

# Emergency Work from Home – Basic Guide

NDS staff might need to work from home where an event takes place that prevents staff attending the office. The below document will help members of staff set up their own personal equipment to be able to access emails, network drives, telephone numbers and University restricted websites such as R12 finance pages and be able to use Microsoft Office Apps. Further guides will be added to the NDS Intranet Page for specific programs and operating systems.

## 1.0 Computer set-up

### 1.1 What is required?

A personal computer that running a supported operating system which Windows 10, MacOS Catalina or Mojave and an up to date Linux distribution.

### 1.2 Email

The quickest and easiest way to gain access to your email is via Nexus365 using a web browser.

The following link will take you to webmail.

<https://outlook.office365.com>

On first use you will need to put your email address in

[firstname.lastname@nds.ox.ac.uk](mailto:firstname.lastname@nds.ox.ac.uk)

You will then need to put your Single Sign On (SSO) credentials in.

### 1.3 Network Drive Access

Network Drive Access via Netstorage:

Please use <https://netstorage.imsu.ox.ac.uk/> using any browser.

## Novell NetStorage

### Secure Web-Based File Access

Welcome to Oxford University Clinical School

These are NetStorage gateways through which you can access your files. Please use one of the links below. These links use SSL for added password security. Bookmark THIS page not the links below!  
Supported browsers are Internet Explorer 8.0, Mozilla, Safari, & other Linux browsers

[NetStorage1](#)

[NetStorage2](#)

[NetStorage3](#)



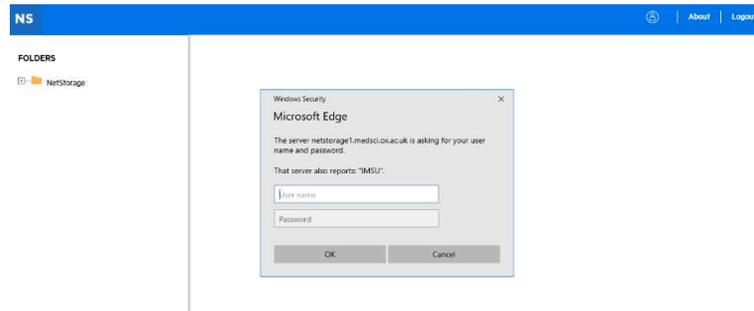
If you need help using NetStorage, go to our web site:

<http://www.lmsu.ox.ac.uk>

© Copyright 1993-2012 Novell, Inc. All rights reserved.  
Novell Open Enterprise Server

Select any link NetStorage1, NetStorage2, NetStorage3

You will then be presented with a credentials box



Please use your MSD IT credentials to log in. These will look something like (first initial and surname example would be jsmith)

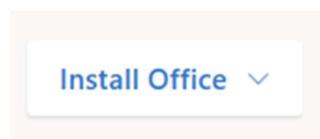
## 1.4 Microsoft Office Installation

Microsoft Office: If you do not have Microsoft office installed on your computer please use the following guide to get Office365 installed on your device.

Log into Office365 <https://outlook.office365.com>



(Click on the nexus 365 logo top left hand corner) and then "install office" near the top left hand side on the new page.



## 1.5 Microsoft Teams

This is a communication tool which is part very similar to skype. Please familiarise yourself with this application.

## 1.6 Virtual Private Network (VPN)

A VPN makes an encrypted tunnel from your computer to the University Network so that you can a University of Oxford IP Address. This is used so that you can access restricted websites such as R12 Finance System.

Installation Instructions for all devices can be found at the following website:

<https://help.it.ox.ac.uk/network/vpn/index>

The IT Services VPN currently has a limited number of active users so it is wise to use the Medical Science Division IT VPN service. Details of the MSD IT can be found here:

<https://www.medsci.ox.ac.uk/divisional-services/support-services-1/information-technology/document-and-file-storage/vpn>

Please note that the VPN address is now vpn1.imsu.ox.ac.uk

Connecting to the VPN guide will be provided on the NDS Intranet.

## 2.0 Phone set-up

### 2.1 NHS Telephones

**NHS Phones:** These will have Cisco written on them and telephone redirection and voicemail will need to be set using the handset instructions. IM&T Service desk might also be able to put a redirection on for you if a ticket is logged using the email address: [im&t servicedesk@ouh.nhs.uk](mailto:im&t servicedesk@ouh.nhs.uk)

Phone Locations: Churchill Hospital, Botnar Research Building, John Radcliffe Level 1, Level 2, Level 4.

### 2.2 University Chorus Phones

**Chorus Phones:** Chorus is the University telephone service. Telephone numbers can be redirected to personal phones using the following instructions:

<https://help.it.ox.ac.uk/chorus/index>

Phone Locations: Old Road Campus, John Radcliffe Hospital Levels 5 (room 5401, 5401) & Level 6 BAU and Richard Doll Building.

A smart phone app can also be downloaded and configured so you can make and receive calls using your office number. This app does require another password to be set up to configure this service.

## 3.0 Security Issues

### 3.1 Information Security Module

If you have not recently taken the Information Security Module please sure you complete the module using the flowing link : <https://www.infosec.ox.ac.uk/module>

### 3.2 Data Protection

You should take care to keep your files safe when working away from the University, especially if you handle personal, confidential or valuable data. Ensure you have anti-virus software installed, such as [Sophos](#). Laptops, tablets and USB sticks should be encrypted and protected by strong passwords. Passwords protecting University data should never be shared with other people, including family members. [Advice about staying safe online](#) and [information security when working from home](#) is on the University's [Information Security website](#).

### 3.3 Phishing / Malware Warning

Please be aware that there might be a rise in phishing, spear phishing and malware attempts using news events. Please report anything suspicious to [it@nds.ox.ac.uk](mailto:it@nds.ox.ac.uk) so all staff can be alerted if these malicious.

## 4.0 IT Support

You will still be supported if you have any IT problems whilst working from home.

NDS IT Support should be your first contact but if unavailable for any reason please contact MSD IT Team.

Contact details:

Peter Moles – telephone 01865 619006

MSD IT – telephone 01865 280030

Email: [peter.moles@nds.ox.ac.uk](mailto:peter.moles@nds.ox.ac.uk) To Log an IT Ticket: [it@nds.ox.ac.uk](mailto:it@nds.ox.ac.uk)

MSD IT – Email: [ithelp@medsci.ox.ac.uk](mailto:ithelp@medsci.ox.ac.uk)

Remote Desktop Support can be provided by Microsoft Teams desktop sharing or other alternative applications depending on what is required.