

TELECOMMUTING HELPFUL CHECKLIST AND TIPS

- Hardware – laptop/desktop
 - Recommend Windows 10 Pro. The Windows 10 Home version may open security vulnerabilities and not provide all the features to run applications, join a domain, or print correctly
- Hardware – laptop/desktop
- Network connection at home
 - Recommend an Ethernet connection. Home wireless issues are difficult to troubleshoot. The laptop/computer should plug directly into the switch or router
- Printer setup local & remote
- Remote security
 - Extend End Point Protection (Virus Protection) to the remote laptop/desktop
 - Implement 2FA (two factor authentication) for all cloud-based applications
 - Patch & update remote laptops/desktop
 - Passwords – Double down on password security
 - Do not provide passwords over the phone – cyber criminals using this to their advantage
 - Change your password often
- Phishing – beware of suspicious emails and do not click or provide any information
- Remote connectivity – Use a secure VPN connection
- Implement a cloud file management system using NTFS so all remote users have secure access to the file management server without using the VPN (Call us about this!)
- Video conferencing – stay connected
 - Teams
 - Skype
 - Face Time and Duo
 - WebEx or Zoom
- Download IP phone app on mobile phone and remote laptop/desktop
- Setup a daily SCRUM meeting with your team to discuss business issues
- Change voice mail or directory tree

If you are one of our customers, we are happy to support your remote workforce. Please note we will be having longer than normal hold times as we support all our customers new needs during this time.

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