**Resources for Working Remotely**

**Email via the Web:** <https://webmail.archlou.org/owa>

**Voicemail**

Most staff receive an email for your voicemail. To get your messages remotely and access menu options call 502-873-2566, enter your extension and while it is ringing press \*. It will finish ringing and ask for your passcode and provide your menu options. **To ensure your name is on the phone directory that can be accessed by callers, you must record your name** - option 5 then option 2 in the messages menu.

**P: Drive Access:**

**For Windows/PC:**

Download the NetExtender agent here:

<https://www.dropbox.com/s/rn1is51n93hlju6/NetExtender.8.6.265.MSI?dl=0>

This will require administrative rights to install. Once it is installed, you must reboot the computer in order for a connection to be made.

Once rebooted, the following details can be used to connect to the VPN.

**Server**: secure.archlou.org:3663

**Username**: domain username or the first part of your email address, before ‘@’

**Password**: domain password or what you use to log into your computer

**Domain**: ARCHLOU – This is case sensitive, it all has to be uppercase.

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Once you initially connect, the profile should save and you will have to enter your domain password.

After you enter the password and it is valid, the system will send you an email from sslvpn@ntad.com with a temporary password. Once this is entered and validated they will be connected to the VPN and able to communicate with the servers.

The P: Drive or (hoa-arch-ccfile directory) should be available in your folder list. You can map the drive or just type [\\hao-arch-ccfile\Charities](file:///%5C%5Chao-arch-ccfile%5CCharities) into windows/file explorer to access the drive.

**For MAC:**

Go here and install this application on your MAC

<https://apps.apple.com/us/app/sonicwall-mobile-connect/id822514576?mt=12>

For the settings enter:

**Server**: secure.archlou.org:3663

**Domain**: Same as Windows

**Username and Password**: Same as Windows

Once you have established the VPN, you will need to map the drive. Follow the instructions here if you do not know how on a Mac:

<https://osxdaily.com/2010/09/20/map-a-network-drive-on-a-mac/>

The path will look like this: smb:// 10.201.12.13/charities

Login prompt will need to look like archlou\username

Need help? Network Advocates - 502-412-1050 or helpdesk@networkadvocates.com

**Virtual Meetings:**

If you were not aware, the agency has a GoToMeeting account for virtual meetings and some of you have utilized it in the past. I believe this resource will be in high demand over the next few weeks and wanted to remind you that there is a GoToMeeting calendar in Outlook.

**Please use this calendar to schedule using GoToMeeting as you would schedule any other meeting room**. Keep Bart posted about capacity. If it appears we might want to add an additional account he will investigate the best route to take.

If you need information on how to access and utilize GoToMeeting, contact Bart.

**Conference Calling**:

MRS, BEI, and KOR have conference bridges available through Hellospoke. You may check with those departments to see if you might be able to use one or I should be able create more for any program that would like one. These are 20 person conference bridges with no moderation functions (i.e. muting participants) – so they work well for smaller calls.

We have another Conference Calling service which does provide an 800# for callers and some moderation features, but it is a paid service. The cost is $.05 per minute per caller.

For information about that, please contact Bart.