Before you leave for vacation . . . .

Access ETS from outside the office

In all your excitement about the vacation, you did not think about your timesheets. Understandable, but at the other hand, we do need your timesheet even if you are on vacation.

No worry, use a computer that's connected to the internet and browse to selfservice.jacobs.com

- Username: [username] (the username you use for ETS)
- Password: [password] (the password you use for ETS)

Access your Jacobs E-mail from outside the office

If you have to check your E-mail during your vacation, you can do so via Jacobs Web Access.

To do so, use a computer that's connected to the internet and browse to **www.jegmail.com**

- E-mail address: your Jacobs E-mail address
- Username: jegintl\[username] (the username you use to access the network everyday)
- Password: [password] (the password you use to access the network everyday)

Outlook Out of Office Assistant

Before you leave, please turn on the out of office assistant.

To do so, start outlook, select [Tools] - [Out of office assistant] - [I'm currently out of the office].

It is also possible to turn on the out of office assistant if you are already on vacation. Access your e-mail as described above. When in the system, select 'Options' in the black bar on top of the screen. In the next screen, in the bar on the left site of the screen you will find the option 'Out of Office Assistant'.

Note: The helpdesk is NOT ALLOWED to set these settings for you due to privacy regulations.

Your C drive and your personal Home-drive

Your C-drive is accessed by you only; non-project related issues should be there, make sure to move all project related data to the P drive.

Home Drive only intended for personal, non-project related issues.

Nobody can or is allowed to access this drive but you.

If you have stored project data on the Home-drive and you are on vacation, nobody can access this data but you.

To reset your password when you are not in the office

Access your e-mail as described above.

When in the system, select 'Options' in the black bar on top of the screen. In the next screen, in the bar on the left site of the screen you will find the option 'Change Password'.

Computers in internet café's and computers in hotels for general use

Be aware that mentioned computers are always used by many people.

For that reason it might be possible that viruses are installed on these computer or other (spyware-) programs that are detecting your username and passwords.

This will cause a real security issue for you personal or the company. So take care.

If you have any questions, feel free to contact the helpdesk (before you are on vacation)

Everything is arranged properly....

....that's the real vacation.
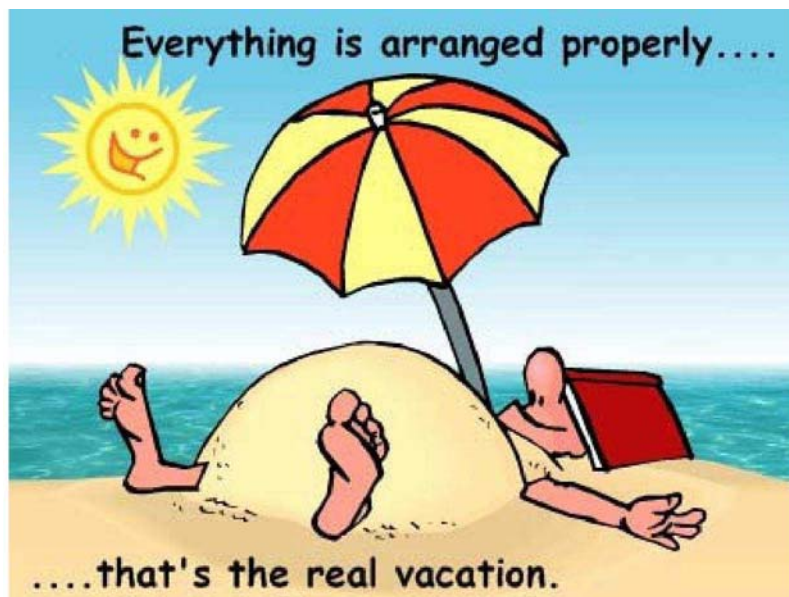
^ tip: put a hardcopy in your suitcase