

Information on Working Remotely

PREPARATIONS (before you leave the office)

1. Set up Multi Factor Authentication (MFA)

- Make sure your default sign in method includes a phone number (home or cell) that is accessible without access to your office desk phone here: <https://aka.ms/setupsecurityinfo> You can also verify your current settings using this link.
- Required to access Outlook, Inside EGLE, SharePoint Teams and other Office 365 software (OneDrive, OneNote, Word, Excel, PowerPoint, Teams, etc.). *Note: VPN is not required to access these applications.*
- Link [here](#) for more information on MFA

2. VPN Access:

- Required to access network drives (S/H/U) and some essential EGLE systems.
- Each division is coordinating new requests for this type of access.
- If you will be using a VPN, look to see if you have the Map Network Drives icon on your computer desktop. If you don't see it, call the DTMB Client Service Center or install it yourself by clicking [here](#) or on Get Software on the bottom right of your screen.



3. Update MiLogin for Workers Profile to a phone number or email you can access away from the office

<https://miloginworker.michigan.gov/uisecure/selfservice>

 **UPDATE PROFILE**

This is required to be able to access the following:

- Timekeeping – Employee Self Service/Manager Self Service (*Note: VPN is not required to access*).
- Essential applications that use MiLogin - GovQA, RIDE, SIGMA financial, MiCARP

4. Skype for Business:

- If you intend to use Skype or Microsoft Teams to conduct or participate in meetings of this type, you should test your audio/video on your computer before you leave the office.

5. Voicemail:

- If your voicemail greeting needs to be updated, record an updated version.

6. Electronic Accessories:

- Don't forget to pack the accessories you use to get your work done including headphones, power cords, speakers, mouse, or keyboard.

FUNCTIONING REMOTELY

1. Checking Voicemail Remotely for Your Cisco Desk Phone

Online <https://cuca.state.mi.us/ciscopca/home.do> (VPN required) or

- Call 517-284-1234
 - When prompted, press “#”
 - You’ll then be prompted to enter your “ID,” which actually is your 10-digit Cisco phone number (not your Employee ID#), then press “#”
 - You’ll next be prompted to enter your PIN (the same PIN you use on your Cisco phone), then press “#”

2. Accessing Office 365 applications if you do not have a state computer

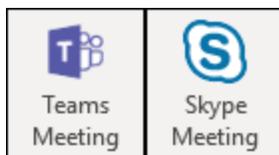
- To access online, go to [Office.com](https://office.com) and click the **Sign In** button. You will use your state of Michigan username and password.

3. To schedule a remote meeting with audio and video conferencing ability:

1. Open Outlook and go to your calendar.
2. On the **Home** tab, select **New Meeting**.



3. From the Meeting menu at the top select **Teams Meeting** or **Skype Meeting**.

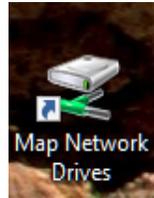


This step generates in the body of the calendar invite the hyperlink to the online meeting and a conference phone line that can be used to conduct meeting. Note: You may need to be signed into Skype for Business for this to work.

4. Fill in the meeting information as needed, including meeting attendees.
5. Select **Send**.

4. Accessing network drives *(only accessible to those who have a VPN issued to them)*

- Follow the directions for connecting to your VPN
- Double-click on the **Map Network Drives** icon on your desktop. You will not see any physical change on your screen because it runs in the background.
- Navigate to your network drives per your usual process



5. Accessing Office 365 on your SOM-issued cell phone:

- You can download all Office 365 products (Outlook, Word, Excel) from the Company Portal app on your cell phone.



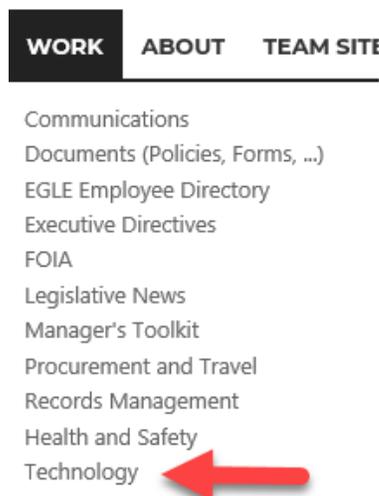
If you are having technical difficulty:

1. Go to www.michigan.gov/EGLE and click the Information for Employees link (lower left corner in the footer). Here you'll find relevant links to many resources.
2. Go to [Inside EGLE](#) and click on Tech Support where you can submit your own ticket or call the DTMB Client Service Center 517-241-9700 or 1-800-968-2644.



3. Use [EGLE Technology SharePoint site](#)

Or from [Inside EGLE](#)



3. Contact the [IT Liaison](#) for your division.

AQD: [Randy Johnson](#) 517-243-2605

DWEH: [Nicole Kiebler](#) 517-284-6543

ESD/Exec/Finance/IMD: [Mark Kramer](#) 517-284-5194

MMD/OGMD: [Justin Kennedy](#) 517-284-6507

RRD: [Susan Norton](#) 517-897-2954

WRD: [Dave Fongers](#) 517-331-5229

4. Contact the [EGLE Information Management Division - Technology Section](#) (they can provide support and help escalate issues with DTMB)

Mark Kramer – KramerM@michigan.gov or 517-599-9916

David Grimm – GrimmD@michigan.gov or 517-599-1115

Jennifer Merricle – MerricleJ@michigan.gov or 517-582-2008

Brad Pagratis – PagratisB@michigan.gov or 517-388-1548