



The Essential Guide to Working From Home



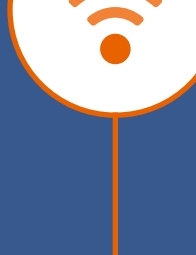
STEP 1 Set Up Your Workspace

Physical Workspace



Create an office space that is used only for work

- Creating a dedicated workspace keeps you focused and helps maintain a “work mindset”



Keep your workspace distraction free

- On average it takes 23 minutes to get back on track after being interrupted (UCI)



Ensure your space has a strong internet connection

- Consider using a wired internet connection if your Wi-Fi is inconsistent



Make sure you have any necessary hardware

- e.g. printer, scanner, webcam, telephone, headset, etc.



Use a surge protector

- Regardless of where you live, your house will experience power surges; even small power surges can damage computer equipment

Digital Workspace



Set up & test your hardware

- Test your hardware to ensure it's working properly and all drivers are installed and updated
- Practice using your hardware, you need to be comfortable with it in case a situation that forces you to rely on it occurs



Set up & test your work applications

- Some applications have web versions, some may be hosted on a server that requires a VPN or remote desktop to access
- Learn how to access necessary applications and test using them remotely in-advance so you don't have to go through set up and troubleshooting during an emergency



Maintain a security mindset

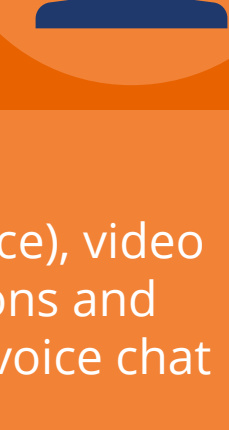
- Just because you're not in the office doesn't make security less important, working using a personal device is a huge security risk to your company
- Take the time to learn how to protect yourself against security threats, [click here to learn how](#)

65% of remote workers feel they are more productive working from home compared to working in a corporate office. Fewer distractions, not having to commute, and a personalized environment are all factors that lead to higher productivity.

(study by flexjobs)

STEP 2 Connect With Your Team

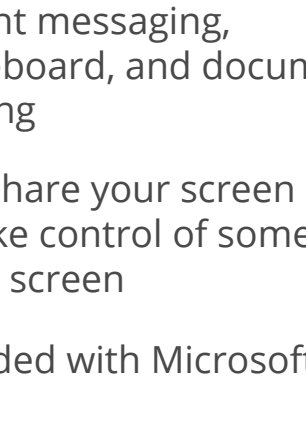
Video Conferencing



Why use video conferencing?

- It's estimated that at least 70% of communication is non-verbal (source), video conferencing enables non-verbal communication (i.e. facial expressions and body language) making it a more effective communication tool than voice chat
- Maintain better relationships with people on your team
- Allows companies to reinforce their corporate culture

Video Conferencing Software



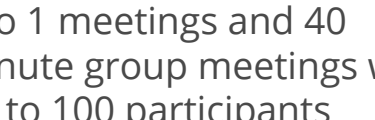
Microsoft Teams

- Additional features include instant messaging, whiteboard, and document sharing
- Can share your screen as well as take control of someone else's screen
- Included with Microsoft Office 365

[Get Teams](#)

[Teams Quickstart Guide](#)

[How to join a Teams Meeting](#)

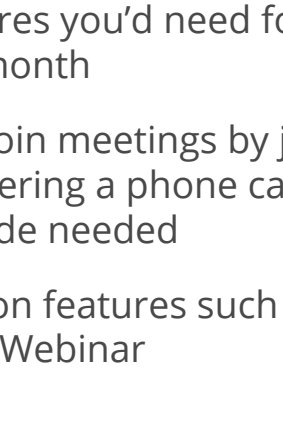


Zoom

- Free version allows unlimited 1 to 1 meetings and 40 minute group meetings with up to 100 participants
- Multiple pricing tiers allows you to pay for only what you need

[Get Zoom](#)

[How to Set up a Zoom Meeting](#)



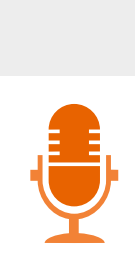
GoToMeeting

- Get all the video conferencing features you'd need for \$16 per month
- Can join meetings by just answering a phone call, no pin or code needed
- Add-on features such as GoToWebinar

[Get GoToMeeting](#)

[GoToMeeting 14-day Free Trial](#)

Video Conferencing Tips



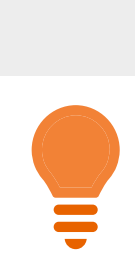
Use a Headset

Using a headset will eliminate most background noise, making your voice clearer and easier to understand.



Install Software on Phone

Install and setup your conferencing software on your phone that way you can use it as a backup in case you're having computer issues.



Webcam Placement

Position your webcam so your eyes are ~2/3 up your screen and your entire face is visible.



Mute Your Mic

Mute your mic when you're not speaking to cut down on any background noise and echoing.



Record Your Meetings

Record your meetings so you can send the recording to team members that missed the meeting or just to review what was said.



Lighting

Make sure your space is well-lit so you can be seen on camera. Avoid using a window as a backdrop as it will make you difficult to see.

Instant Messaging

What are the benefits of using instant messaging for work?

Real-time collaboration with your team

Quickly share documents between team members

Messages are archived so you can quickly refer to old messages

Can create channels dedicated to sharing images, gifs, and stories to create a more fun atmosphere

What instant messaging software should I use?



Microsoft Teams

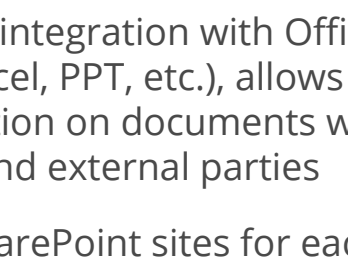


Slack

Lack of communication is the most common reason why some remote workers are unsuccessful. Poor communication practices often result in remote employees feeling isolated and unable to collaborate effectively.

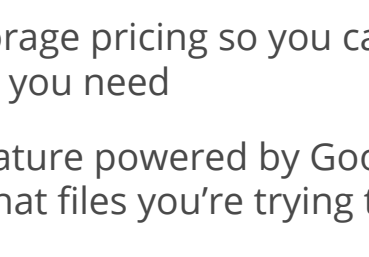
It is critical that businesses with remote workers use tools like video conferencing and instant messaging to consistently engage their remote workers so they can be successful.

Document Management



Microsoft SharePoint

- Store and share files across your entire organization
- Seamless integration with Office apps (Word, Excel, PPT, etc.), allows real-time collaboration on documents with both internal and external parties
- Create SharePoint sites for each of your teams so you can post relevant project news/updates and post document libraries for convenient access
- Included with Microsoft Office 365



Google Drive

- Store, share, and collaborate on documents across your business

- Tiered storage pricing so you can purchase only what you need

- Search feature powered by Google AI will predict what files you're trying to find

- Included with G Suite

85% of businesses that allow working from home have confirmed an increase of productivity because of it

63% of these businesses have noted a productivity gain of at least 21%

(study by International Workplace Group)

STEP 3 Manage Time & Wellbeing



Create a Schedule

Stick to a schedule just like you would if you were going to the office. Make your schedule available to your team so they are aware of your operating hours. Don't forget to schedule in some breaks!

Turn Work "Off"

When it's time to sign-off, stop working. Always being "on" reduces job satisfaction and will lead to burnout.



Dress For Success

Having trouble getting into the "work mindset" while working from home? Try getting ready for work just like you would if you were going into the office. It's easier to switch into "work mode" if you look and feel professional. Looking professional is especially important if you're using video conferencing. Don't attend video meetings with external people in your PJs!

Be Social

Some remote workers find that they miss the "watercooler talk" of the office. If your business uses instant messaging, reach out and chat with a coworker or post in your company's "fun" channel. Maintaining relationships with your coworkers will make you feel included, which correlates with higher job satisfaction.



Get Support

Remote work can be challenging for some people. If you find yourself feeling isolated, depressed, lacking direction, or losing job satisfaction then reach out to your supervisor. Communication goes both ways so it's important to ask for help when you need it.

Struggling with managing your time?

If you feel like you're not getting enough work done, or just want to better optimize your time, consider using Microsoft's MyAnalytics. MyAnalytics, which is powered by Microsoft's AI, will give you insight into how you're spending your work day. If you want to learn more about what MyAnalytics is and how to use it, [click on the button below.](#)

[MyAnalytics Demo](#)



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