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THE ULTIMATE GUIDE TO REMOTE WORKING

FOR BUSINESSES WHO WANT TO BE SECURE & EFFICIENT WHILE AT HOME OR ON-THE-GO

Easily connect to the office & your team using the cloud!

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Remote Working By the Numbers

90% of organizations use the cloud 451

53%

of businesses want to increase security on the cloud like using 2-factor authentication.

Gemalto

25%

decrease in employee turnover compared to companies who don't allow remote work

Owl Labs

82%

of cybersecurity experts anticipate a data breach at their company due to unsecured devices

Raytheon

51% of employers let their staff work from home Softchoice

"People who work remotely at least once a month are 24% more likely to be happy and productive."

Small Biz Genius

According to Sysgroup, the main reason businesses go to the cloud is to provide access to data from anywhere.

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IS TELECOMMUTING EVEN AN OPTION FOR MY BUSINESS?

Whether it's a virus containment quarantine or a building fire, there are real cicrumstances that could prevent your staff from traveling or accessing your office building. Do you have a plan in place for telecommuting? If not, now's the time to develop one.

Productivity without being at the office has been a topic of contention for the last decade. Thanks to remote desktop apps and internet-based telephones, productivity is no longer a concern when it comes to technology. In fact, the amount of people working remotely has increased by 91% in the last ten years according to FlexJobs.

Just like anything else, there are always exceptions. Specific industries and roles may not be a candidate for telecommuting. For example, a cashier at Walmart cannot successfully do their job at their house. And the same goes for a heart surgeon.

However, to answer the original question "Is telecommuting an option for my business?," it really depends on three major factors: the industry of your business, your employees' roles and the technology you have available.

KEY COMPONENTS OF WORKING REMOTELY

To be successful while telecommuting, there are three major components to focus on: communication, collaboration and security. All of these can be difficult to accomplish without the right strategy and tools.

COMMUNICATION

This is the most important component of working remotely. Employees must be able to communicate with each other and their clients.

01

COLLABORATION

For telecommuting to be successful, each person must be able to access their files and applications while staying efficient away from the office.

02

SECURITY

Keeping company data secure from afar is definitely challenging , but with the right tools in place a costly data breach can be avoided.

03

01 COMMUNICATION

Communication is key to the success of your business. It's vital that both clients and co-workers can connect. However, this can be challenging when working remotely, but here are some tips to overcome those communication challenges:

✔ Host a morning huddle to get your team on the same page

✔ Use web conferencing to train your staff and host virtual meetings where you can share your screen and webcam

✔ Set your phone status to let co-workers know when you're away from your computer or gone for the day

✔ Send a chat to get quick answers to your questions or relay information to the rest of your team

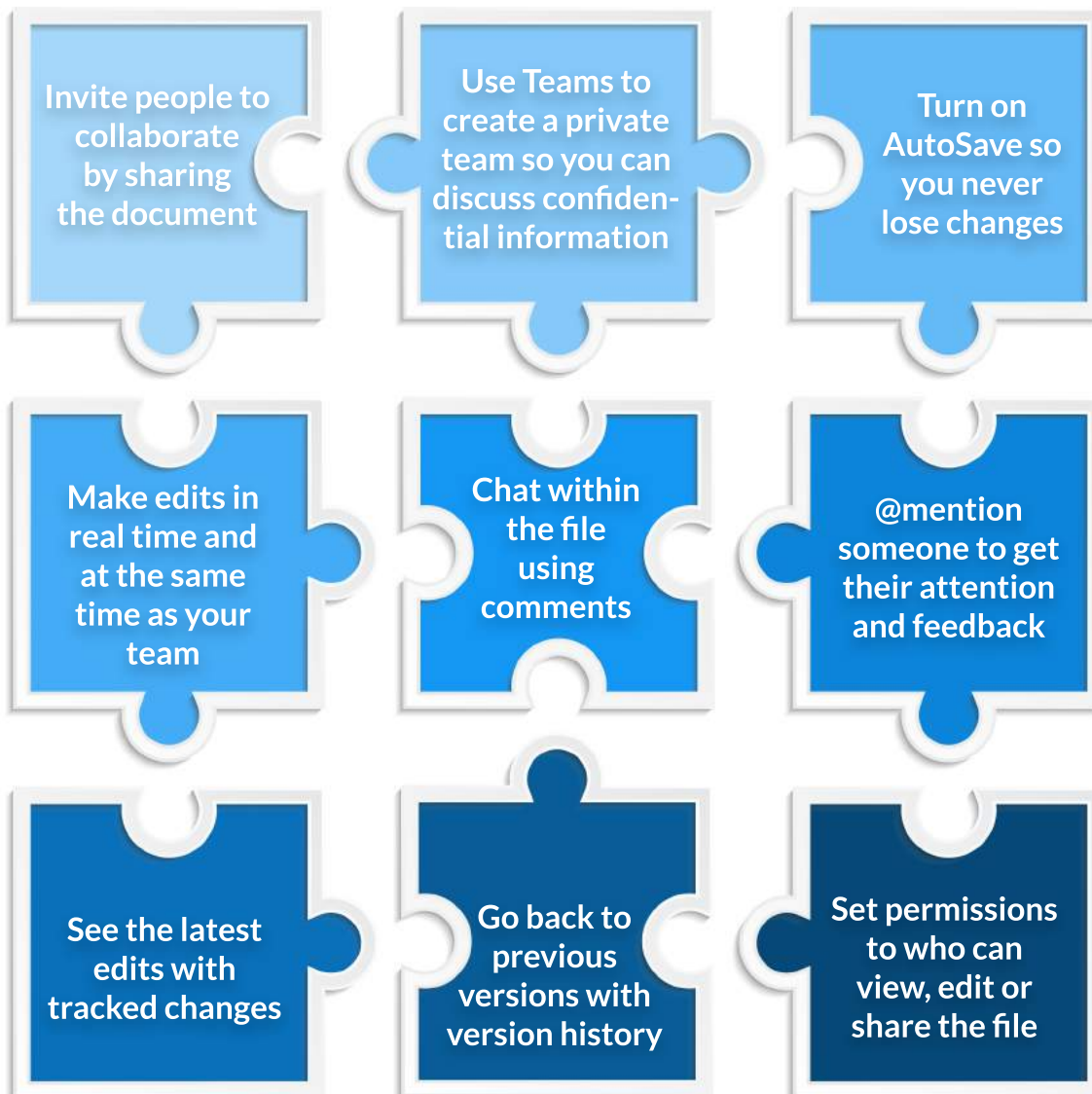✔ Access your work phone and chat on your mobile devices so you can answer calls and messages while on-the-go

02 COLLABORATION

Telecommuting doesn't have to be difficult. In fact, it can be easy to pick up your office and work remotely as long as you have access to your files and applications. Here are a few of our tips:

✔ Download Microsoft apps to your mobile device and use them while on-the-go

✔ Save documents to the cloud so that you can download revisions

✔ Connect to your computer in the office with an easy-to-use application like LogMeIn

✔ Share large files easily using a link instead of sending via email - best way to send video files!

✔ Work together on the same document, add notes and assign tasks as needed

Microsoft 365 Collaboration Best Practices

Invite people to collaborate by sharing the document

Use Teams to create a private team so you can discuss confidential information

Turn on AutoSave so you never lose changes

Make edits in real time and at the same time as your team

Chat within the file using comments

@mention someone to get their attention and feedback

See the latest edits with tracked changes

Go back to previous versions with version history

Set permissions to who can view, edit or share the file

03 SECURITY

Working remotely is convenient, but it can be risky if the proper security precautions are not taken. Follow our SECURELY process to stay safe.

S — Set Up Activity Tracking

Keep track of your staff's performance and ensure they aren't spending time on dangerous or unproductive websites.
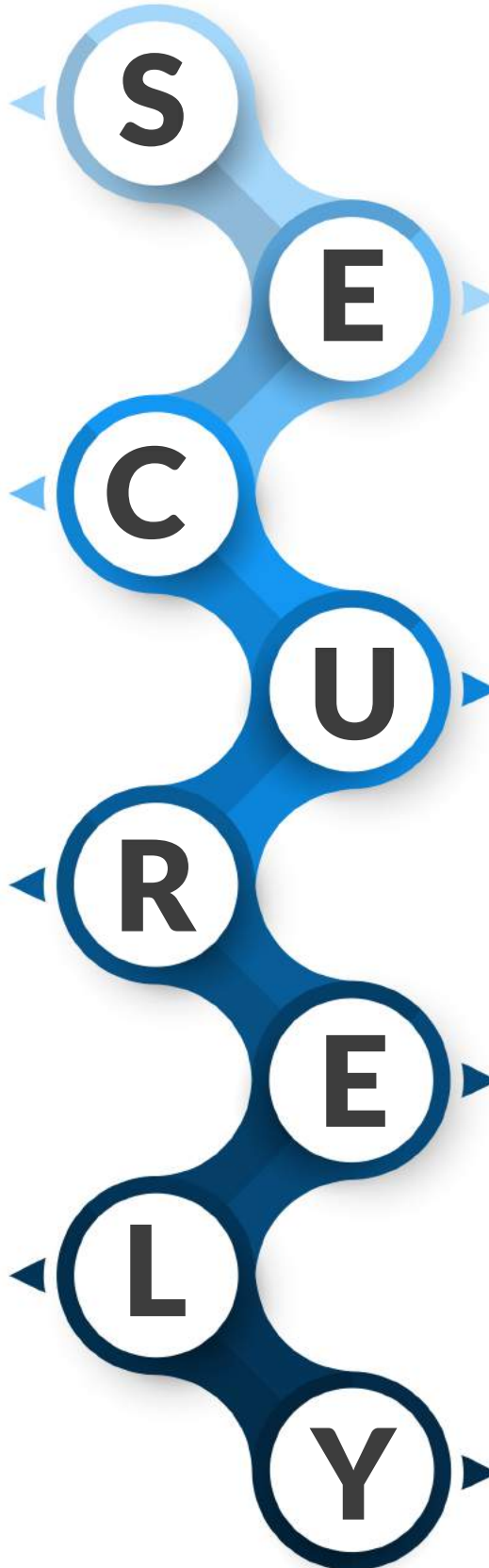
E — Encrypt Devices

Use encryption to keep data safe from criminals and remote wipe devices that are lost or stolen.

C — Connect Securely

Equip your team with secure access to the office through a VPN or remote desktop program like LogMeIn.

U — Update Applications

Keep operating systems and programs up-to-date so that it doesn't leave your network vulnerable to hackers.

R — Require Authentication

Provide an additional layer of security by having your employees use 2-factor authentication when accessing specific applications.

E — Educate on Cybersecurity

Administer online cyber-security training to all of your staff so they can identify threats and know what to do.

L — Lock Devices

Require a passcode on all mobile devices and desktops. Follow password best practices so thieves can't hack the code.

Y — Yield to Company Policy

Create a company policy that includes information on using your own device for work, communicating sensitive data and accessing the internet or company files.

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