

Working Offsite

Teleworking from home? Business travel? Or, less common – Getty evacuation? Whatever the reason, you may need to work while not at the Getty, and there are plenty of resources to help. Read on and find out how to use them – all on a Getty PC or Mac, or many on your personally owned computer or mobile device.

Find more in-depth information on GO on the [Working Offsite page](#).

Preparing Personal or Getty computer

To work offsite, be sure you know how to log in with your **Getty OneID** and, for many resources like e-mail, be sure you are [enrolled](#) with **Duo Two-Factor Authentication**.

- **In advance**, review **Working Offsite on GO** and test the tools you need before you are offsite so you can get any required assistance.
- **In advance**, be sure your files are somewhere you can access them -- see How to Get Your Files, below.
- **In advance**, department or project managers, keep crucial files on a cloud tool described under How to Get Your Files, below. Note which staff have Getty laptops, which offer better connection options, and establish a process for collaborating while away.

Contact the **Getty Digital Help Desk** with any questions or issues:

- Toll Free in the US: (888) 440-1199
- Direct Dial: (310) 440-1199 (for local or international use)
- e-Mail: GettyDigitalHelp@getty.edu
- Getty Digital Help Slack Channel: #help-getty-digital

Collaborating Personal or Getty computer

These easy-to-use tools are immediately accessible with any computer, device or phone with an Internet connection -- no additional software necessary.

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| e-Mail / Calendar / Contacts Use Outlook Web Application (OWA) on any computer or device. Log in | How to Get Your Files Select the best way to make sure the files you need are available when you are working offsite. Use cloud services like Office 365 Online (Log in), Getty Box (Log in), and Getty GSuite (Log in). | Phones There are a variety of ways you can manage your Getty phone and voice mail when you're away from the office. Also, receive faxes -- a fax sent to your voice mail will be e-mailed to you. |
| Zoom Join or host web audio or video conferencing on your computer or mobile device. Log in | Slack Web-based communication channels to help you collaborate with your team. Log in | Getty Share Many departments use Wiki sites to store information and files which are available offsite. Log in |
| You can access additional applications directly. For a complete list, see the Working Offsite page on GO. | | |

Connecting

[Getty OneConnect](#) Personal or Getty computer

Getty is moving to a new login solution, oneconnect.getty.edu. Accessible with a personal computer or Getty computer, OneConnect offers a better experience, especially when accessing GO. All applications currently on WebConnect will migrate to Getty OneConnect when possible.

[WebConnect](#) Personal or Getty computer

For more tools, log in to webconnect.getty.edu with a personal computer or Getty computer.

- **From Getty or Personal Computers:** Get access to GO and 30+ applications.
- **From Mobile Devices:** Use webconnect.getty.edu/mobile to access to applications that have been certified for use on mobile devices.

You can access additional applications through WebConnect. For a complete list see the [Working Offsite](#) page on GO.

Getty Pulse Secure VPN (Virtual Private Network) Getty computer

On a Getty PC or Mac, get full access so you can work just as if you were onsite. Access network servers and applications like the Outlook desktop application seamlessly. If you do not yet have Pulse Secure, [download it through WebConnect](#).

You can access Getty Network Drives (your Home drive, Department drive and Shared drives) and additional applications through Pulse Secure VPN. For a complete list see the [Working Offsite](#) page on GO.

Departments should verify **in advance** which applications can be accessed from offsite through WebConnect or Pulse Secure.

Keeping Safe Getty computer

Security and Software Updates

If you have a Getty computer offsite, you must ensure you've received updates and, if not, install them every two weeks by connecting to the Getty network onsite or via Pulse Secure VPN. (You'll need to stay connected for about four hours to receive all updates.)