Staying connected to the University from remote sites

There is a realistic prospect that we may be asked to work from home for a period in the coming months. For this to be viable, staff and HDR students will need to know that they can access a minimum set of e-services.

These include essential items

- Basic Office365 email and sharepoint access
- E-meeting technologies like Zoom or Skype (Zoom is likely to be the most convenient option in most cases)
- Cloud access to all necessary teaching and research files

And capabilities that will be useful to many

- Collaboration tools like Slack, good for research groups or other working parties
- Remote access to journals through the library
- Remote login to work computers through technologies like TeamViewer, RemoteDesktop or the VPN

The notes below provide info on a number of vital and/or useful technologies and resources on where to learn more. If you have a teaching-free morning or afternoon in the next week or so, you may like to stay home and check that you can access all those you will require.

If you have ideas for other resources to be added to this list, please email Mike Steel, Dave Spence or Emma Hastings.

Email and Sharepoint

O365 online

- allows access to emails, calendar, OneDrive, O365 groups and sharepoint sites through any web browser on any device without the need to install applications.
- All MQ staff and HDR students have access: Login at https://www.office.com/, using your mq email address, then selecting ‘work account’, then your OneID password
- https://staff.mq.edu.au/support/technology/email

Cloud file storage

Staff have a range of cloud options for storing files. (We should all be doing this routinely to protect against data loss).

OneDrive

- OneDrive is the Microsoft cloud-based document drive that allows remote access to your own files (and any that have been shared with you). OneDrive is secure, private and unlimited (I think).
- OneDrive is installed on windows computers and easily added to Macs. Linux users will easily find clients
- Files can also be accessed from all mobile platforms
Other cloud services

- Other options include Google Drive and Dropbox which are both available for all platforms.
- AARNET also gives us access to another service called Cloudstor which is particularly convenient for linux systems: [https://www.aarnet.edu.au/network-and-services/cloud-services/cloudstor](https://www.aarnet.edu.au/network-and-services/cloud-services/cloudstor)

Meeting technologies

While Skype is the most familiar platform, Zoom is usually the most effective platform for meetings with more than a few people and is available to all staff.

Zoom meeting

- Conduct or attend remote meetings through any device. Meetings are limited to 40 mins unless there are just two participants.
- Login at [https://macquarie.zoom.us/](https://macquarie.zoom.us/), schedule a meeting, and share the meeting weblink with participants.
- Zoom appears to download and install an application the first time you run a meeting. See instructional videos for use of Zoom at [https://support.zoom.us/hc/en-us](https://support.zoom.us/hc/en-us)

Skype

- Most of us are familiar with skype which works fine for small groups. It does not scale well for larger meetings, partly because it requires contact request and approvals before starting.
- Note that “Skype for Business” is a different thing and not recommended.

Accessing journals and databases

Most (all?) journals and databases like Scopus that the University subscribes to can be accessed through the library portal. The most reliable way is usually to search for the resource through MultiSearch on the [library homepage](http://www-scopus-com.simsrad.net.ocs.mq.edu.au/) and follow the links. There will typically be 3 to 4 links and two OneID sign-in stages to get to your first journal, but after that things should be pretty smooth. Note that the normal journal URLs may not work from off-site. Going through the library portal will generate the correct URL, such as [http://www-scopus-com.simsrad.net.ocs.mq.edu.au/](http://www-scopus-com.simsrad.net.ocs.mq.edu.au/) rather than just [www.scopus.com](http://www.scopus.com).

Remote connection to the University Network

For some tasks you need to connect directly to the University network or access computers that are located on campus. This might for example be to access files which are not on the cloud or to run simulation software remotely. Your requirements will depend on exactly what you want to do. Note that some connection methods (eg Windows Remote Desktop) will require you to set up your work computer to accept these requests, so you need to do this before any shutdown.

OneNet Anywhere (VPN)

- The VPN effectively puts your remote computer onto the internal University network so it will temporarily acquire a 10.x.x.x IP address. This can allow you to browse directly to other computers on the local network just as if you were on site.
• OneNet Anywhere, the Macquarie OneNet VPN solution, lets you connect from anywhere on this planet! Instructions can be found here: https://wiki.mq.edu.au/display/onenet/OneNet+Anywhere
• Choose which operating System you are using and detailed instructions are available Mac OS; Windows 10; iPhone; Android; Linux (Ubuntu 14.04)

Remote desktop
• This is a protocol allowing remote connection to computers which gives you a full desktop view of your remote machine so you can run GUI apps or browse files not on the cloud. You may need to run a vpn on your local computer to connect to an on-campus computer https://support.microsoft.com/en-au/help/4028379/windows-10-how-to-use-remote-desktop

TeamViewer
• TeamViewer, like Remote Desktop, allows you to remotely take control of a computer, giving you a full view of the remote computer’s desktop.
• TeamViewer must be installed on the remote and local computers in advance. Each computer gets a TeamViewer ID; you need to know the remote computer’s ID to connect to it (but it’s remembered for the next time you reconnect).
• TeamViewer doesn’t need you to also run a VPN.
• https://www.teamviewer.com/en/

Collaboration tools
Email is not necessarily the best way to communicate when trying to coordinate your group. Collaboration tools like Slack or Trello are easy to get started with and may be worth a look.

Overleaf
• Overleaf is the best known of the collaborative latex tools and is an increasingly popular way for authoring papers.

Journal paper managers
• There are a number of tools for managing your library of article pdfs and easily generating bibliographies. If you haven’t got into this yet, now is a great time. Zotero is a popular open-source tool. Mendeley is another very popular app-based tool, but now owned by Elsevier if that influences your choice. These tools will generate word or bibtex bibliographies, support thousands of existing or hand-made citation styles, and have strong collaborative features. Some other well-known choices such as EndNote and Papers are generally considered a bit behind the times now.

Slack
• Slack is an instant messaging service designed for work teams. It allows document sharing, instant startup of zoom meetings, and many independent channels so that staff can choose which topics to engage with.
Trello

- **Trello** is a collaborative project planning tool that allows participants to show lists, boards and cards to run all kinds of distributed projects.