

# How can I work from home without VPN access?



## Can I do work using Microsoft Office programs?

If yes, then you can go to [portal.office.com](https://portal.office.com) to log into Office 365 and use your Microsoft suite programs from there. You do not need VPN access to use Office 365 programs. For more information on using O365 on your devices, [this guide](#).

## Do I need access to files on my team's local shared drive?

If yes, a team member can upload your team's files to SharePoint and make the files accessible to you from there. Even better, your team can work on uploading your entire local drive to SharePoint and work out of it going forward.

## Are there other tasks I could be working on to stay productive?

Prioritizing your tasks and staying in communication with your manager will help you strategize how to use your time efficiently.

