

What is AccessWorkspace?

AccessWorkspace, the newest addition to the AccessNSF suite of tools, provides an easy and secure way to reach internal NSF services and resources when you are away from home or out of the office. You can use AccessWorkspace just like an NSF desktop to check your email, use applications such as eJacket and Office 2007, visit websites like Inside NSF and SharePoint, or to reach information stored on NSF's network.



What you need

- A computer with an Internet connection
- Your LAN ID and Password
- Your SecurID token



How to set up AccessWorkspace

1. Log on to AccessWorkspace

- Go to <https://AccessWorkspace.nsf.gov>
- Enter your LAN ID, password and SecurID passcode
- Click **Log On**

Welcome

Please enter your network username, password and passcode to login.

User name:

Password:

PASSCODE:

The first time you visit AccessWorkspace you will be prompted to install a client and set up access to your computer's home files: your C: drive, CD-ROM, and thumb drives

2. Install client

- Check license agreement box
- Click **Download** to install

AccessWorkspace))
Anytime. Anywhere.

Download Client

selecting the check box, you confirm that you have read, understand, and accept the [Citrix license agreement](#).

Other Options

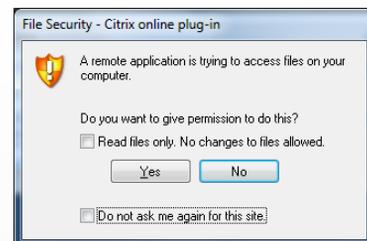
Already installed
Try later
Log off

Clicking **Download** will install software on your computer. [More information on security...](#)



3. Set up access to your local files

- After the client is installed, the Client File Security window will appear
- Click “Yes” to enable AccessWorkspace to reach your local C drive, CD-ROM, and thumb drive
- Click “Never ask me again for this site” to bypass this window on future visits
- Click **OK**



The first time you launch Outlook within Access Workspace the Outlook 2007 Startup wizard will appear

4. Set up Outlook

- Click **Next** to begin setup
- Click **Next** again to confirm your intent
- Click **Finish** to complete setup



How to set up local printing on your PC*

1. Go to <http://AccessWorkspace.nsf.gov>
2. *If necessary, click “Log Off,” then “Click here to return to the Logon screen”*
3. Click **Messages** tab
Note: You must be logged out of AccessWorkspace for the “Messages” tab to be visible.
4. Click **Print IT Universal Print Client**
5. Follow InstallShield Wizard instructions to download and complete installation

*** No print setup needed for Macs**

