Working remotely - Windows 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 the **Forticlient** application from the start menu or system tray.
Select **BSG User VPN.**
Enter username and password that you use to log into your computer.
Click **Connect.**

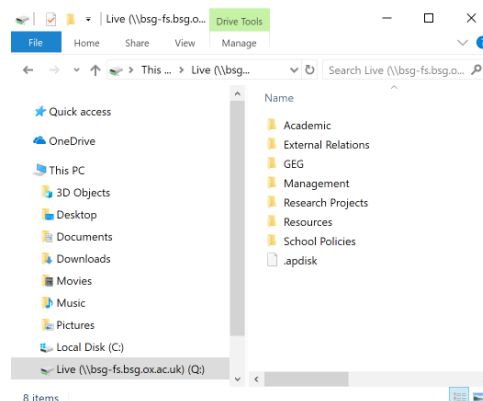Look for the VPN icon in the Windows System tray.

2. Work on files from the BSG file server

Click the **shortcut** on the Windows desktop to connect to the file server.
Open Explorer and work with your files as usual.
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?

Visit **https://help.it.ox.ac.uk/chorus** to found 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