Working From Home

TIPS FOR SUCCESS

Working from home offers new opportunities and challenges. These are a few tips, techniques, and tools to smooth the way.

TIPS

> **Take your laptop with you:** The University provides all full-time faculty and staff with a laptop—the best way to be productive wherever you are. Cultivate the habit of taking it home with you. (No University laptop? Check below for links that work in any web browser.)

> **Keep University data in University systems** to ensure our information is secure and compliant with regulations. It's simplest to use your University laptop. If that's unavailable, essential applications are available in any web browser (see links below). **Do not download University data— documents, attachments, etc.—to a personal device.**

> **Practice makes perfect:** It takes time to become proficient with any tools—Webex, Office 365, and Teams are no exception. Give yourself—and your coworkers— space to learn. Don't be discouraged by a few mistakes the first time you try a new way of working.

TRAININGS

Cisco Webex
- Essentials Guide
- Best Practices for Working Remotely

Microsoft Teams
- Teams Quick Start
- Teams Training Center

Microsoft Office 365
- Office 365 Training Center
- Work remotely with Office 365

TECHNIQUES

> **Get online, fast**: For best results when working from home your internet connection should be fast and reliable. Cellular connections may work in a pinch. Avoid shared and public connections.

> **Create a dedicated workspace:** Create a space that's organized for productivity—somewhere free of distractions and comfortable for all-day work; and a place you can step away from at the end of the workday. You may want to purchase your own keyboard, mouse, and monitor(s) to make your work easier.

> **Forward your phone:** Look for the "Forward All" button on your desk phone or visit our knowledge base for a guide.

> **Let yourself be heard:** A quality headset with microphone helps you hear and be heard when chatting with your colleagues—and helps block out distractions. The earbuds that came with your smartphone may be a starting point.

> **Add video to create connection:** Few people like the way they look on camera but video brings people together in ways text or voice chat cannot. A quick Webex or Teams conference can save hours of email back-and-forth.

> **Leverage Teams:** Microsoft Teams is a great way to chat, talk, video-conference, and collaborate on documents with your colleagues. Microsoft's Teams Quick Start is available online; more training resources are linked below

TOOLS

These collaboration and productivity tools are already installed on your University-provided laptop and available online if you're working from a personal computer. If you're working on a smartphone or a tablet check your device's app store.

- **Email:** Installed Outlook app or through the browser.
- **Phone:** Call forwarding your office phone (see help link above) or the Jabber app on your laptop.
- **Office 365:** Installed Office apps or through the browser.
- **Webex:** Installed Webex app or through the browser.
- **Microsoft Teams:** Installed Teams app or through the browser.
- **Microsoft OneDrive:** Installed OneDrive app or through the broswer.
- **VPN:** Installed GlobalProtect app or through the browser. (You may not need this. Most faculty and staff have migrated to Office 365 OneDrive and Teams.)

You may use other tools in your work—Canvas, Panopto, Salesforce, and many more—and almost all of those are also available online.