

Remote Connectivity

Checklist

This is a checklist of items you will need in order to connect remotely (via VPN, Virtual Machine, or WebMail)

- Hardware (PC, Laptop, or Tablet) – EV Issued or Personal
- Internet Connection (Home Wi-Fi)

A poor internet connection can be the source of many remote connectivity issues. If you are experiences issues connecting or slowness you can check your internet speed using free sites such as <http://www.speedtest.net/>

- DUO Mobile

This must be setup on a cell phone or tablet of your choice whether via an application installed on your mobile device (requires data) or phone call set-up (requires phone service). Devices can be company issued or personal). Instructions for set-up/download can be found on the [EV Remote Access Portal](#), under the 'Instructions tab'

- Network Username & Password

Your network password must be up-to-date. An expired password will need to be changed before accessing VPN

- Remote Access Website

Bookmark the EV Remote Access Portal page <http://evportal.eatonvance.com/>

- VMware (Optional)

The VMware Horizon Client application must be installed to access the Virtual Machine Environment. Download is found on the EV Remote Access Portal page

- Call Forwarding

If needed you can forward your desk calls to your mobile device or home phone. Follow the instructions from the **Using the Cisco Phone Console** guide located on the EV Remote Access Portal

If you have any questions or concerns about your remote access setup, please contact the EV Help Desk

617-672-8911 (x28911)

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