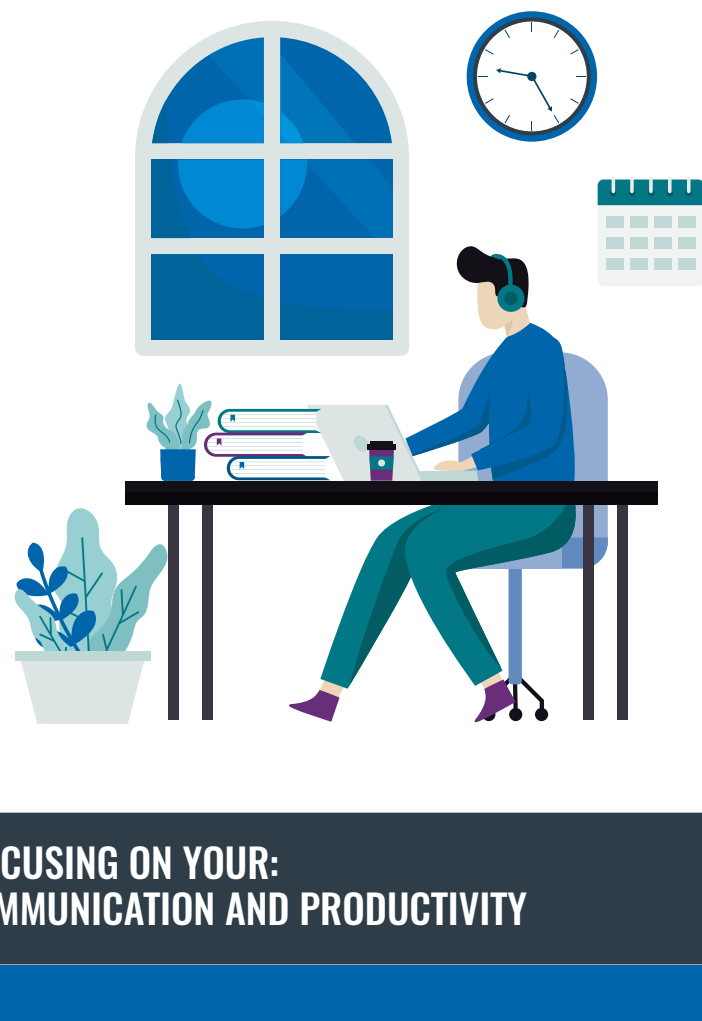


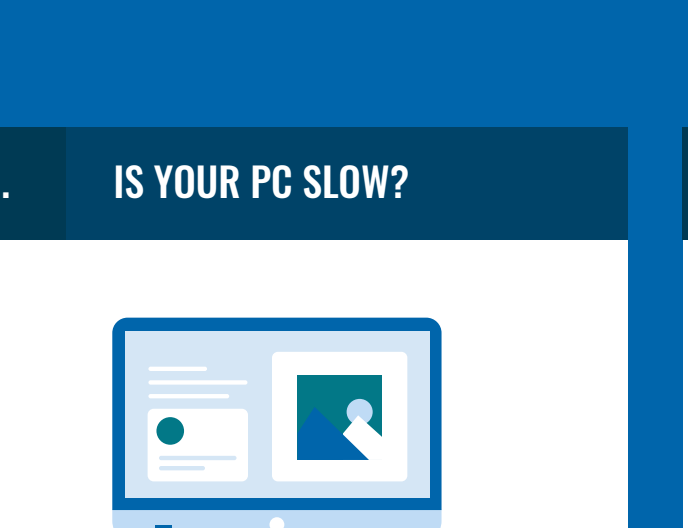
TIPS FOR WORKING FROM HOME

MAKE YOUR REMOTE WORK EASIER, SAFER AND MORE PRODUCTIVE



HELPFUL TIPS FOCUSING ON YOUR: HOME COMPUTER, SECURITY, COMMUNICATION AND PRODUCTIVITY

HOME COMPUTER



98% OF PEOPLE

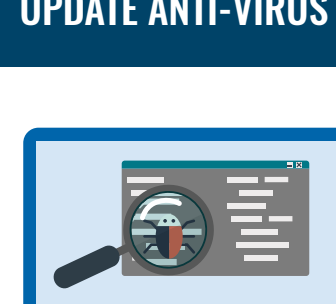
working from home want to continue to work remotely

1. IS YOUR PC SLOW?



- ✔ Plug into the network or router
- ✔ Ask provider to increase speed
- ✔ Ask family to limit streaming
- ✔ Add wireless access points

2. UPGRADE YOUR O.S.



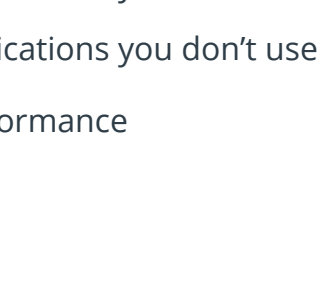
- ✔ Get on Windows 10
- ✔ Get latest Apple iOS
- ✔ Improve performance
- ✔ Enhance security

3. INSTALL UPDATES & PATCHES



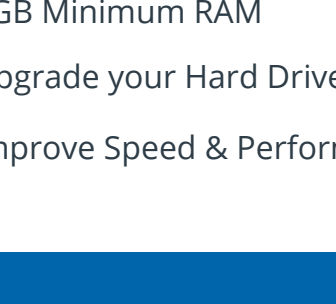
- ✔ Turn on Microsoft Critical Updates
- ✔ Update all critical applications
- ✔ Security patches are critical
- ✔ Performance updates help

4. UPDATE ANTI-VIRUS



- ✔ Free AV is free for a reason
- ✔ Install Zero Hour Enterprise AV
- ✔ Install Malwarebytes
- ✔ Run updates and scans daily

5. UNINSTALL SOFTWARE



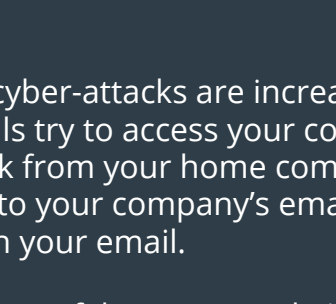
- ✔ Remove applications you don't need
- ✔ Remove applications you don't use
- ✔ Improve performance
- ✔ Reduce risks

6. ADD RAM & NEW DRIVES



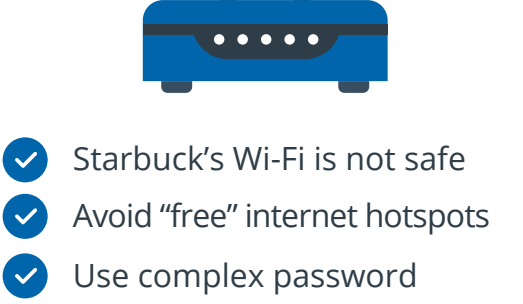
- ✔ 8GB Minimum RAM
- ✔ Upgrade your Hard Drive
- ✔ Improve Speed & Performance

7. BACK IT UP!



- ✔ Backup to your office network
- ✔ Backup your desktop work
- ✔ Backup to the cloud

SECURITY



Home cyber-attacks are increasing as criminals try to access your company's network from your home computer or hack into your company's email through your email.

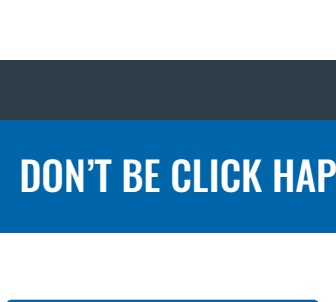
They create fake COVID websites and news stories containing malicious links and impersonate government COVID agencies.

1. SECURE REMOTE ACCESS



- ✔ Virtual Private Network (VPN)
- ✔ Encrypted connection to the office
- ✔ Separated from the internet

2. USE MFA & SSO



- ✔ Multi-Factor Authentication
- ✔ Single-Sign-On
- ✔ No more compromised passwords
- ✔ One login-one password
- ✔ Secure access management

3. SECURE WI-FI



- ✔ Starbucks Wi-Fi is not safe
- ✔ Avoid "free" internet hotspots
- ✔ Use complex password
- ✔ Hide your home network
- ✔ Use WPA2

4. USE ONE BROWSER



- ✔ Remove all other web browsers
- ✔ Uninstall browser extensions
- ✔ Use Chrome or Firefox – more secure
- ✔ Use a password manager – LastPass

5. CREATE SEPARATE PROFILE & LOCK COMPUTER



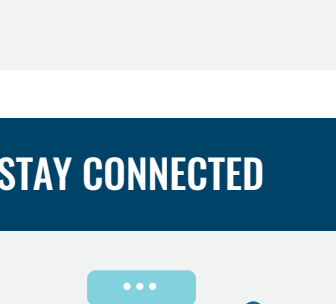
- ✔ Create your own profile
- ✔ Auto lock PC when away
- ✔ Control family access to PC

6. "THINK TWICE"



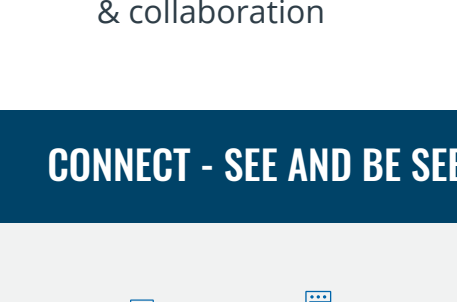
- ✔ Review company emails
- ✔ Review COVID emails
- ✔ Don't wire \$\$\$-ask first
- ✔ Don't buy gift cards-ask first
- ✔ Don't send personal \$\$\$ info

7. DON'T BE CLICK HAPPY



- ✔ Review attachments
- ✔ Review links and downloads
- ✔ Review COVID websites
- ✔ Review Social Media
- ✔ Review texts

COMMUNICATION



20% OF PEOPLE

working from home say their biggest challenge is communication & collaboration



72% THINK

working from home is NO replacement for in-person contact

1. CONNECT - SEE AND BE SEEN!



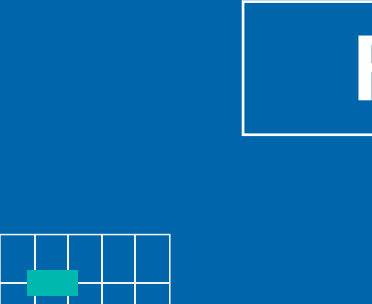
- ✔ Use a video conferencing tool
- ✔ See-connect with your staff and clients
- ✔ Get a PC camera and microphone
- ✔ Get PC headphones
- ✔ Turn your camera on

2. USE A CHAT TOOL



- ✔ Use an online chat tool
- ✔ Stay connected to co-workers and clients
- ✔ Real time communication
- ✔ Multi-task

3. DRESS UP FOR SUCCESS-ETIQUETTE



- ✔ Look professional
- ✔ Clean up your work area
- ✔ Look into the camera
- ✔ Mute when not talking
- ✔ Update your presence status

4. STAY CONNECTED



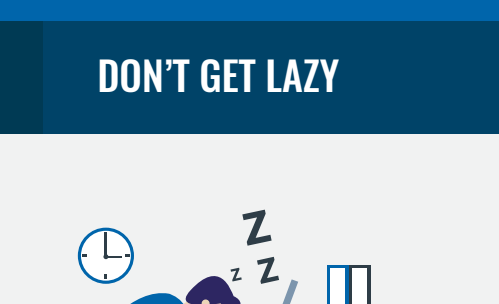
- ✔ Check in with co-workers daily
- ✔ Check in on clients and partners
- ✔ Use chat all day long w/ co-workers
- ✔ Use video conferencing for meetings
- ✔ Don't just email-Connect, be seen and heard

PRODUCTIVITY



77% SAY

they're more productive when working from home



20% SAY

their biggest challenge is loneliness

1. DEFINE YOUR WORKSPACE



- ✔ Establish a quiet area
- ✔ Define boundaries
- ✔ Get into the rhythm
- ✔ Treat it like you're at the office

2. DON'T GET LAZY



- ✔ Treat it like any other work day
- ✔ Get up early, exercise, shower
- ✔ Take breaks!
- ✔ Get out of that chair-stretch your legs every 30 minutes
- ✔ Go on a walk OUTSIDE

3. EAT AND DRINK HEALTHY DURING THE WORK DAY



- ✔ Eat a hearty healthy breakfast
- ✔ Limit caffeine intake
- ✔ Switch to water, tea, and sparkling water
- ✔ Avoid diet sodas and processed foods
- ✔ Snack on fresh veggies and nuts
- ✔ Avoid candy and high sugar health bars

4. WE NEED HUMAN CONTACT



- ✔ Do video chat breaks with friends
- ✔ Eat lunch with the family or roommates
- ✔ Do video-chat lunch w/ co-workers
- ✔ Set up video happy hours with staff
- ✔ Set up video family meetings
- ✔ Take a nightly walk with the family