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tips for you to work from home like a pro

Thankfully, there are practical measures you can take to ensure **productivity, security, mobility, connectivity** and **positivity** – for employers and employees alike.

01

Create your perfect workspace

Find somewhere in the house to be your dedicated workspace. Make it as quiet and distraction-free as you can. When communicating with customers or colleagues via video conference, keep the background clean could make you look good on a video call.

02

Harness the cloud

The cloud computing is the key to successful remote working. Cloud storage allows convenient file sharing while **cloud networking solutions** enable your company's IT staff or managed service provider to administer networks from literally anywhere.

03

Satisfy your need for speed

Looking for ways to improve your wireless connectivity? For home or office use, a **4G WiFi router** can provide seamless connections nearly anywhere and without costly cable installation. Alternatively, consider **access points with WiFi 6**, which can deliver the same top speed simultaneously to multiple connections.

04

Up your password game

Follow these tried-and-true rules when creating new passwords:

- (1) Use a different password for everything.
- (2) Use a random mix of upper- and lower-case letters, numbers, and special characters.
- (3) Don't include personal information like your name or date of birth.

05

DO NOT get complacent

Be warier of suspicious emails, don't open attachments unless you're 100% sure they're legitimate, avoid shady websites, and keep meetings secure by not sharing details, like IDs or URLs, on public platforms like social media.

06

DO NOT skimp on security

Whether you're on a personal or work computer, encrypt your data with a VPN. This is especially effective when using shared or public WiFi. For convenience, look for an **all-in-one solution**.

07

Get up-to-date on updates

Check your computer's operating system and update firmware for networking equipment, especially your router. And, if they aren't set to update automatically, update your phone apps and computer programs.

08

Stay in constant contact

To keep everyone on track, start every day with a team meeting to assign tasks and share project updates. Ditch text-based chat in favor of video-conferencing, both for one-on-one and group discussions.