Taking Your Mac to Work at Home

Checklist

- Sites may have requirements for the sign out of equipment. Specific requirements will need to be handled on a site by site basis with local building security.
- If your computer or docking station is attached with a cable lock and you do not have the key, please contact your supervisor or building security.

- ❑ Use your mobile phone and take pictures of all connections prior to disconnecting cables from your computer/docking station.
- ❑ Keyboard (if wireless, make sure you bring USB dongle)
- ❑ Mouse (if wireless, make sure you bring USB dongle)
- ❑ USB Headset (if wireless, make sure you bring USB dongle)
- ❑ Power cord for each device you are removing from the office
  - ❑ Computer/Laptop/Docking station
  - ❑ Monitor
- ❑ Display monitor(s)
  - ❑ Power Cord(s)
  - ❑ Video Cable(s)
- ❑ Ethernet Network Cables (likely green or blue cables – may be connected from computer or docking station)
- ❑ Smartcard (for Windows) or Yubikey (for Mac)
- ❑ Smartcard reader, if applicable
- ❑ Power strip (if not attached)
- ❑ Forward your office telephone to an alternate number (if desired) (see below)

Make sure to take the laptop/desktop, monitor, keyboard, mouse, all cables that you disconnected, smartcard and smartcard reader home with you.

How to Forward and Un-Forward Calls from Your Physical Desk Phone?

Note: If you have a Jabber Softphone *and* Physical Desk Phone, you do not need to forward your calls.

- **Forwarding Calls:** Press the **CFwdALL** button on your physical desk phone and enter a target phone number. The target phone number should be entered exactly as if you were dialing it from your physical desk phone. (9 to get an external line, then 1+area code+xxx-xxxx). If you make an error, press **CFwdALL** again and repeat the process.
- To **Unforward** when you return press **CFwdALL**

How to Connect Your Managed Mac Computer to Your Home Internet

Connecting to Wi-Fi from your personal account:
- Home Wi-Fi
- Mobile/Phone Hotspot
- Or other secure non-business Wi-Fi

Choose the Wi-Fi Network and enter your Wi-Fi Password, as seen below:

Connecting to alternate Wi-Fi:
- Hotel
- Coffee shop
- Restaurants
- Airports

Choose the Wi-Fi Network from the Wi-Fi Menu
Open a browser window (i.e., Safari, Chrome, Firefox). You should be redirected to a page where you can agree to the Terms and Conditions for accessing the network.
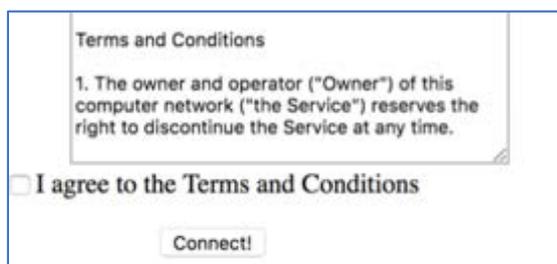
Note: If the browser did not redirect you to the Term and Conditions page try opening a Non-UHG website such as weather.com. If that doesn't work either try an alternative browser.

Additional Support

If you experience issues, please contact the IT Help Desk.