

Are you ready to work remotely?

Using your laptop provided by Fresno State is the best option for working remotely. However, if you don't have a Fresno State issued laptop and need to use your personal computer, follow these steps to prepare. Don't forget to do a test-run to make sure your equipment works as expected.

1. Think about the files and applications you'll need to access from home

- **Zoom video conferencing** can be accessed from any web browser. Get set up at fresnostate.zoom.us
- **G Suite** applications such as email, calendar, Drive and Hangouts can also be accessed online. For more information, visit fresnostate.edu/teamdynamix.com
- Talk to your manager if you think you'll need access to department shared drives. Contact your local IT Service Desk to learn about your options

2. Ensure that your personal computer is updated and secure

- If you don't have a Fresno State provided laptop, you'll need to take extra steps to make sure your work stays secure.
Follow these security guidelines

3. Set up a device that you have access to remotely for 2-Step verification using DUO

- You won't be able to verify your identity from your office phone if you're not there. [Learn how to add additional devices for 2-step verification](#)

4. Gather everything else you'll need

- Think about calling into **meetings or video conferencing**: does your computer have a built-in microphone and speaker? Do you need a headset for your phone?
[Contact your ITL](#)
- Don't forget any **important work files or other equipment**, like power adapters, that you'll need to bring home from the office

Remember, even though you're working remotely, you're not alone.

If you need help, contact the Service Desk at (559) 278-5000 or visit help.fresnostate.edu.

Monday-Thursday: 7:30 AM – 8:00 PM

Friday: 7:30 AM – 6:00 PM

Saturday: 9:00 AM – 5:00 PM

Sunday: 2:00 PM – 6:00 PM