ARE YOU SET UP PROPERLY FOR REMOTE WORK?
YOUR AT-HOME WORKSTATION SETUP GUIDE

☐ **Think about the files and applications you'll need to access from home.**
   a. We recommend Office 365 applications such as email, calendar, OneDrive and SharePoint that can all be accessed online.
   b. Microsoft Teams makes video conferencing collaborative housing all your documents and projects under one shared space.

☐ **Make sure that your personal computer is updated and secure**
   a. Be sure to turn on automatic updates for your apps.
   b. If you haven't already, make sure you've installed the latest operating systems.

☐ **Set up a VPN (Virtual Private Network) for your device to decrease exposure of your sensitive internal data**
   a. Cybercriminals are capitalizing on the COVID-19 outbreak and are taking drastic measures to breach your data.

☐ **Gather everything else you'll need**
   a. Think about the small essentials, i.e. power adapters, laptop stand, mouse and keyboard, monitor hookups, and any other workstation equipment.

Alert: Beware of Coronavirus-themed phishing emails, and online requests for personal information.