

# Preparing to work remotely

To help you prepare to work remotely, it's **important to plan** and **understand** how to **access the tools and applications** you need to do your job.

The following guidelines should help get you started.

## Reset your password

**Before** you work remotely **reset your password**. Changing your password remotely or whilst using VPN causes syncing issues and will degrade your experience. Resetting your password while connected to the corporate network will:

- Give you a 60-day window before you need to reset your password again;
- Reduce issues you may experience with multi-factor authentication
- **Windows users:** Press CTRL + ALT + DEL and click change your password

## Register for multi-factor authentication (MFA)

To enable you to work from home or remotely you **must** register an Australian mobile device to be used for multi-factor authentication. This can be done in your workplace or remotely.

Follow these instructions to [secure your account with Microsoft authenticator](#).

## When I'm logging in from home what do I need to do?

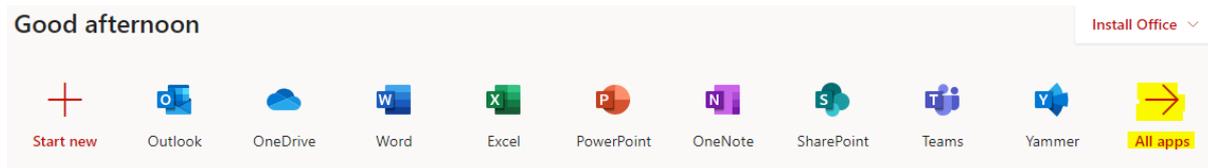
1. When you power up your corporate laptop, you will find certain applications auto load on start up. **Close down all applications.**
2. Open a browser window
3. Type in **Portal.office.com**. This will take you to the Australia Post Sign in page
4. Type in your corporate email address, click **Next**, then type in your password
5. Click the box marked **Don't show this again** and select **Yes**
6. Click the **Don't ask again for 7 days** checkbox
7. You will receive an approval sign-in notification on the mobile device you have registered for Microsoft Authenticator. Click on **Approve**

After selecting **Approve** the browser will automatically progress to a window where you will be presented with the full suite of Microsoft Office applications.

You may now begin using these or, for an experience similar to the office, the locally installed versions of Outlook, Word, Excel and all other programs in the Office suite should be available for you to use.

If you do have any issues accessing the locally installed versions, you should revert to accessing the online apps.

Selecting **All apps** (highlighted in yellow below) will present all applications available from your dashboard on OurPost (i.e. Pay and Leave, Learning and Performance, myIT, POP).



You **do not need to connect using VPN** to access for Outlook, Webex Teams, Isaac, OurPost, Office 365 and SharePoint, SuccessFactors, Zycus, myIT or other web based applications. You will need [VPN](#) to use the SAP and Peoplesoft desktop client only.

## Moving files to OneDrive online

Consider moving any local personal files to OneDrive. Shared files can also be moved to OneDrive and shared with other users, you will need to be aware of managing version control. Here are two useful videos you may find helpful:

[OneDrive - First Time Access](#)

[OneDrive - Accessing Files & Syncing](#)

## Install all updates

It is **very important** you reboot your device when you are on the network. This will auto-install any updates / patches necessary to optimise your device performance and to enhance the security of your device.

This is particularly important for you to receive the collaboration tool Webex which has recently been rolled out. If you are not connected to the network and or cannot see Webex on your desktop, you can self-install [here](#).