

Understanding Your PBR IT Environment

Your Computer

PBR-issued computers run **Windows** and are managed by IT via Microsoft Intune. This means:

- Software is deployed and updated centrally — you do not need to install updates manually
- IT can remotely assist you if you have a problem
- Company policies apply to the device — personal use should be minimal

Do not attempt to install software yourself. If you need a program for your work, submit a request through IT Helpdesk and IT will arrange installation.

Network Drives

Some sites have shared network drives (e.g. H: drive, G: drive) that are accessible when you are on-site or connected to the VPN.

- For most file sharing needs, **SharePoint and OneDrive** are preferred — they work from anywhere without VPN
 - If you need access to a specific network drive, contact IT Helpdesk
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Printers

Printers at your site are configured automatically on your computer when you log in — you should not need to add them manually. If a printer you expect to have access to is missing, contact IT Helpdesk.

Working Remotely

If you need to access PBR systems from home or off-site, you will need to connect to the **VPN (Global Protect)**.

See: [VPN \(Global Protect\)](#)

Software You Will Find on Your Computer

Application	Purpose
Microsoft Outlook	Email and calendar
Microsoft Teams	Chat, meetings, and file collaboration
Microsoft Word / Excel / PowerPoint	Document creation
OneDrive	Personal and shared cloud file storage
Global Protect	VPN for remote access
Microsoft Authenticator (phone)	MFA app — installed on your mobile, not your computer

Some roles are provisioned with additional software (e.g. Adobe Acrobat, 1Password). Contact IT Helpdesk if you need a specific application for your role.

Acceptable Use

PBR IT equipment and systems are provided for work purposes. Key points:

- Do not install unauthorised software
- Do not store personal files on PBR systems
- Do not share your password with anyone
- Lock your screen when leaving your desk (Windows + L)
- Report suspicious emails — do not click links you are unsure about

If you have questions about what is or isn't appropriate use, ask IT Helpdesk or your manager.

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