



# The Remote Working Must-Haves Checklist:

What You'll Need to Successfully And Securely Work From Home



## WHAT YOU NEED AT YOUR OFFICE

- You **NEED** a proper, Business grade Firewall
- Anti-Virus, Anti-Malware and Cyber Security Protection installed on all systems
- Implement 2FA or MFA (Multi Factor Authentication) for all available systems and portals
- You have full network visibility, including remote systems
- Ability to reroute incoming phone calls to appropriate people or locations
- You need a sufficient Internet connection to accommodate employees connecting remotely
- Review data back-up systems, policies, retention schedules and address staff files



## WHAT YOU NEED AT HOME

- An adequate PC or Laptop capable of running the necessary programs needed
- Anti-Virus, Anti-Malware and Cyber Security Protection installed on all remote systems
- VPN for connecting remotely to office resources
- All necessary apps and programs installed to perform job duties
- Team collaboration platform for them to work together, such as Teams, Slack, Skype, Zoom, etc.



## THE DETAILS

- Ensure staff are well informed on the expectations for remote workers
- Network access is monitored and controlled
- Maintain regular communications so all staff are aware of projects, timelines, customers and issues
- Ensure remote workers know who to contact for technical support if issues arise



If you need help with any of these items, contact us at 605-882-6900 or email [help@BENDIXtechnologycenter.com](mailto:help@BENDIXtechnologycenter.com)

