Tips for Working Remotely

With the current business and cultural situation, most of you will be working from home or remote locations more than ever before. We want to help you be as productive as possible. Working remotely can be a really good solution. But it is not exactly like working from the office. You may need to adjust your expectations.

Here are some things you need to know:

- Residential connections are essentially shared with your neighbors, and your neighborhood is likely full of families that are using the Internet. You are competing for this bandwidth.
- Broadband connections like cable and fiberoptic connections are much better than DSL, cellular hot spots, and other slower connections.
- You're also competing for bandwidth inside your house. Streaming video, game consoles, internet radio, your mobile devices, and your other computers are utilizing your same bandwidth.
- Nobody is actively managing the connection from your home to the office. Your service level is not guaranteed nor actively monitored.
- There are many factors beyond your control, so it is advisable to adjust your expectations accordingly. You should expect to have slowdowns and disconnections – it's unfortunately part of the deal.

With that being said, there are steps you can (and should) take to improve your chances of being productive when you are working remotely.

Here are some tips for maximizing productivity:

- Remember your home network and router are a big part of the equation. You may need a new router since the age, condition, configuration and capabilities are important factors.
- Avoid using other devices that use the Internet while you're working
- Use a wired connection instead of WiFi if possible
- Windows and Apple computers will work better than tablets and iPads
- Remote Control will usually work better than just a VPN connection, especially in poor network conditions.
- The PC you work on matters a lot. We recommend systems with the following specifications:
    - Windows 10
    - Intel Core i3, i5, and i7 or AMD Ryzen 3, 5, and 7 processors
    - 8 GB or more of RAM
    - Dual displays
- Take advantage of the collaboration features in Microsoft Teams. If you have Office 365, you have access to Microsoft Teams.
- Report issues directly to your technology partner, Managed IT Force.