

## Remote working using your personal device

If you don't have your council device with you and you need to access council emails and files, you now have a couple of options:

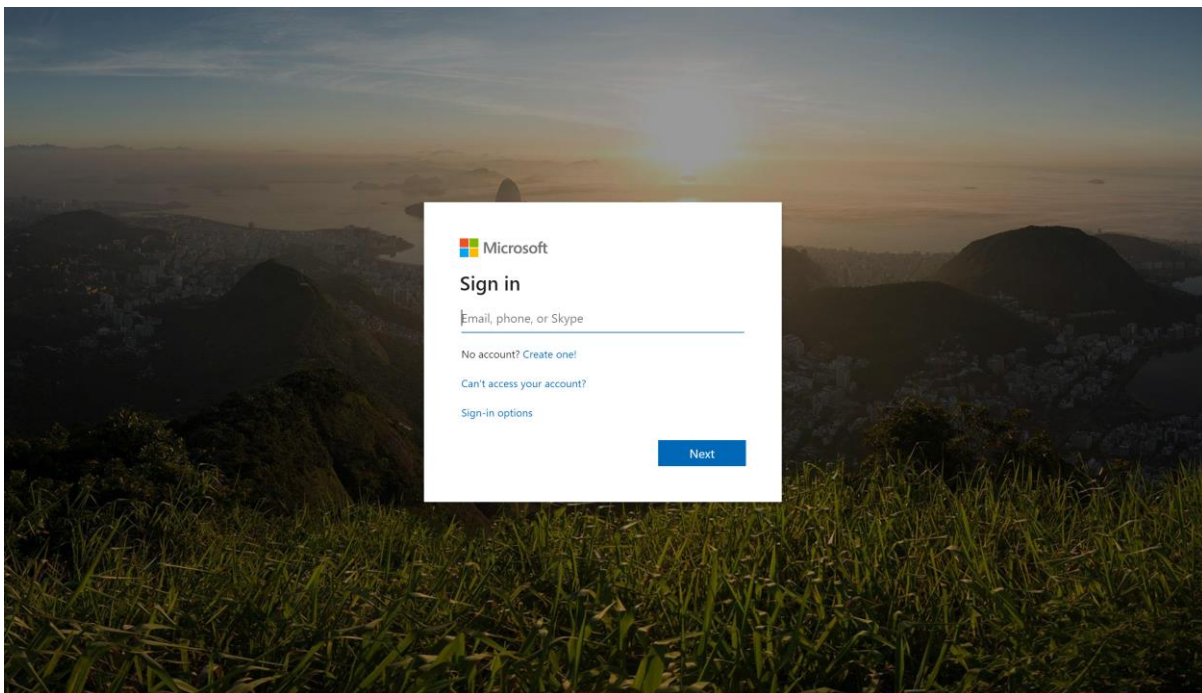
- **Citrix** gives you access to the intranet, but not all devices are compatible with it and so it may not work on your device.
- **Office 365** gives you access to your Outlook emails and calendar, files on SharePoint and other Office applications. But it doesn't give you access to the intranet which holds important messages, information and documents for staff, and it doesn't give you access to drives on the council's network.

### Connect to Citrix on your personal device

Please download the Citrix guide and follow the step-by-step instructions.

### Connect to Office 365 on your personal device

- Go to office.com in your browser and select 'Sign in'.



- Enter your Islington e-mail address
- Followed by your password.
- Click 'Sign in'.
- You'll be asked to verify who you are first – follow the on screen instructions.