18 THINGS to Make Your Remote Work Secure, Convenient, and Stress-Free

GLOBALCTI

New to remote work? There are a lot of processes IT has put in place to make your lives easier and more secure in the office. If you're transitioning to work from home, our checklist can help you put similar processes in place to make your experience more secure, reliable, and, ultimately, more enjoyable. For more information, see our detailed summaries on the back.

- [ ] Take a picture of your computer setup before you unplug and take things to your remote work location—including the cable setup in the back!
- [ ] Install updates.
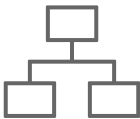- [ ] Update antivirus and anti-malware tools, too.
- [ ] Uninstall unnecessary software from your personal computer.
- [ ] Use the virtual private network (VPN) at all times.
- [ ] Turn off automatic connections on your Wi-Fi.
- [ ] Separate your network.
- [ ] Lock your computer.
- [ ] Create a different user account for family and/or friends.
- [ ] Use a password manager.
- [ ] Ask your IT person about securing the DNS settings on your personal computer.
- [ ] Update your softphone software.
- [ ] Ensure secure browser configuration.
- [ ] Use Mozilla® Firefox® or Google® Chrome™ as your browser.
- [ ] Think twice.
- [ ] Don't be click happy.
- [ ] When in doubt: See something, say something, ASAP.
- [ ] Check with your IT team to make sure your data is being backed up!