

# Working Remote 101

Donna Gilliland





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**COVID-19**

Tuscaloosa Chamber of Commerce  
Business Resources and Information

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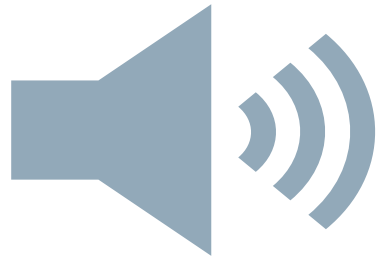
**COVID-19**

# Presentation Note

This document is a visual guide to the audio portion of the presentation, Working Remote 101, held on March 27, 2020.

Future referral to both the audio and this document can be found at:

<https://tuscaloosachamber.com/business-toolkit/>



A photograph of a home office desk. On the desk, there is a large computer monitor, a keyboard, a mouse on a mousepad, and two speakers. A desk lamp with a spherical shade is on the left. A window with a white frame is in the background. The text "Preparing to work from home..." is overlaid in white on a semi-transparent dark blue background.

Preparing to work from home...



SECURITY



PRODUCTIVITY  
TOOLS



COMMUNICATION



WORKSPACE

Topics

# Security

- Virus Protection
- Modem
- Wi-Fi





[How to avoid internet hackers and scammers when working from home](#)



[5 Router Security Settings](#)

Security  
Reading  
Resources



# Productivity Tools



# Common Daily Productivity Tools



FILE STORAGE



EMAIL



SPREADSHEETS



PRESENTATIONS

# Cloud File Storage



OneDrive

Microsoft product. Personal version and a Business version



Google Drive



For Teams

For Individuals



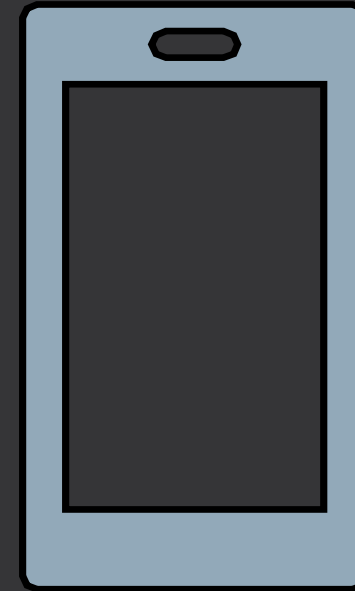
# Cloud Productivity Suites

- Microsoft Office 365 (subscription based)
- Microsoft Office for the Web (free)
- Google Docs (Built within Google Drive)

The previously mentioned productivity tools, all have a mobile app version of access.

- Microsoft OneDrive
- Microsoft Office App (Word, Excel, and PowerPoint in one app.)
- Outlook Email App
- Google Drive
- Adobe Acrobat Reader for PDFs

**Note:** this is not a comprehensive list. It's meant to help you get started with the widely used business productivity apps.



# Let's Talk Mobile Phone Apps



View PDFS



Annotate



Fill forms and sign



Collaborate with others



App:  
Adobe  
Acrobat  
Reader for  
PDF

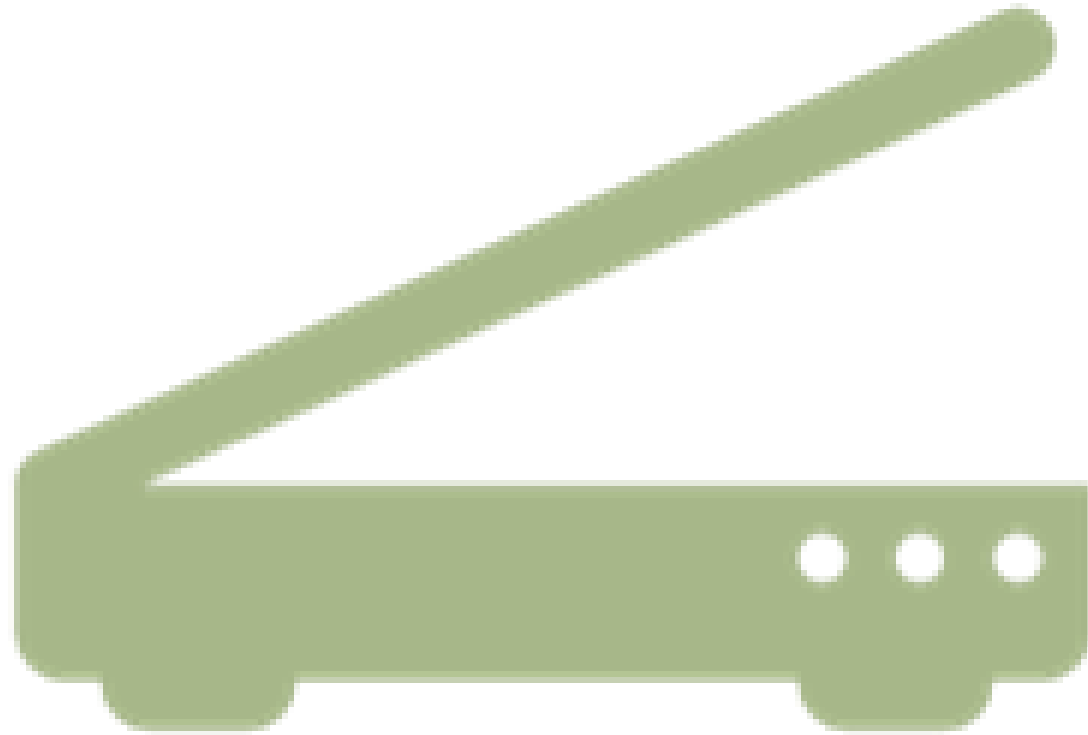


Document Scanners

Mobile App  
Scanners

# Mobile Scanner App Sample Options

- **Microsoft Office Lens**
  - **Note:** OneDrive and the Microsoft Office app contain a document scanning feature.
- **Adobe Scan**
  - **Note** the Adobe Reader app also has a built-in scanner



**Special Note:** There are many document scan apps, If you would like to know more, please feel free to contact me.



Preparing Your Workspace for Productivity



# Preparing Your Workspace for Productivity

- Dedicated area
- Natural lighting
- Ergonomic furniture
  - At minimum, a proper chair.





1

**Develop consistent habits for staying connected.** It may be different than it currently is, but it could make you even more productive.



02

**Have a dedicated digital space.** Setting up a space with a monitor, keyboard, and earbuds, headphones or a Bluetooth speaker can help you stay productive and focused.



03

**Interact with people face-to-face,** even if it's through video conferencing, so you stay feeling connected.



04

When listening to a podcast, on a video call or watching a webinar **avoid other internet activities that can drain your bandwidth.** Also consider purchasing a WiFi extender and using a WiFi speed test.



05

**Take breaks.** It's important to clear your mind every once-in-a-while.



06

**Shut off at a specific time.** Just because you're practicing safe social distancing, that doesn't mean your home life should be all digital.



07

**Security is of the utmost importance.** An unsecure WiFi network leaves you vulnerable to hackers stealing sensitive personal information or data.

# Tips on Staying Connected

# Stay Social and Connected

- **Microsoft Teams**

- Teams allows you to chat, meet, call, and collaborate all in one place.
- Part of Office 365
  - Note: Microsoft is offering Teams for free.



## **Communicate more effectively**

Get your team on the same page with group chat, online meetings, calling, and web conferencing.



## **Work better together**

Collaborate on files with built-in Office 365 apps like Word, Excel, PowerPoint, and SharePoint.



## **Customize your workspace**

Add your favorite Microsoft apps and third-party services to keep your business moving forward.



## **Keep your team secure**

Get end-to-end security, administrative control, and compliance: all powered by Office 365.

- **Skype for Business**

- Note: Teams now incorporates this feature.

- **Zoom**

- **Logmein (GoToMeeting and GoToWebinar options).**



# Contact Information

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Training and Coaching available  
online and onsite.

