

CERF INCORPORATED

IT Web Package

The Basics of CERF's Web-Based Applications

CERF IT Dept.

1/2/2015

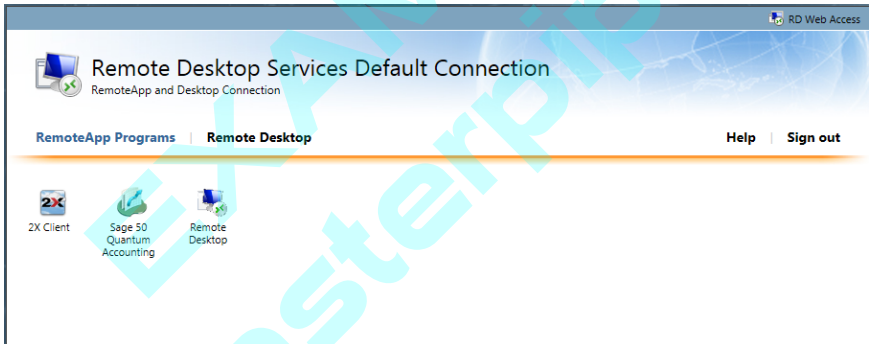
Connecting to Terminal from Outside the Network, Outlook Web Access, AnyConnect, and Sharepoint

Connecting to Terminal Service from Outside the Network

In **Internet Explorer**, enter “ts.cerfcorp.net” in the URL bar. If prompted, click “Allow” and then “Show Content” (this should only happen once per computer you use to access this) (**NOTE: This only works in Internet Explorer.**)



Enter your network username and password. **For this screen, the username format is cerfcorp\<USERNAME> (Make sure you use the back-slash – it should be above your Enter key slightly)** Then, click “Sign In”.



Click the Remote Desktop icon. This will open a Remote Desktop session, as if you had opened the Remote Desktop application on a computer within the network. It may prompt you for your username and password. **The username format for signing in is cerfcorp\<USERNAME>**

Click “Yes” or “OK” to the dialogues that pop up. You may also click the checkboxes to ‘remember your selection’ to prevent the dialogues from showing up in the future.

Outlook Web Access

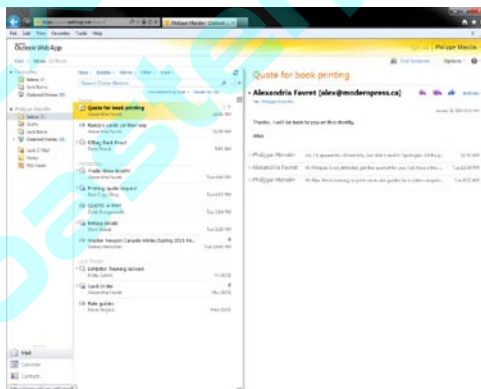
CERF Incorporated offers employees a webmail access portal so that you can check your email from any computer in the world.



Type <https://owa.cerfcorp.net> into your browser's address bar. This will bring you to the 'welcome screen'.

Enter CERFCORP\MAKE SURE to include the CERFCORP\ as that tells the service what domain you're connecting to! Then, enter your network password. Click "Sign in".

A settings screen should appear. The settings should default to the correct ones, so just click "OK".



You should now be able to access your email. This service is based on Microsoft Outlook, and should function very similarly.

AnyConnect

This connection process is for outside the CERF network.

<https://www.connect.cerfcorp.net>

If you require JAVA please install it. It is required.

Login

Please enter your username and password.

GROUP:

USERNAME:

PASSWORD:

Cisco AnyConnect Secure Mobility Client

<p> WebLaunch</p> <p><input checked="" type="checkbox"/> Platform Detection</p> <p><input type="checkbox"/> - ActiveX</p> <p><input type="checkbox"/> - Java Detection</p> <p><input type="checkbox"/> - Java</p> <p><input type="checkbox"/> - Download</p> <p><input type="checkbox"/> - Connected</p>	<p>Using ActiveX for Installation</p> <p>Please look at the top of your browser for the information bar.</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> This site might require the following ActiveX control:</div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;"><input type="button" value="Install ActiveX Control..."/></div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;"><input type="button" value="What's the Risk?"/></div> <div style="border: 1px solid gray; padding: 2px;"><input type="button" value="Information Bar Help"/></div> <p>To proceed with set up, select "Install ActiveX Control". If you are prompted to Retry or Cancel, select Cancel. Continuing in 23 seconds [skip].</p> <p style="text-align: right;"><input type="button" value="Help"/> <input type="button" value="Download"/></p>
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Allow

This webpage wants to run the following add-on: 'AnyConnect Secure Mobility Client' from 'Cisco Systems, Inc.'. [What's the risk?](#)

Do not show > checked

RUN >

Do you want to run this application?

Name: AnyConnect Secure Mobility Client

Publisher: Cisco Systems, Inc.

Location: <https://www.connect.cerfcorp.net>

This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above.

Do not show this again for apps from the publisher and location above

More Information

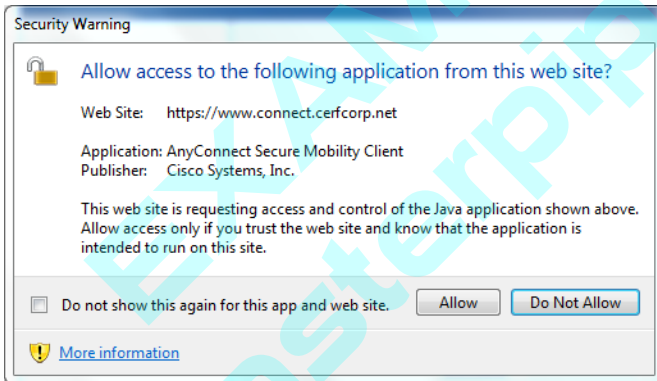
You will see this image many times through the process. It's perfectly normal.
Click > connect anyway



This will be the last window you will see. Anyconnect will not warn you it has been installed.

Check > do not show

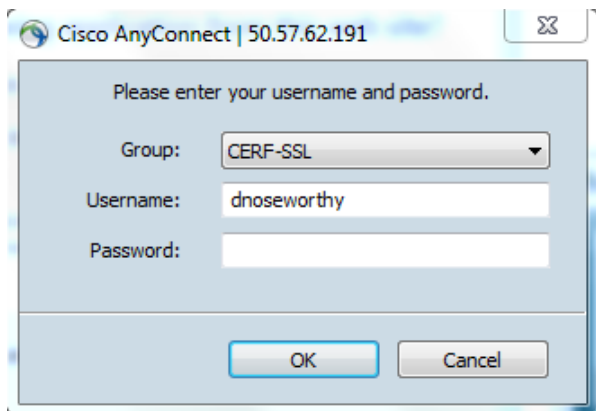
Allow >



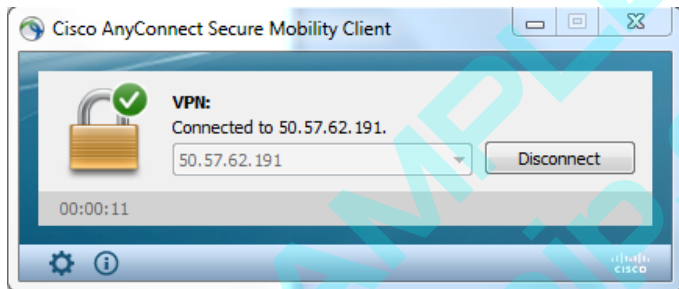
Disconnecting and or Wanting to Reconnect

Click > Up arrow

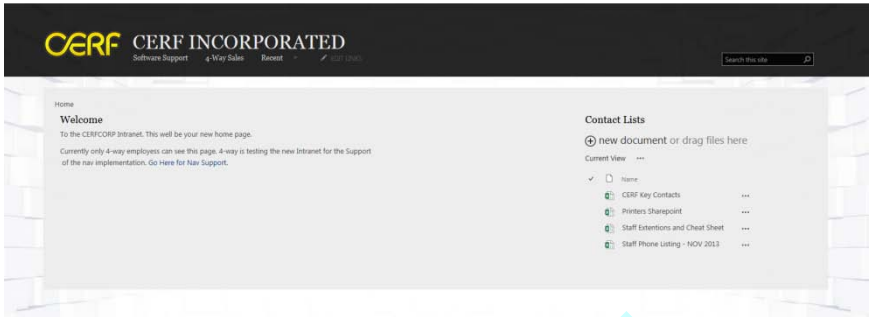




Enter password and click ok.



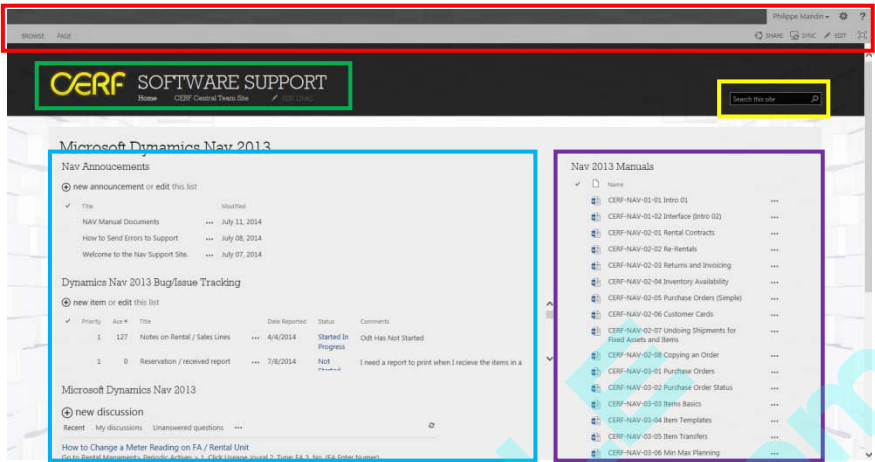
Sharepoint



CERF uses the Sharepoint web service, primarily for public file storage. While there are many other functions, file storage is the primary focus, so this guide will cover that.

The central Sharepoint site can be accessed at <https://sharepoint.cerfcorp.net>, but your department will likely have their own specific page, such as <https://sharepoint.cerfcorp.net/sites/4waysales> for the 4-Way Sales team. Please ask your supervisor or the IT Department what your department's Sharepoint site address is.

Anatomy of a Sharepoint Site



Top Bar – This section contains some of the basic control menus. Your page Edit button is here on the right side.

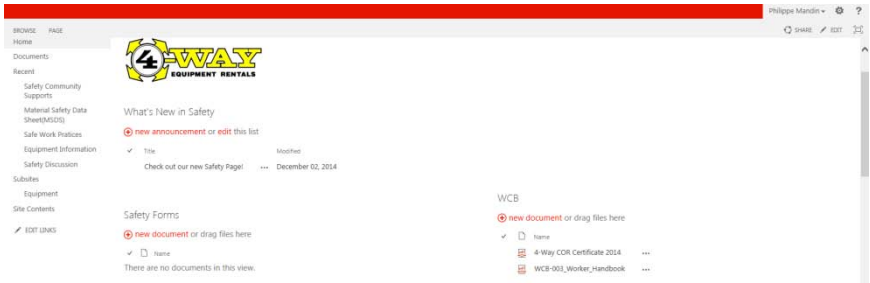
Site Header and Links – This will show the site’s listed name, as well as links that have been configured for it. Usually these will include links like ‘Home’.

Search Bar – This is your best friend – it will let you search the site for documents and pages if you’re not sure where to find something.

Parts – Any Sharepoint site is composed of Parts. There are a number of different ones you’re likely to see, but some of the most common are Announcements, Issue Tracking, Discussions, and Libraries/Lists.

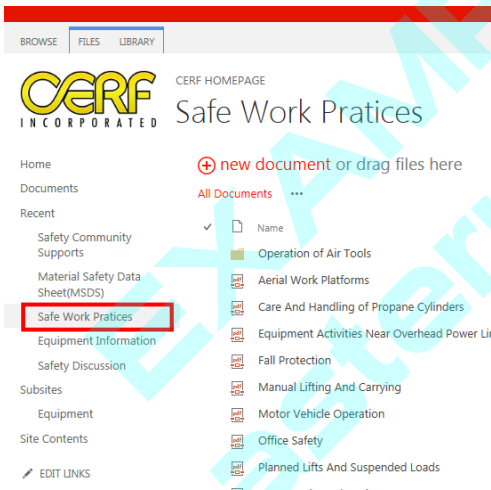
Library/List – Libraries and Lists are used to hold and organize documents on a Sharepoint Site. This is where you’ll be doing most of your work.

Adding Documents



For this example, I'll be using our Safety Information site.
(<https://sharepoint.cerfcorp.net/sites/CERF/safety>)

You'll need to find the document library you want to add to. A lot of the time, this may be found along the menu on the left side. For example, "Safe Work Practices".

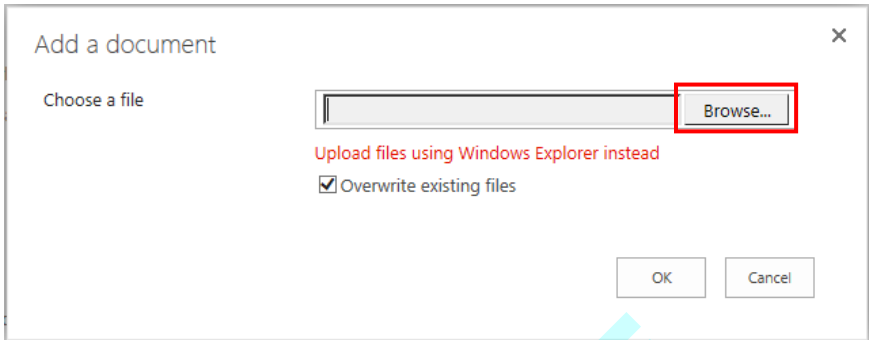


Click "new document".

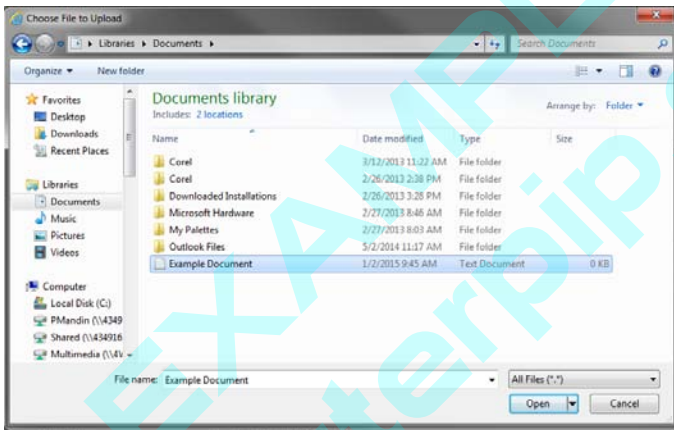
+ new document or drag files here

All Documents ...

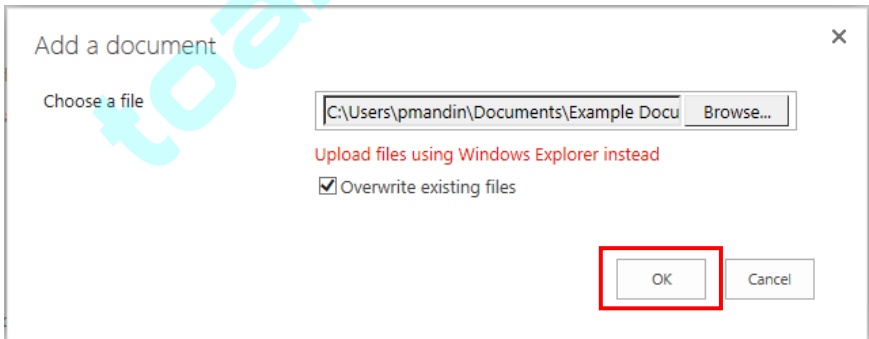
On the box that pops up, click “Browse...”



Then select the file you want to add, as if you were opening it from a program like Word or Outlook.



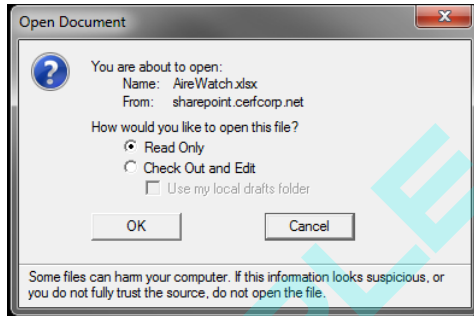
When you have selected your file, click “OK” to upload it to that library.



Opening a Document

Opening a document in Sharepoint is pretty much as easy as clicking the link. Internet Explorer should automatically download the file and open it in the proper program!

When you download an editable file like an Excel or Word document, it will ask you if you want to open it as Read Only or if you want to Check Out and Edit the document.



Checking Out a document is a handy tool to help keep everything organized. While a document is Checked Out by someone, only they can save it back to the Sharepoint site. This means that edits someone makes won't be overwritten by someone who also has the document open, but saves it later.

When you've finished working on a checked-out document, simply save it and close. The program you're working in should ask if you want to Check In the document. Almost always, you will want to say yes to that, as it will let other people work on it.

Permissions

Not all libraries will be accessible by you, as there are permission levels that can be set. Sometimes, you won't even be able to open documents from a library, but more commonly you'll be able to open in Read Only, but not change existing files or add more to that library.

If you don't have permission for something and you think you should, let your supervisor know so they can approve the change to your permissions.

Still Can't Figure Something Out?

Give our IT guys a call or Email! They should be able to help you make sense of it!

IT Support Line:

1-587-334-7517

6AM-8PM Mon-Sat

OR

support@cerfcorp.com