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## Office 365 (Teams)

You can access the Office 365 suite from home using a web browser. You can check your Outlook email, and use a variety of applications, as well as install them on your personal machine.

- [Overview of Office and how to get it installed on your personal devices.](#)
- [Office 365 in the Cloud](#)
- [Recording Audio Over an Existing PowerPoint and Uploading to BlackBoard](#)
- [Sharing Files in OneDrive](#)
- [Joining a Team with a Code](#)
- [Microsoft Teams Training](#)
- [Polling in MS Teams](#)

## Webex

Web-conferencing software which can be used for live group interaction.

Note: students do not need an account to join a presentation, only the host (professor) needs an account. When prompted, we recommend using the browser version rather than the desktop version.

- [Using WebEx as an Attendee \(student\)](#)
- [Using Webex on a Chromebook](#)

## VPN and Remote Controlling a Lab Computer

The VPN can be used to access a Z-Drive or Common Drive, or to remote control your office computer if it's wired into the network. Remote controlling requires you to know the name of the computer.

- [VPN Access to General Purpose Labs Information](#)
- [VPN Login and Remote Access for Students Instructions](#)

## Panopto

- [Student view in Panopto](#)

New articles are being created daily. If you have any additional questions or comments please feel free to reach out to us via email: [helpdesk@easternct.edu](mailto:helpdesk@easternct.edu) or by phone at 959 210 8071.

All university-owned Windows computers have the main Adobe Creative Cloud application installed, which manages the individual Adobe applications (Acrobat DC, Photoshop, etc.). However, due to the size, the standard Eastern package only includes some of the individual applications. If the application you need is not on your machine, you may download and install it from the Adobe Creative Cloud Application using the steps below.

### Installing the Main Creative Cloud Application for Home Use Installation

If you are trying to get Adobe applications for home use, you will first need to download and install the main Creative Cloud Application from the following link and then follow the rest of the instructions:

**NOTE: These products are provided to faculty and staff at no cost to them.** If during the process, you are prompted to pay for anything, then you have made an error.

Link to download the main Creative Cloud Application (Home Use Installation Only): <https://creativecloud.adobe.com/apps/download/creative-cloud>

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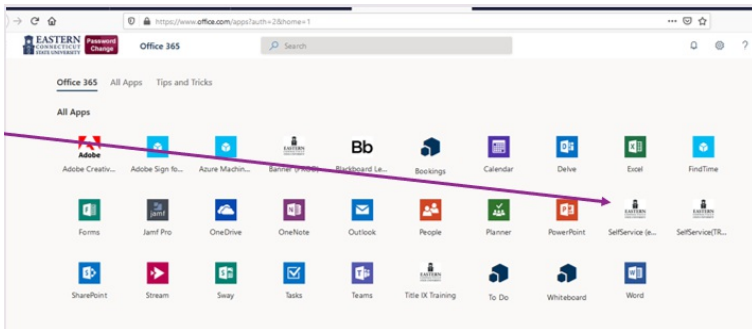
### Instructions for Eastern-owned machines or home use machines after installing the main Creative Cloud Application:

1. Launch the Creative Cloud Application from your Start Menu
2. Enter your email address and choose Enterprise ID when prompted
3. Enter your email address as the username and your Eastern Email password whenever prompted.
4. Click on Apps to see the list of Apps you can download and install.

Access Self Service (eWeb) by first logging into Office 365.

**Accessing from the O365 portal page:**

- Access SelfService (eWeb) through the Office 365 portal at:  
<https://myeasternct.sharepoint.com/sites/EasternAppPortal?e=1%3A67ec2092e01f451f9cc756df0410710f>
- If you are prompted to sign in, use your Eastern email address as the username and your Eastern Email password (Do not use your Eastern ID and PIN)
- Click on the SelfService (eWeb) icon located in the lower section of your portal page



- It should automatically log you in to SelfService (eWeb) and present your with your information. For future ease of access, pin this icon to your launcher by clicking on the 3 dots to the right of the icon and selecting Pin to launcher.

**Accessing from any O365 online page (Outlook, OneDrive or any O365 page):**

- Click the Main Menu icon (looks like a waffle or grid) in the top most section
- On the resulting menu, click All Apps →
- Scroll down until you find the SelfService (eWeb) icon
- Click the SelfService (eWeb) icon, it should automatically log you in to Self Service (eWeb) and present your with your information. For future ease of access, pin this icon to your launcher by clicking on the 3 dots to the right of the icon and selecting Pin to launcher.

**NOTE:** if you see *null Setting Up... icons* on the lower section of the O365 portal page, access SelfService (eWeb) using the Accessing from any O365 online page (Outlook, OneDrive or any O365 page) instructions above.

If you are looking for the *Class Schedule - Search Course Offerings* link that use to be available without logging in, you can now find that by logging in to SelfService (eWeb), or by going to the Registrar's page (<http://www.easternct.edu/registrar>) and click on Course Offerings where you do not need to login.

Office 365 is the standard office applications suite in use at Eastern. The package includes desktop office software (Word, Excel, PowerPoint, etc.), online access to web versions and other online tools, email, and home use software. The desktop application are installed by ITS on Eastern owned machines, whereas the home use software can be obtained by following the instructions below. Faculty and staff looking for other home use software can find instructions in [Article 235: Purchasing Hardware and Software](#).

You can access the Office 365 suite from home using a web browser. You can check your Outlook email, and use a variety of applications, as well as install them on your personal machine. **NOTE: If you need to use Banner for data entry you must remote control your Office PC via the VPN.**

Eastern also provides the instructions for connecting your Mobile device to Eastern Email in [Article 474: Configuring Mobile Devices for Eastern Email](#)

**Home Use Software:**

All students, faculty, and staff can get versions of Office Software (Word, Excel, Powerpoint, etc.) for their personal devices by using the link below or following the instructions from their Office 365 email account:

- Download Office and/or Skype for Business here: <https://portal.office.com/ols/mysoftware.aspx>

**For all phones and tablets:**

- Access the Internet from a computer.
- Download Office here: <https://portal.office.com/ols/mysoftware.aspx>
- Click the Phone & Tablet link on the left-hand menu. From the list of possible devices, choose your device. Follow the steps to get the Office applications.

**For Chromebooks:**

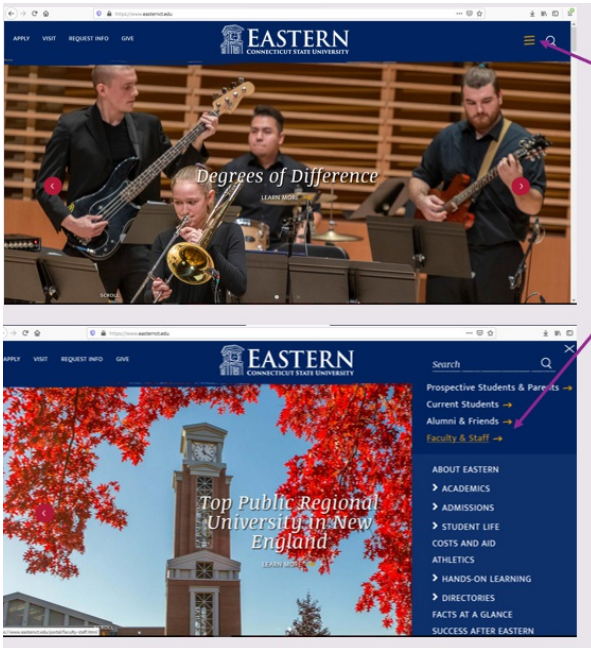
- Follow the instructions for other phones and tablets (above).
- After the last step, choose Android Tablet.

You will need your Eastern email (it is also your Office 365 login) and Office 365 password to sign in.

If you have trouble installing Office, the following guide may help resolve your issue, [set up Office apps and email on a mobile device](#).

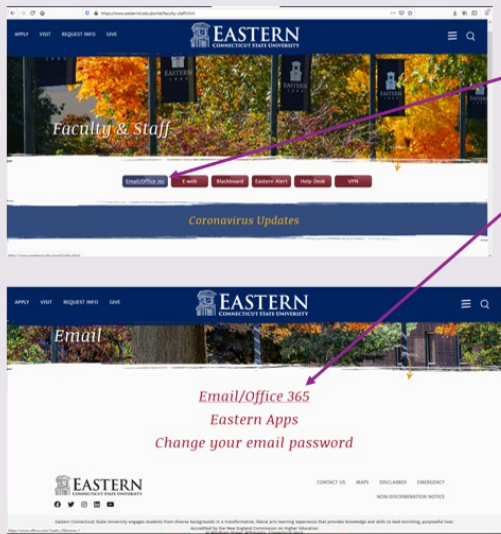
Or contact the Center for Instructional Technology at [cit@easternct.edu](mailto:cit@easternct.edu) or 860-465-1248.

1. Go to the Eastern Home page via: <https://www.easternct.edu/>
2. Click the Hamburger menu button all the way on the top right of the screen
3. Click Faculty and Staff or use this link: <https://www.easternct.edu/portal/faculty-staff.html>



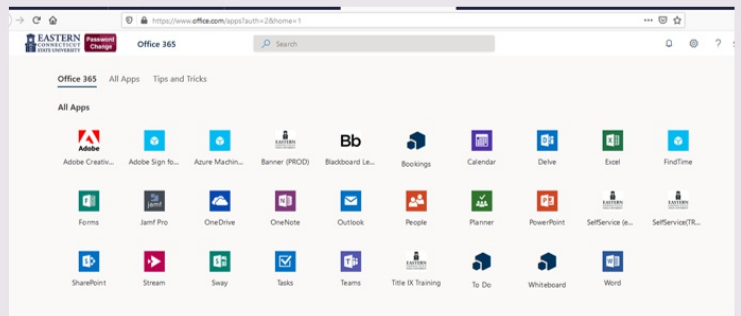
4.

## OFFICE 365 and More Cont.



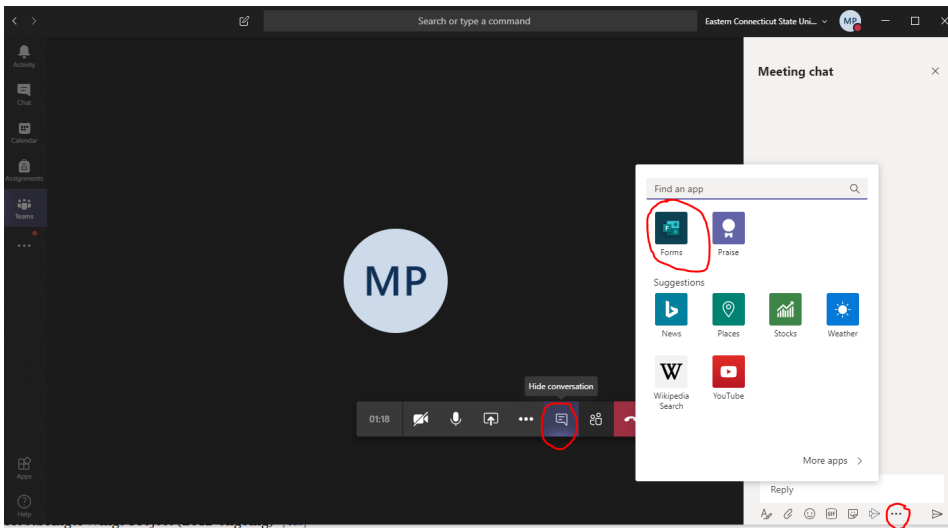
4. Click Email/Office 365
5. Click Email/Office 365 Again then login using your full email address including the "@easternct.edu" or "my.easternct.edu"

Below is an image of the application you can use if you have permission to use these applications. **\*BANNER can only be used from VPN/Remotely Signing in**

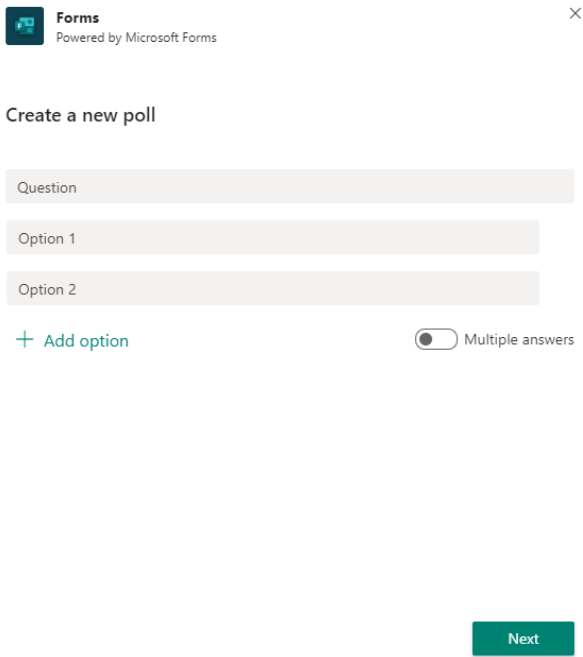


MS Teams has a polling feature that can be used in chat or a live meeting. Results are visible to team members in real time.

1. Access the chat from the live meeting
2. Click the three dots at the bottom of the chat tool
3. Click Forms (if it's not already showing then search for forms in the Find an App field at the top)



4. Type a question and answers. You can add an option if you need more answers. Selecting multiple answers will let voters choose more than one response.
5. Click Next when you are done.



6. Click Send to present the poll to the team members





### Forms

Powered by Microsoft Forms



Here is a preview of the card you will be sending.

Palumbo,Michael J.(Information Technology Services) created a poll  
Results are visible to everyone; Names recorded

**Question**

Option 1

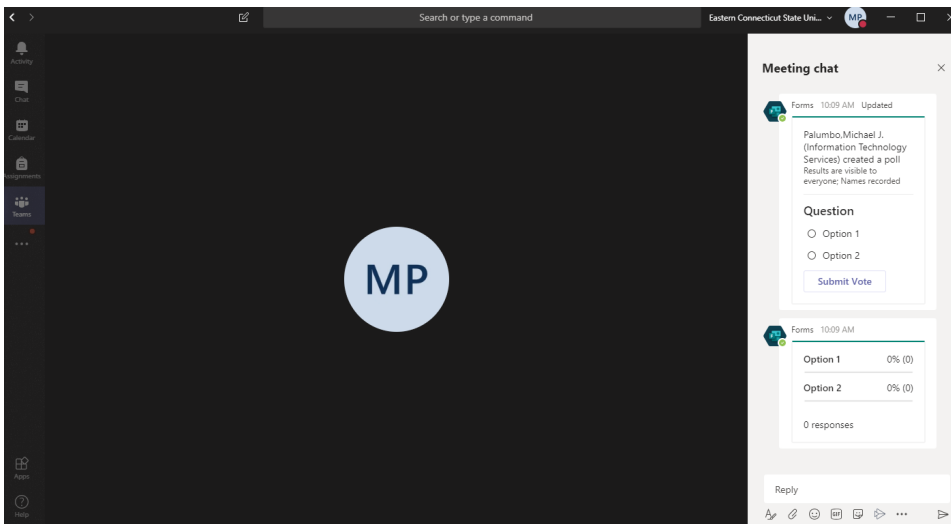
Option 2

[Submit Vote](#)

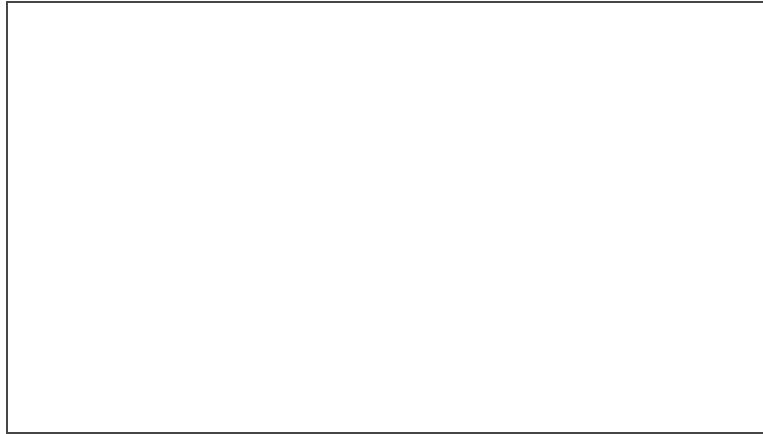
[Edit](#)

[Send](#)

7. The results will be shown to all members in real time as votes accumulate. Votes can change their vote on the fly if needed.



The following video will show you a quick and easy way to record audio over an existing PowerPoint. It includes using markup tools, and saving as a video to upload into Blackboard.



## Sharing OneDrive files and folders

[https://support.office.com/en-us/article/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07#OS\\_Type=OneDrive\\_-\\_Business](https://support.office.com/en-us/article/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07#OS_Type=OneDrive_-_Business)

The following link contains information from Panopto about features of the video viewer: <https://support.panopto.com/s/article/Navigate-the-Viewer>

ITS has a dashboard for displaying device availability for students to remotely access general-purpose computers in labs including Webb 410 and the Library 1st & 2nd floors. Clicking on the link below will allow students to identify an available device for use with the VPN. On the resulting page, clicking the Connect button beside an available device will display instructions, including a link to our knowledge-base article, for student VPN access.

<https://remoteaccess.labstats.com/eastern-connecticut-state-university.html>

Students will have first-come, first-serve access to all devices listed in the dashboard for homework/assignments as needed. The list below provides an overview of the software installed in these areas:

### Library 1st Floor

- Adobe CC 2019
- ArcGIS Desktop 10.6.1
- IBM SPSS Statistics 26
- Minitab 19

### Library 2nd Floor

- Adobe Audition CC 2019
- Adobe CC 2019
- Minitab 19
- Visual Studio Enterprise 2017 (.NET and C++)

### Webb 410

- Adobe Audition CC 2019
- Anaconda3
- ArcGIS Desktop 10.6.1
- AutoCAD 2019
- Eclipse SimRel
- Maple 2018
- Minitab 19
- Visual Studio Enterprise 2017 (.NET and C++)

