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Students Working at Home
Adding Students to a Blackboard Course Section

Students cannot add themselves to a Blackboard class. If they are properly registered with the Registrar and the course uses Blackboard (not all do), then they will be added to the Blackboard part of the class automatically. Faculty can add users as described in Article 487: Add Users to a Blackboard Course.

Faculty who wish to deny access to students registered for the course can do so in the Gradebook of their Blackboard course. Faculty who wish to create a Development Course with no students attached should contact cit@easternct.edu.

Students Working at
Work at Home and Online Class Toolbox for Students

Office 365
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
- Microsoft Teams Training

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.

- Using WebEx as an Attendee (student)

Adobe
Adobe Creative Cloud Software is available for Faculty, Staff, and Students to install on their personal machines.

- Installing Adobe Creative Cloud

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

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 or by phone at 959 210 8071.
Office 365 in the Cloud

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

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
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](https://portal.office.com/ols/mysoftware.aspx)

For all phones and tablets:
- Access the Internet from a computer.
- 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](https://portal.office.com/ols/mysoftware.aspx).

Or contact the Center for Instructional Technology at cit@easternct.edu or 860-465-1248.
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

Installing Adobe Creative Cloud Applications

NOTE: Adobe has extended our home use licensing for Creative Cloud to all students until the end of May. Students can use the instructions below to install applications on their personal computers.

All university-owned Windows computers have the main Adobe Creative Cloud application installed, which manages the individual Adobe applications (Photoshop, Acrobat, 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.

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

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.
Sign Up for Webex Account

Webex accounts are created using the instructions below, they are specific to Eastern and not related to the free accounts you can get at Webex's main site.

Note, students do not need an account to join a presentation, only the host (professor) needs an account. Students can sign up if they want to run their own web conferences for Clubs and other student organizations.

Go to https://easternct.webex.com

Note: We suggest using Chrome or Firefox as your browser when setting up and using Webex for a better experience.

1. Click on Sign In

2. Click Sign Up on right.

3. Fill out the form and check all options.

4. You should receive three (3) follow-up emails.
   a. An email verification email, you do not need to do anything with this email.
   b. An account confirmation email: Follow the instructions contained in this email.
   c. You should be presented with a web page that states that your account activation has been successful. Click OK on this page.
   d. A Welcome email: Follow the instructions contained in this email to set up your password. Scroll to see the password button and click the password button.
Welcome to Cisco Webex Meetings

Hi

Welcome to Webex Meetings. Now you can meet and collaborate anywhere, anytime, and on any mobile device or video system. Maximize your productivity with the best in integrated audio, video, and content sharing.

Get started

Create a password for your account so you can sign in to your Webex sites and to the Cisco Webex Meetings desktop app and mobile app for a richer meeting experience.

Username: username
Webex site: easternct.webex.com

Create Password
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.

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 you 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.
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.


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++)