ISSUE 2020
MAR 12

D²Digest

teleworking resources>>>

- **Accessing MESA from Home**
    - * **I have a Mac!**
    - * **I have Windows!**
- **ITS Knowledge Base– How do I remote into my work desktop from home?**
- **FAQs about COVID-19 and Teleworking at Mason**
- **Mason Coronavirus Updates**

REMINDER

Many of the COS HR resources are available on our **website**! We will continue to add additional information.

working remotely >>>

Here are some apps that will help you be a teleworking Rockstar!

Communication
- Skype for Business
- Cisco AnyConnect

Collaboration
- Microsoft 365
- Google Docs

Scanning for iPhone & iPad
- Scanner Pro
- TinyScan Pro
- Prizmo

Scanning for Android
- Genius Scan
- Handy Scanner
- Mobile Doc Scanner
- TurboScan

HR Business Continuity Plan

Remote Operating Procedures

As events continue to unfold and Mason adapts our operating procedures, this is a great opportunity for D2 members to shine by helping units define plans for continuing operations while there will be fewer people on campus.

Most of our college operations are already routed electronically, and will continue as normal. We are working with Leadership to determine a way to process documents that require an original signature, such as visa paperwork and PMFs.

We encourage everyone to work with ITS to set up their VPN account and access to MESA. There are resources in the sidebar to assist with this process. We also compiled a list of applications that will help you work and communicate remotely.

The COS HR team will increase our use of the Skype for Business Instant Messenger function to make it easier to get in touch with us, regardless of where we may be working. We will also update our outgoing voicemail messages to direct people to email and IM.

As we continue to promote social distancing, search committee coordinators are encouraged to work with their chair/director and search committee members to move on-campus interviews to WebEx.

We are here to support you! As we continue to receive updates, feel free to reach out with any questions or concerns.

What is the VPN?

The Mason Virtual Private Network (VPN) is a service that allows your computer to act as though it is on campus, even if it is not. All traffic between the connected computer and the campus is encrypted. When connected to the VPN, you can access sensitive information without worrying about the security of the network you are on.

FAQs about the VPN