though you're working remotely, you're not alone. If you need help, you can contact your local IT Help desk or visit https://it.cuimc.columbia.edu.

Considerations to walk through at your remote location:

1. Think about the files and applications you'll need to access from home.
    - **It will be extremely important to save all work-related data and files to either the cloud or a security-certified shared drive (not the laptop/desktop/endpoint).**
    - Zoom video conferencing can be accessed from any web browser.
    - Office 365 applications such as email, calendar, OneDrive and SharePoint can also be accessed online here:
    - Most other major CUIMC applications are available at https://it.cuimc.columbia.edu
    - Talk to your manager if you think you'll need access to department shared drives (like your O: Drive or P: Drive). The CUIMC IT Help Desk staff can help you learn about available options.
        - **Critical documents can be moved over to Microsoft Teams to ensure they are accessible while working remotely.**

2. Please ensure that your personal computer is updated and secure.

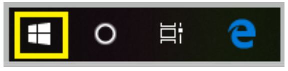
If you do not have a CUIMC-provided laptop, you will need to take extra steps to make sure your information stays secure. We have provided a list of steps that are **Mandatory** for all CUIMC users to follow in order to work on computers in remote locations (including at home):

Automatic Updates for Microsoft Windows Computers:_ Click on this link to view instructions on keeping your Windows computer up to date.

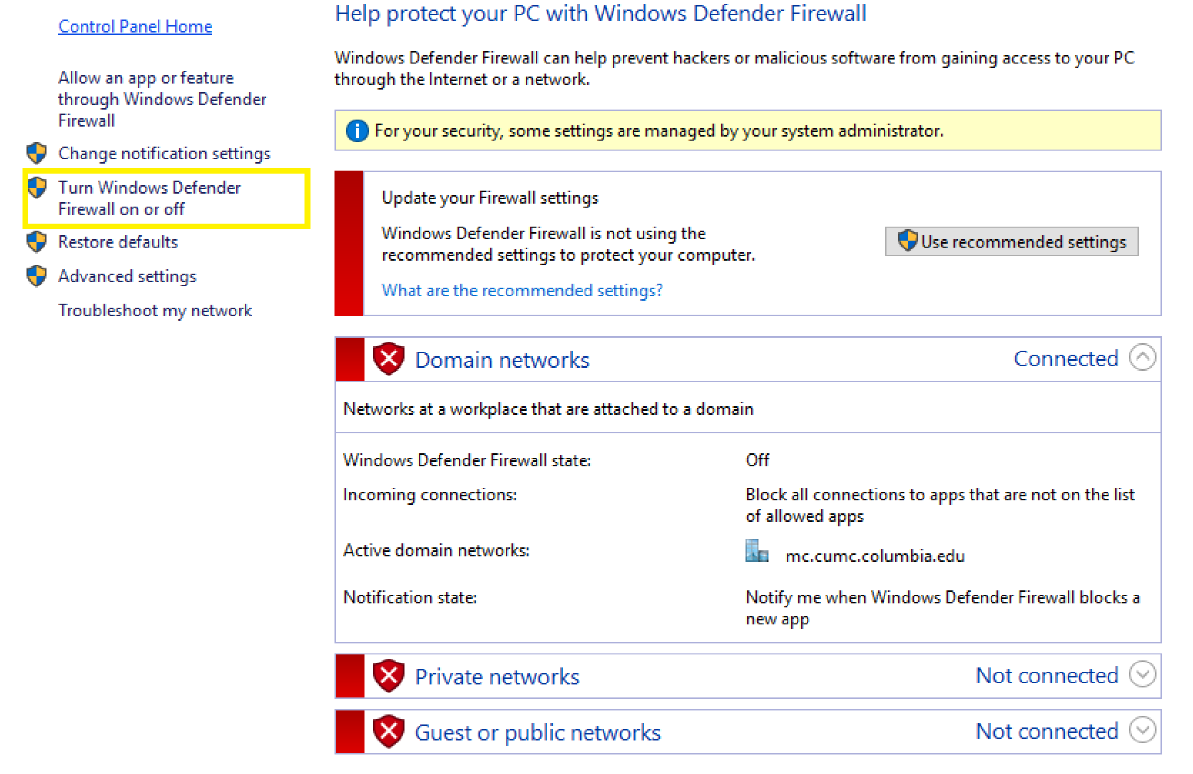
Automatic Updates for Apple Mac Computers: Click on this link to view instructions on keeping your Mac up to date.

Prevent Unauthorized Access on Microsoft Windows Computers: Use these steps to prevent unauthorized access on your Windows computer:

1. Open the Start Menu



2. Select Control Panel
3. Choose Windows Defender Firewall from the menu shown below and turn it on.


Control Panel Home
Allow an app or feature through Windows Defender Firewall
Change notification settings
Turn Windows Defender Firewall on or off
Restore defaults
Advanced settings
Troubleshoot my network
Use recommended settings
What are the recommended settings?

Help protect your PC with Windows Defender Firewall

Windows Defender Firewall can help prevent hackers or malicious software from gaining access to your PC through the Internet or a network.

For your security, some settings are managed by your system administrator.

Update your Firewall settings

Windows Defender Firewall is not using the recommended settings to protect your computer.

Domain networks — Connected

Networks at a workplace that are attached to a domain

Windows Defender Firewall state:	Off
Incoming connections:	Block all connections to apps that are not on the list of allowed apps
Active domain networks:	mc.cumc.columbia.edu
Notification state:	Notify me when Windows Defender Firewall blocks a new app

Private networks — Not connected

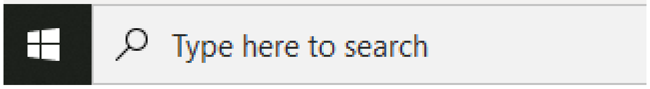
Guest or public networks — Not connected

Prevent Unauthorized Access on Mac Computers: Use these steps to prevent unauthorized access on your Mac:

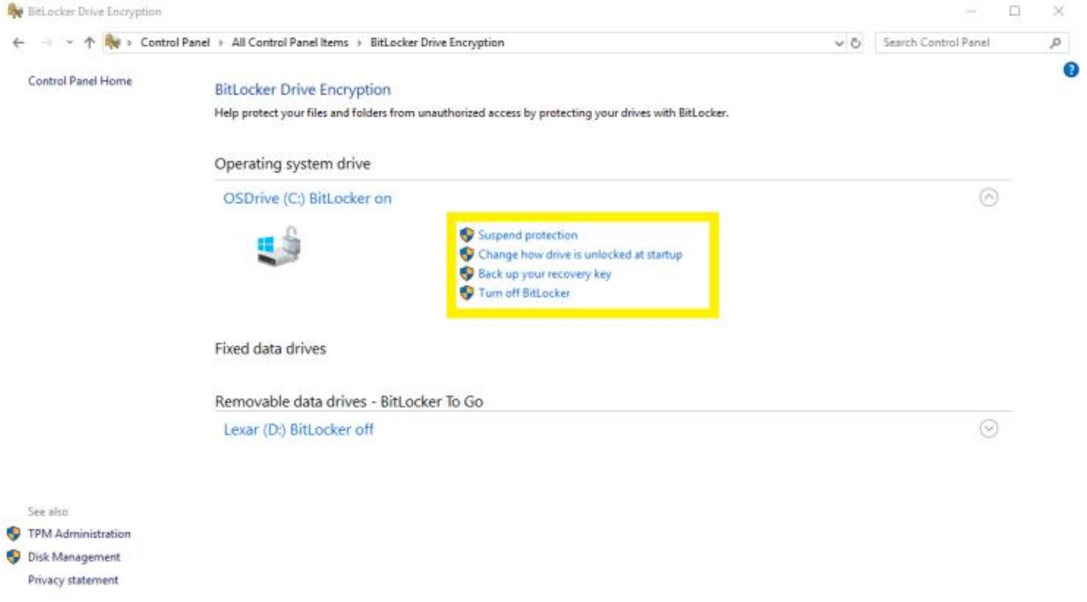
1. Choose System Preferences from the Apple menu.
2. Click Security or Security & Privacy.
3. Click the Firewall tab.
4. Unlock the pane by clicking the lock in the lower-left corner and enter the administrator username and password.
5. Click "Turn on Firewall" or "Start" to enable the firewall.

Click Advanced to customize the firewall configuration.

Enabling Encryption on Microsoft Windows Computers: Home versions of Windows do not offer hard disk encryption. If you have a professional version of Windows, encryption is provided with BitLocker. You can configure it by following these steps:

1. Search for “BitLocker Drive Encryption” in the search box on the bottom left side of the screen. 

2. The box shown below will pop up. Select “turn on BitLocker”.


BitLocker Drive Encryption

Control Panel › All Control Panel Items › BitLocker Drive Encryption

Search Control Panel

Control Panel Home

BitLocker Drive Encryption

Help protect your files and folders from unauthorized access by protecting your drives with BitLocker.

Operating system drive

OSDrive (C:) BitLocker on

- Suspend protection
- Change how drive is unlocked at startup
- Back up your recovery key
- Turn off BitLocker

Fixed data drives

Removable data drives - BitLocker To Go

Lexar (D:) BitLocker off

See also

- TPM Administration
- Disk Management
- Privacy statement

Enabling Encryption on Mac Computers: FileVault provides encryption for MacOS. To enable it, navigate to Apple menu, then “System Preferences”, then “Security & Privacy”. Click the FileVault tab and then Turn on FileVault.

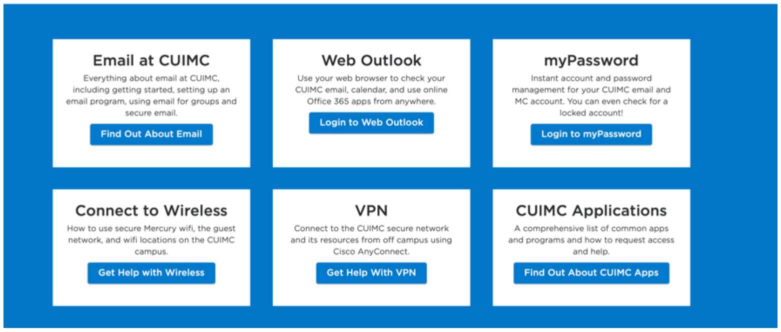
Locking Your Screen on Microsoft Windows Computers:
You can lock your computer screen by simultaneously the pressing Windows Key and the L key on your keyboard or by simultaneously pressing Ctrl, Alt, and Delete then choosing Lock when the list of options pops up.

Locking Your Screen on Mac Computers Go to the Apple menu and choose “Lock Screen” or simultaneously press Command, Control, and Q.

3. Gather everything else you’ll need to be productive
    - Does your computer have a built-in microphone and speaker?
    - Do you need a headset for your phone?
    - Don’t forget any important work files or other equipment, like power adapters, that you’ll need to bring home from the office
    - Set up a device (such as a mobile phone) that you have access to remotely for two-step verification. You won’t be able to verify your identity if you’re not there.

4. Bookmark https://it.cuimc.columbia.edu

You can visit our IT website from outside CUIMC and get access to technical information and applications you need. Below is a snapshot of some of the available resources.



Email at CUIMC

Everything about email at CUIMC, including getting started, setting up an email program, using email for groups and secure email.

Web Outlook

Use your web browser to check your CUIMC email, calendar, and use online Office 365 apps from anywhere.

myPassword

Instant account and password management for your CUIMC email and MC account. You can even check for a locked account!

Connect to Wireless

How to use secure Mercury wifi, the guest network, and wifi locations on the CUIMC campus.

VPN

Connect to the CUIMC secure network and its resources from off campus using Cisco AnyConnect.

CUIMC Applications

A comprehensive list of common apps and programs and how to request access and help.