

## Work From Home checklist

Below is software you will need to work from home. If these are not on your home computer, please contact Help Desk at **575-562-4357** or [Help.Desk@enmu.edu](mailto:Help.Desk@enmu.edu) for assistance.

**Microsoft Teams, Multi-Factor Authentication, VPN, Mitel Connect & Soft phone**

Below is a checklist to help you work from home:

### Step 1 – Sign into Microsoft Teams [Tutorial](#)

- a) Locate Microsoft Teams on your computer



- b) Enter your @enmu.edu email



- c) Sign in with your ENMU credentials




**Step 2** – Connect to your on campus pc via the VPN & Remote Desktop tutorial, which can be found in full [here](#) , but for convenience is in part included below:

**IMPORTANT: those with MFA active will need to click approve from the phone they set up MFA with.**

***!If you are not set up with MFA contact Help Desk at 575-562-4357!***

### Using Remote Desktop with ENMU VPN Client

Before connecting using Remote Desktop, you will need to know the IP address of your computer on the ENMU campus. Please call the ENMU **Help Desk** at **575-562-4357** if you need assistance finding the IP Address.

- Begin by double-clicking the 'Lock' Icon if the 'Lock' icon is not 



- Open Remote Desktop. Depending on the Operating System (Windows 8,10,etc.), there are several ways to launch Remote Desktop.
- The general way to open Remote Desktop is to go to the programs area or to search for 'Remote Desktop' in the Windows search box
- Enter the IP Address of your ENMU computer on campus in the 'Computer' field and click 'Connect'. An IP Address is the unique 'Digital Mailing' address for every computer on campus.



- The 'Enter your credentials' screen will prompt for username and password. This screen will vary depending on the version of Windows being used. You may be required to type in 'ad\' or 'sd\' before your username unless this is already specified. Click 'More Choices' to change the username.



**Step 3** – Make sure that Mitel Connect & Softphone installed and open on your machine



[Tutorial](#)

If Mitel does not automatically start upon logging into your machine, left-click the Mitel Icon as shown above.

## Troubleshooting and Initial Setup Tips

If you do not have the various software installed on your machine (the device you are using to connect to campus resources), the below resources are available.

Visit [itsweb.enmu.edu](http://itsweb.enmu.edu) to get the installation packages for Mitel and the VPN

VPN Tutorial [Here](#) .

Microsoft Teams Tutorial [Here](#) .

Mitel Setup Tutorial [Here](#) .

Enable Mitel Softphone Tutorial [Here](#) .

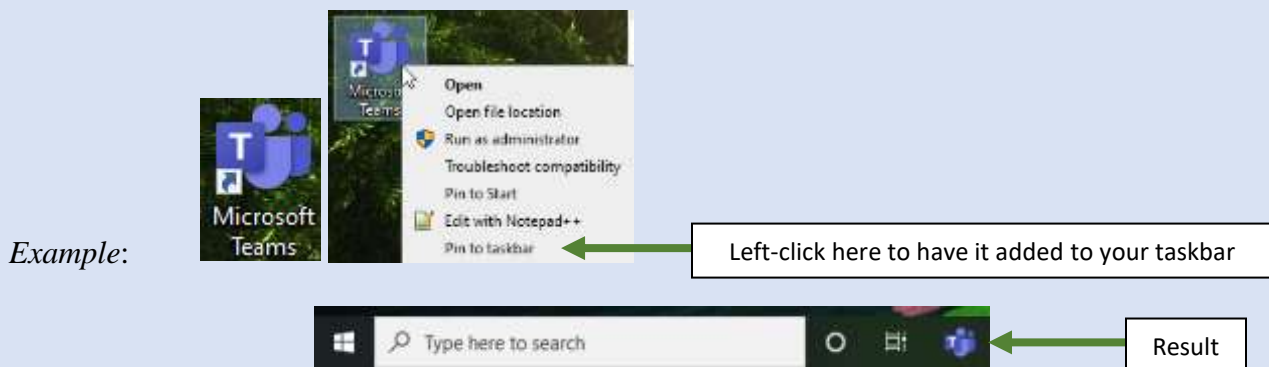
All work from home Technical Training available can be found at:  
<https://enmu.edu/workfromhome>

For ease of use and efficiency, in **Window 10**, you can add a program to **Startup**. To do so:

- Select the **Start** button and scroll to find the app you want to run at startup.
- Right-click the app, select **More**, and then select **Open file location**. This opens the location where the shortcut to the app is saved. If there isn't an option for **Open file location**, it means the app can't run at startup.
- With the file location open, press the Windows logo key + **R**, type **shell:startup**, then select **OK**. This opens the **Startup** folder.
- Copy and paste the shortcut to the app from the file location to the **Startup** folder.

Suggested programs to have launch on login: Mitel Connect, Teams, ENMU VPN Client

On **Windows 10**, if you right-click on an icon, such as those found on your desktop, folders, and other locations you can add them to your taskbar at the bottom.



If you need assistance or have questions, you may contact Help Desk  
via Teams by clicking [Here](#)  
via phone at: **575-562-4357**  
via email at: [Help.Desk@enmu.edu](mailto:Help.Desk@enmu.edu)

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