

# Technology Tips for Working from Home

[Click here for Self-help guides](#)

How can I access the University systems and data from home?

## Online

Many of the software systems we use are accessible online by using a web browser. You can check the systems you use by clicking [here](#)

## ADAPT

[ADAPT](#) allows you to work from a simulated version of your work computer. Use ADAPT to access files on the network drive

## VPN

Use VPN for accessing secure systems such as Peoplesoft. You can check if a system needs VPN access [here](#)

How can I communicate and work with colleagues from home?

## Box

Box is an online storage and collaboration tool. You can add, save and manage your working documents. Go to:

[Universityofadelaide.account.box.com](https://adelaide.account.box.com)

Use your university log in and password

All staff and students have a Box account. You can use either Box drive or the Web based version

## Zoom

Zoom can be used for meetings, classes, conferences or engaging with a colleague. Zoom uses the camera and microphone from your computer.

The University has a Zoom account for all staff and students

<https://adelaide.zoom.us/>

You can use either the downloaded or web based versions

## Cisco Jabber

Cisco Jabber can be used as an instant messaging service, and for voice and video calls.

Visit the University's [Self-help guides](#) and search for Jabber to learn more

Where & How can I access my files when I am working from home?

## Network drives U:/ S:/ R:/

We recommend using ADAPT to access the files on your U:/ S:/ and R:/ while you are working from home.

## Box

Box is the University's online storage option. You can access Box through your Web browser at:

[Universityofadelaide.account.box.com](https://adelaide.account.box.com)

## HPECM

HPECM is our Records Management System. To access and save documents in HPECM you will need to register for and use Cisco VPN