

## PREPARING FOR REMOTE COURSES

- Equipment check
  - Laptop with optional built-in camera
  - Desktop with optional built-in or attached web camera
- Network check
  - [Test your home network speed](#) and ensure you are getting the speeds advertised by your ISP.
  - Contact your local ISP if you are having connection issues.
- Software check
  - To save time, we recommend installing the software listed on this page **before** you have to use it. At a minimum, we recommend you install Zoom and VPN.

## ZOOM

### Uses

- Face-to-face Office Hours
- Courses

### Features

- Live conference software connects one to many people in live session
- Communication Modes: Voice, Video, Chat
- Share desktop
- Breakout rooms
- Record your session
- Virtual whiteboard

### Setup

- Go to [Getting Started with Zoom](#)
  - Click **Launch Zoom**
  - Click the **Download** button
  - Click the download button for your computing system
  - Double click the downloaded file to install the software
- How to Use Zoom, consult the [Getting Started Page](#)
- Attend Class with Zoom, follow this [guidance](#)

## VIRTUAL PRIVATE NETWORK (VPN)

Some CMU services require users to activate the CMU Virtual Private Network (VPN) to access resources like file servers and remote desktop.

### Uses

- Connects your computer to the CMU network.
- Accessing restricted resources like remote desktop and file servers

## Notes

- Zoom, Canvas, and My Mediate do not require VPN.

## Setup

- Follow the [CMU instructions](#) to download and install Cisco VPN.
- To access Heinz College file servers, follow these [instructions](#).

## INSTALLING THE ANALYSIS TOOLPAK FOR EXCEL

1. If you do not have Microsoft Office installed, please [install it](#) before proceeding.
2. Open Excel.
3. If you have Windows:
  - a. Click **File** tab, click **Options**, and then click the **Add-ins** category.
  - b. In the **Manage** box, **select Excel add-ins**, then click **Go**.
  - c. In the **Add-ins** box, check **the Analysis ToolPak** checkbox then click **OK**.
    - i. If the **Analysis ToolPak** is not listed, in the **Add-ins available** box, click **Browse** to locate it.
4. If you have Mac OS X:
  - a. Click the **Tools** menu, then click **Excel Add-ins**.
  - b. In the **Add-ins available** box, select the **Analysis ToolPak** checkbox, then click **OK**.
    - i. If **Analysis ToolPak** is not listed in the **Add-Ins available** box, click **Browse** to locate it.
5. Quit Excel and reopen. **Data Analysis** is available on the **Data** tab.