

Remote Office 2007 User Guide

Introduction	This document explains how to use Remote Office 2007 to access Blue Cross applications remotely.
About Remote Office	The Remote Office 2007 solution is used for non-Blue Cross assets. Remote Office 2007 is for employees who need access to the Blue Cross network but DO NOT have a Blue Cross-owned asset. Users can sign in to the Remote Access 2007 web site from any home PC and will be offered select applications.
Technical issues	You're encouraged to contact the Service Desk at (651) 662-5555 regarding any Remote Office 2007 issues. By reporting your issues, you can help the Remote Office 2007 project team identify opportunities for improving the performance of Remote Office 2007. Throughout implementation and migration of Remote Office 2007, the project team will review the Service Desk issues log weekly and implement enhancements as needed.
Access 2003 and MS Office 2003	The Remote Office 2007 application uses Access 2003 and MS Office 2003. If you use any Access databases, they must be upgraded to Access 2003 before you connect to them from home. You must also have a MS Office 2003 license already established through Blue Cross.

Contents

Topic	Page
Before you start.....	2
Creating a SecurID PIN.....	3
Signing in.....	5
Downloading the client.....	7
Using Lotus Notes the first time.....	12
Frequently Asked Questions (FAQ's).....	17
Remote Office Help.....	22

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Table of Contents Office 2007 User Guide

1. Understanding the eBook Office 2007 User Guide
 - The Rise of Digital Reading Office 2007 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Office 2007 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Office 2007 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office 2007 User Guide
 - Personalized Recommendations
 - Office 2007 User Guide User Reviews and Ratings
 - Office 2007 User Guide and Bestseller Lists
5. Accessing Office 2007 User Guide Free and Paid eBooks
 - Office 2007 User Guide Public Domain eBooks
 - Office 2007 User Guide eBook Subscription Services
 - Office 2007 User Guide Budget-Friendly Options
6. Navigating Office 2007 User Guide eBook Formats

- ePub, PDF, MOBI, and More
- Office 2007 User Guide Compatibility with Devices
- Office 2007 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office 2007 User Guide
 - Highlighting and Note-Taking Office 2007 User Guide
 - Interactive Elements Office 2007 User Guide
- 8. Staying Engaged with Office 2007 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office 2007 User Guide
- 9. Balancing eBooks and Physical Books Office 2007 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office 2007 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Office 2007 User Guide
 - Setting Reading Goals Office 2007 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Office 2007 User Guide
 - Fact-Checking eBook Content of Office 2007 User Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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