

Remote Work and Instruction Support Documentation

****IMPORTANT NOTICE:**

-There are no ETS staff on campus for evening classroom support.

-Employees who have moved to remote work and are now returning back to campus again should expect to return to their similar work environment if that environment will still work for them. Changes to location, technology equipment, and phone extension, etc. are subject to approvals and prioritization by their Supervisor, FF&E, and ETS.

Instruction

[Online instruction resources for faculty FH](#)

[Online instruction resources for faculty DA](#)

[Canvas FH](#)

[Canvas DA](#)

Voice and video communication

[Zoom](#)

[Zoom Security Best Practices Recommendations](#)

[How to update Zoom](#) (**important for security reasons)

[Jabber](#) ****Please read this important Jabber note first**

[Telephone options information and FAQ](#)

[Voicemail greeting:](#) How to change (see Setup Option 4 to record/switch greetings)

Software

[Office 365](#)

[MS Office Suite](#)

[Adobe Sign](#)

[Adobe Creative Suite for faculty and staff](#)

[Adobe Creative Cloud for students](#)

Email

[Email auto response/vacation message:](#) How to change

Home network connectivity and data security

[VPN](#) (**ONLY needed to access Banner 9/INB, SARS, or Argos remotely). [See FAQ here.](#)

[Troubleshooting suggestions for home wifi issues](#)

[Security reminders for work at home-computers and data](#)

[Two free months of internet for low income families](#)

Data security information for remote work

Foothill-De Anza Community College District
12345 El Monte Road
Los Altos Hills, CA 94022
[District Phone & Contacts Directory](#)

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