

# General Information for home office

## Contents

1. VPN.....	1
2. Mailing via web client .....	2
2.1. Access traditional (Zimbra) e-mail .....	2
2.2. Outlook.....	2
3. Office365 applications (Word, Excel, PowerPoint, Teams, Forms).....	3
4. Telephone.....	3
4.1. Landline telephone (main building) .....	3
4.2. Landline telephone (Sóház, building "C") .....	3
4.3. Phone redirection on request .....	4
5. Mobile fleet .....	4
6. SPSS use at home .....	4

In this document, we would like to help your home office in the current situation. We summarize the available options for home office which can help your daily work.

## 1. VPN

The VPN service allows your own computer to connect to the server of the university. You can access the protected services via VPN.

You do **NOT need a VPN** connection for the following major services:

- Mailing (via web client);
- uni-corvinus.hu ending public web pages;
- Office 365;
- User management system of university (Cusman );
- Moodle;
- Neptun web.

You **NEED a VPN** connection for the following major services:

- accessing shared libraries;
- using SPSS;
- database services of the Library;
- intranet.

## 2. Mailing via web client

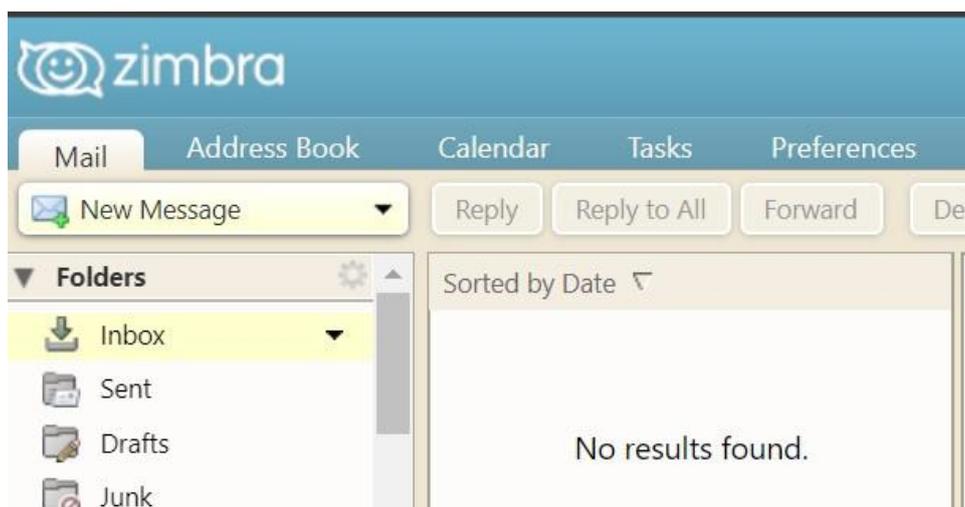
One of the most important way of communication is mailing. The easiest way to access it from home is via the web client.

The IT Center had started the change of the current mailing system (Zimbra) for a new one (Office 365 and Outlook) before the current emergency situation began. Because of this the process had to stop, so most of the employees can access their email account the same way as before. Other employees, especially those who work in management organizations can access their email account and send emails from Outlook.

### 2.1. Access traditional (Zimbra) e-mail

Most of the professors and employees can access their email account via the same system as before. (Zimbra)

This is available here: <http://webmail.uni-corvinus.hu> Most of the professors and employees can still use this system.

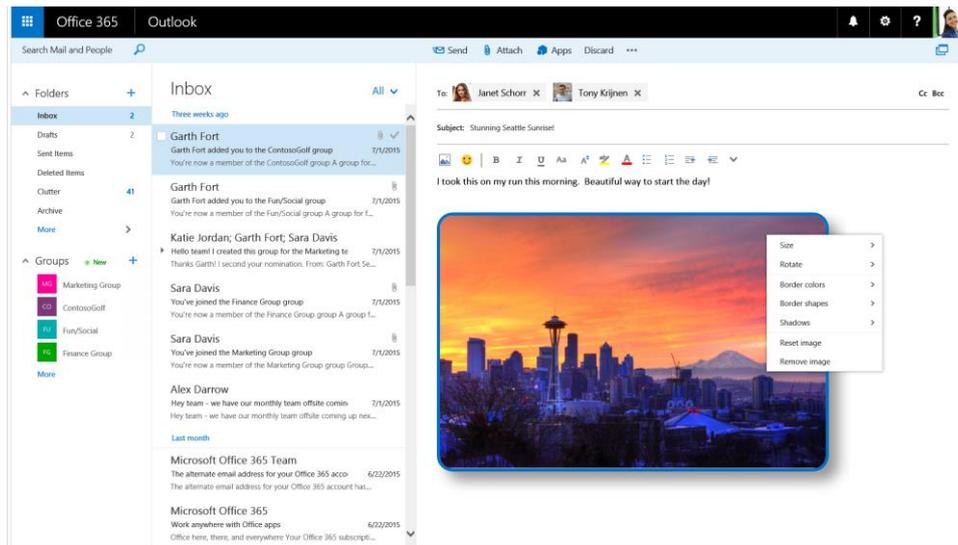


**Please note**, you won't be able to access your emails you have saved on your own computer at the university in your Thunderbird from your device at home.

### 2.2. Outlook

Those whose email account has already been moved to Office 365 can access it from <https://office.com>

After opening and logging in to this website, look for Outlook among the apps and open it by clicking on it.



### 3. Office365 applications (Word, Excel, PowerPoint, Teams, Forms)

Microsoft Teams is the generally supported communication tool for distance education.

You can find the full range of Office 365 services at <https://office.com> (login with university email address and cusman password).

You can find the detailed descriptions of Teams at <http://tavoktatas.uni-corvinus.hu/>.

### 4. Telephone

The extensions of University phone numbers can be redirected to a cell phone or landline, so you can answer the incoming calls from home too. The method of settings may differ depending on the location of your office (i.e. building).

#### 4.1. Landline telephone (main building)

To redirect phones from the main building, enter the following numbers into your device:

**To turn on:** \* 22 # 0+phone number #

**To turn off:** # 22 #

#### 4.2. Landline telephone (Sóház, building “C”)

To redirect phones from Sóház and building C requires the following steps to be done:

**To turn on:** ÁtirMind – Enter the phone number as 006301234567 (The two 0s at the beginning of the number are not misspelled, the first 0 means that it is counted as a business call. The second 0 is the usual 06 prefix.)

**To turn off:** Átir KI

### 4.3. Phone redirection on request

If you no longer have access to your device and would like to redirect your office number, please email to [helpdesk@uni-corvinus.hu](mailto:helpdesk@uni-corvinus.hu), including the extension to be redirected and the target number.

## 5. Mobile fleet

Our discounted mobile fleet service is available for university employees. Domestic landline and mobile calls are free. Unlimited mobile internet belongs to one of the packages.

There are two ways to pay the fee:

- paid by the university, and
- paid by the employee (voluntary connected mobile number).

The university-paid phone subscriptions are also handled online. The completed application form should be sent to [flotta@uni-corvinus.hu](mailto:flotta@uni-corvinus.hu) in Excel format and the email address of the holder above the financial allocations should put in 'cc'.

Detailed information can be found at <http://flotta.uni-corvinus.hu/>.

## 6. SPSS use at home

Using SPSS and AMOS programs is still available from home as usual. It requires a VPN connection to start to use the program.

You can find a detailed description at [https://www.uni-corvinus.hu/index.php?id=spss\\_leiras](https://www.uni-corvinus.hu/index.php?id=spss_leiras)