# The little book of remote working

modern**networks**

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# The benefits of remote working

- Remote workers tend to be more productive than their office-based colleagues.

- Office desks sit empty for 50 to 60% of the time.

- Businesses could save an average £9,000 per year for every member of staff who works remotely half the time.

- 90% of UK employees said they would like to work from home part of the time.

- Having the flexibility to work from home can improve staff retention and reduce recruitment costs.

## A quiet place to work

- Set up a dedicated workspace at home.

- Agree some ground rules and boundaries with your family.

- Develop a daily routine and stick to it.

- Ensure you take proper breaks.

- Keep in regular contact with your manager and colleagues.

# Remote access

To work remotely you will need to connect to your organisation's IT network and systems securely.

## Checklist:

- Laptop (under 3-years old).

- Home broadband Internet access.

- *If you don't have home broadband use a SIM card or mobile dongle.*

- Forward office phones to your mobile and home numbers.

- If you have Cloud telephony setup softphones on your laptop and mobile.

# Security first

Having staff access systems from outside the corporate network creates an added security risk.

We recommend the following precautions:

- Strong passwords e.g. H9&L33b?Exg7#8N

- Use a password manager.

- Use multi-factor authentication (MFA).

- Enable device encryption.

- Reliable, secure data backup and recovery.

- Install security patches and software upgrades regularly.

- Use a secure connection to your corporate network (VPN).

- Ensure you have access to fast, reliable technical support.

# Office in the Cloud

Microsoft Office 365 is a Cloud-based collection of business tools that enable you to work from anywhere, on any device. All you need is an Internet connection. Office 365 includes Outlook email, OneDrive file storage, SharePoint document management, Teams collaboration platform and popular Office applications like MS Word, Excel and PowerPoint.

# Our services

Modern Networks offers a complementary range of services to support remote access, hybrid and homeworking:

- 24/7 technical support.
- Desktop and laptop computers.
- Microsoft 365.
- Cloud telephony.
- Business broadband.
- Mobile data and airtime packages.
- 4G Rapid Deployment Service for emergency Internet connectivity.
- Cyber security and data protection.