

CIC Anywhere at a glance

Click into Cheshire Anywhere is designed to provide Cheshire staff (and authorised partners) with access to the Cheshire Intranet, Webmail and the applications listed below - **from any computer.**

Criteria for use	
<ul style="list-style-type: none">• May be used on any PC with Windows 98, 2000, XP or Vista• Microsoft Internet Explorer or Mozilla Firefox web browser	
Target user	
<ul style="list-style-type: none">• Occasional users• Users who don't have access to a corporate laptop	
Provides access to	
<ul style="list-style-type: none">• Webmail• ourCouncil• Shared files• Discoverer• Helpdesk Online	<ul style="list-style-type: none">• Excelcis• ExcelcisLAA• Street Gazetteer• Other *
Cost	
<ul style="list-style-type: none">• Setup fee: £ Free	
Ordering	
No need. All Cheshire staff with a Username and Password can access this service.	

* Other applications are added regularly. See the CIC web site for the latest details.

How safe is Click into Cheshire



With CIC your communications are completely safe from the moment you sign in, to the moment you sign out. CIC

uses industry standard encryption to create a secure connection over the Internet to the corporate network.

Don't forget these other Click into Cheshire services

Secure Meeting: is an online meeting and web seminar tool. It allows CCC users to hold online meetings with other CCC staff or external users such as partners.

CIC Advanced: allows you to use a Cheshire laptop when you are working outside of the office or working at home to connect to your email, shared files and network based applications in exactly the same way as you do in the office (e.g. using Outlook instead of Webmail, using Windows Explorer instead of the web based shared file access of CIC Anywhere).

Further information on CIC Anywhere

<http://www/cic/cic002>

Further information on Flexible & Mobile Working

<http://www/F&MW>

Support

CIC is supported by the CIS IT Helpdesk.

 **Phone** 72400 or 01244 972400

 **Email** helpdesk@cheshire.gov.uk

clickintocheshire 

CIC Anywhere Quick Start Guide



What is CIC Anywhere?

CIC Anywhere is a simple yet powerful tool which provides remote access to the most commonly used IT applications and services such as email, web browsing and shared files.

Who can use CIC Anywhere?

CIC Anywhere is openly available for use to any and all CCC staff members – it is not necessary to formally request access to this service.

Where can I use CIC Anywhere?

As the name suggests, CIC Anywhere can be used from anywhere on any computer – all you need is a broadband Internet connection.

Why should I use CIC Anywhere?

CIC Anywhere is provided to enable flexible and mobile working for Cheshire staff. Flexible and mobile working has many benefits both for individuals and for the County and is part of the corporate strategy.

www.clickintocheshire.com

How to Sign-In to CIC Anywhere

- Start your web browser e.g. Internet Explorer and enter the address below:
www.clickintocheshire.com
- When the Click into Cheshire page appears click on the CIC Anywhere button:

Click Into Cheshire Anywhere

- When the sign-on page appears, enter your Username and Password just as you do when logging into your office computer.

Once you have signed in the Click into Cheshire Welcome page is displayed. Click on the logo for what you want to do next:



Access the ourCouncil web pages



Access your email and calendar



Access shared files and web applications



To browse the ourCouncil intranet pages simply click the ourCouncil logo. This will take you to the standard home page (<http://www>). From here you may click and browse the intranet pages in the same way as you do in the office.



As you browse you will notice that the address shown in the Address bar is not the same as you are used to. Instead, all pages start with <http://remote.cheshire.gov.uk>. Do not copy these addresses into an email or a Word document. This should only be done when in the office using the familiar <http://www/...> addresses.



To view your email, calendar or other Outlook information, click the Outlook Web Access logo.

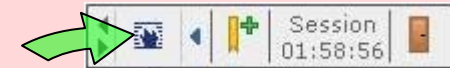


Outlook Web Access (OWA) provides access to your Outlook information via a web browser.

Most but not all, of the functionality of Outlook is available via OWA.



Under Options, set the number of messages to be displayed per page to 50 or 75 to avoid having to browse beyond 25 messages.



With CIC Anywhere you can work on shared files. Click on the bookmarks icon in the CIC Toolbar to open the file browser window. To work on a document or Excel file you must first download the file. Once you have completed working on the document you must upload it back to the shared area.



Make sure to note which server your files are located on and the folder they are in before leaving the office – you will need this information to find your files later.



Take care with file formats, especially when uploading files from home computers.

MS Works is NOT compatible with Word or Excel.

Important! Timeouts and Signing out

CIC Anywhere has a maximum session limit of two hours. If you need to use the service for longer you must sign in every two hours.

CIC Anywhere has a 15 minute inactivity timeout. If your computer is inactive (no data sent or received) for 15 minutes, your session will be ended and you will have to sign in again if you wish to continue working.

It is important to sign out from CIC Anywhere rather than simply closing your web browser. To sign out simply click the sign-out button in the top-right corner of your browser window:



or

