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Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Information Technology

Extension IT Tech Tips - December 2024

Use VPN to access some resources while working remotely

Occasionally you might attempt to access a resource while working remotely and are unable to get to the resource. If you have this situation occur, connect to the VPN using Cisco Secure Client and then try connecting to the resource again.

One area where this is common is using File Explorer. If you are working remote, but not connected to VPN, File Explorer will still attempt to connect to your Shared Drive. Since you are not on the VPN, the Shared Drive will not be available and will slow down File Explorer opening. You can right click on the File Explorer icon and choose any of your pinned locations to avoid the delay.

If you are connected to the VPN, but receive a message that connection to the VPN is required, try clearing your browser cache. Instructions to clear the cache can be found in this [KB Article](#).

If you are still unable to connect, then please submit a ticket to Extensionit-help@illinois.edu and we will help resolve the situation.

Set Out of Office Replies in Outlook

With the upcoming Holiday Break, remember it would be a good idea to set your Out of Office reply in Outlook so anyone sending you an email will know you will be delayed in responding.

You can set your reply by clicking on File while in the Inbox view. In the middle of the screen will be the option for Automatic Replies. When you select Send Automatic Replies you can choose a specific date range for the replies to be sent, so you could create the reply now but not have it take effect until you are not in the office and automatically stop sending the replies when you return. This makes it easier than trying to remember to turn it on or off manually.

Please note, there is also an option to include a separate message for Inside the Organization and Outside the Organization. If you do not select to reply to Outside the Organization, people from outside of the University will not receive your Out of Office response.

Password Change

Just a reminder that you are required to change your password every 12 months. You should receive an email notifying you of the need to change it beginning about 3 weeks before the current password expires. The email will have noreply@uillinois.edu as the sender with the Subject Your University of Illinois password for [netid] will expire soon.

If you change your password while working remotely, it is highly encouraged you connect to VPN first and stay connected for a few hours to allow the password to update on your computer as well. This [Knowledge Base article](#) will help with changing your password while working remote vs being in the office.

If you receive this notice and your password will expire while you are off for Holiday break, please change before the break to avoid being locked out of any systems.

If you want to confirm when your password expires, you can log into <https://identity.uillinois.edu> and on the password tile it will show when your password will expire.



Information Technology University of Illinois Extension

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