

Options, Entrust Security Questions, iPass

Remote Access Solutions

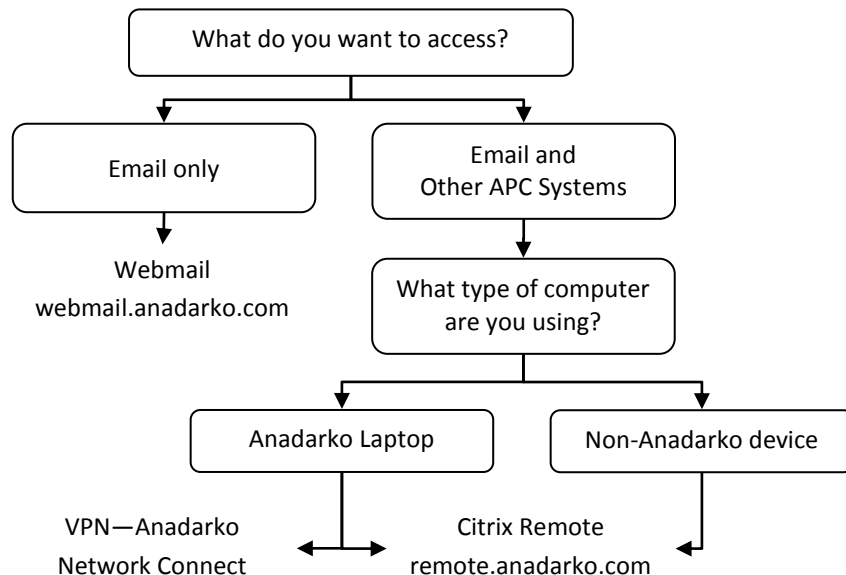
Welcome to Anadarko Remote Access Solutions – providing capabilities and solutions that enable you to access Anadarko’s internal network anytime, anywhere, and from many devices.

How Remote Access Works

There are three basic steps to follow to obtain remote access to the Anadarko internal network.

1. **Connect to the Internet** from any location, using any connection service, using many types of equipment
2. **Decide which option to use to access the Anadarko internal network:** Webmail, Citrix Remote or VPN – Anadarko Network Connect
3. **Authenticate your session** with your userID, password and possibly your security question

What Do You Want to Access?



Network Authentication

Entrust Security Questions are required to login to Citrix Remote. You must be logged onto the Anadarko network to set up your Security Questions.

1. Type "securityquestions" into the address bar of your browser window.
2. Enter your Anadarko **userID** and **password** to log in.
3. The **Questions & Answers** section will display. From the **Question** drop-down menu, select a question from the list of 22 pre-defined questions.
4. In the **Answer** field, type the answer to your selected question.
5. You must answer 4 of these security questions.
Note: Your answers do not have to be factual, just memorable. Be sure to choose questions and answers you will remember.

To change either your questions or your answers at any time, log back into the "securityquestions" portal. Answer one of your security questions, then select **I'd like to change my questions and answers**.

iPass

iPass enables Anadarko laptop users to connect to the Anadarko network while traveling. Use the iPassConnect client to connect to the Internet by dialing a local telephone number, thereby saving long-distance toll charges. High-speed wireless and broadband connections are available at some locations worldwide.

To connect to the Internet with iPass:

1. Click the **Start button > All Programs > iPass > iPass Connect**.
2. Under **Search by location or phone number**, select your current Country, State and City.
3. Click **Find** to display all the access points closest to your specified location.
4. The **Phonebook** now displays each connection type with a number indicating access points
 - Available Wireless Networks – for Wi-Fi enabled hotspots nearby
 - Modem - for standard dial-up modems
 - ISDN - for digital dial-up modems
 - Wired Broadband - for wired high speed connections
 - Wireless Broadband - for wireless high speed connections
5. Click ► next to the appropriate connection type to show available locations.
6. Select an access point and click **Connect**.
7. On the **Login** screen, enter your APC **Username** and **Password**. Click **OK**.

Overview, Entrust Security Questions, and iPass

Webmail (Outlook Web Access)

With your Anadarko userID and password, you can access your email, calendar, tasks, contacts and archive mailbox from any computer.

To access Webmail:

1. Connect to the Internet and launch a browser window.
2. Do one of the following:
 - Type **remote.anadarko.com** in the Address bar. From the Remote Access Portal, click **Webmail**.
 - Type **webmail.anadarko.com** in the Address bar.
3. Enter **Username** and **Password**.



Webmail

Username

Password

4. Click **Sign In**.
Note: To open an attachment, the software that was used to create the document must be installed on your computer. (Example: To open an Excel attachment requires that Excel be installed on the computer that you are using.)

To show or hide the Reading Pane (Preview window):

1. Click the **Show/Hide Reading Pane** button on the toolbar.
2. Select one of the following:
 - Right displays message content in a Reading Pane on the right-side of the screen (default).
 - Bottom displays message content in a Reading Pane at the bottom of the screen.
 - Off hides the Reading Pane.

To maintain the security of your email, be sure to properly exit Webmail:

1. Click **Log Off** near the top-right corner of the Webmail window.
2. Close the browser window.

Citrix Remote

With your Anadarko userID, password and your Entrust Security Questions, you can use Citrix Remote to access email, the Insider, network drives and printers, Microsoft Office and other Citrix Applications.

To access Citrix Remote:

1. Connect to the Internet and launch a browser window.
2. Type **remote.anadarko.com** in the address bar of your browser.
3. From the **Remote Access Portal**, click **Citrix Remote**.
4. Enter your **Username** and **Password**. Click **Sign In**. Answer the Entrust Security Question.

VPN — Anadarko Network Connect

With your Anadarko laptop and your Anadarko userID and password, you can connect to the Anadarko network and access applications, drives and printers just like you do in the office.

To access VPN — Anadarko Network Connect:

1. Connect to the Internet.
2. Double-click the **VPN — Anadarko Network Connect** icon on the desktop.
3. To map to network drives, select the **Map Home Directory** checkbox.
Note: Clear this checkbox if network drives are not needed or you have a slow network connection.
4. Enter your **Username** and **Password**. Click **Sign In**.

Tips:

- If you are having trouble connecting with an Air Card, click the **Advanced** link and check the **Disable Compression** checkbox.
- If you are unable to establish a VPN connection using the default transport, click the **Advanced** link and select the **Use SSL Transport** checkbox.
- If you have trouble accessing network resources, contact the Global Support Center before checking the **Disable Split-Tunneling** checkbox under the **Advanced** link.