

Working remotely - Mac users

Use these simple steps while travelling or working from home to collaborate with colleagues, redirect your desk phone and securely connect to the School's network and file-servers.

Why not set up and try all of these steps before you need to use them - switch to the Eduroam wireless network to test the VPN.

1. Securely connect to the School network

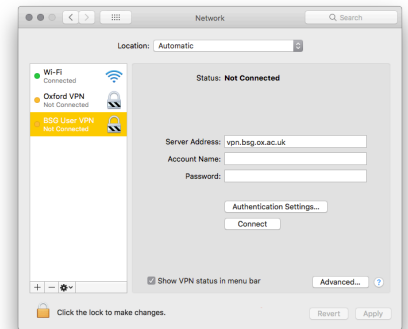
Open **System Preferences** and select the **Network** link.
Select **BSG User VPN**.

Enter username and password that you use to log into your computer.

Click **Connect**.



Look for the VPN icon in the Mac menubar.



2. Work on files from the BSG file server

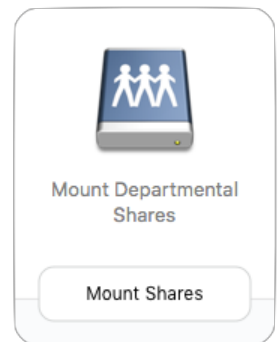
Open **Self Service** app from the **Applications** folder.

Find the **Mount Departmental Shares** item.

Click the **Mount Shares** link.

Open Finder and work with your files as normal.

Print jobs can be sent as normal but will be deleted if you don't collect them within 24 hours.



3. Re-direct your desk phone

Visit <https://web.chorus.ox.ac.uk> and sign in using Oxford Single Sign-on.

Click on the link with your name and select **Settings**

Choose **Devices** and select **Add a new device**

Enter the details for the phone that you want to use to receive calls.

Change the '**How would you like to be reached**' setting to use the new device

See https://help.it.ox.ac.uk/chorus/preferred_devices for further advice.



4. Did you know?



The **Self Service** app has a range of useful features for Mac users - including links to install the BSG User VPN and to reset paused printers.

Visit <https://help.it.ox.ac.uk/chorus> to find out about Chorus smartphone apps, conferencing services and more.

Visit <https://it.bsg.ox.ac.uk> and <https://help.it.ox.ac.uk> for more information.

If you need further help email ict@bsg.ox.ac.uk or call (01865 6)14364 to log a support ticket