



Working Remotely 101 – Resources guide

The following is a guide to many popular solutions that allow you to more easily work remotely. This is a general guide and not all-inclusive. More resources can be found and compared online by doing a simple Google search for the terms of each category below. For security reasons, please be sure to setup complex passwords and enable extra account security like multi-factor authentication to prevent unauthorized access to your accounts.

File Sync & Sharing:

Use these programs to easily store your files “in the cloud” and access them from any device anywhere that has Internet connectivity. With the proper setup, files can also be edited and saved from these devices.

Name	Cost	Website	Notes
OneDrive	Free & Paid	www.microsoft.com	(recommended) Available for personal and business use. Included with Microsoft O365 plans. Great for business file sharing and sync to any device.
Google Drive	Free	www.google.com	Personal or business use
DropBox	Free and Paid	www.dropbox.com	Personal or business use
iCloud	Free and Paid (for additional storage)	www.apple.com	Personal use primarily. Included with Apple account.
Box	Free and Paid	www.box.com	Personal and business use.

Remote Access to Computers and Systems:

These programs / methods are used to allow you to access your work computers and servers from any Internet connected computer, including some mobile devices. Remote control software must generally be loaded on the computer in advance for it to be controlled remotely.

Name	Cost	Website	Notes
LogMeIn Pro	Paid	www.logmein.com	Simple to use and install. Securely

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			connect to your work computer and work as if you are sitting at your desk in the office. Allows for remote printing. Better user experience.
GoToMyPC	Paid	www.GoToMyPC.com	Same as above. Free trial available. Better user experience.
Teamviewer	Free and Paid	www.teamviewer.com	Free for personal use. Same features as above.
Splashtop	Paid	www.splashtop.com	Personal and Business use. Less expensive than other solutions but not as intuitive to use.
AnyDesk	Free and Paid	www.anydesk.com	Personal and business use. Free for personal use.
VPN and RDP	Free (once setup and configured)	See your IT Professional	This method has been around for some time and connects users to the corporate office. You will need an IT Pro to set this up. Allows access to work computers as if you are physically in the office. Can be SLOW depending on files accessed and speed of Internet link.
IT Provided Solution	Free	See your IT Professional	Many MSP's offer this service free as part of your agreement with them. Check with your IT service company for details.

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Remote Meetings:

Use these services allow you to meet with your team, employees and clients & can take the place of in-person, face-to-face meetings, large and small. File sharing, screen sharing, video and audio conferencing. Works from any device connected to the Internet and over regular phone lines for audio only meetings.

Name	Cost	Website	Notes
Apple Facetime	Free	n/a	Use Apple's built-in facetime app to do quick video calls with friends and family who have an <i>Apple device</i> . Good solution for elderly as well as this is easier to use than some solutions.
Zoom	Free & Paid	www.zoom.us	(recommended) Available for personal and business use. Ideal solution for personal or business use. Free version is adequate for shorter small group meetings. Otherwise use a paid account if you need to host longer meetings and have more attendees.
Microsoft Teams	Free & Paid	www.microsoft.com	Business team collaboration app that includes video / audio conferencing capabilities. Included with some levels of Microsoft Office 365 subscriptions and also temporarily FREE using special trial account

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			released by Microsoft March 2020.
GoToMeeting	Paid	www.gotomeeting.com	Business team video and audio conferencing solution similar to Zoom.
Join.Me	Free & Paid	Join.me	Personal and business use. Easy to use for quick video meetings and screen sharing.
FreeConferenceCall.com	Free and paid	freeconferencecall.com	Personal and business use. Small personal audio / video meetings are free. Paid plans for business grade features and more attendees.

Team Collaboration Apps:

Use these programs in addition to video conferencing software to stay in touch with your team or the entire company. Great for quick messaging, additional file sharing option, and more. These are a must have to keep the team feeling like they are still a team!

Name	Cost	Website	Notes
Slack	Free & Paid	www.slack.com	(recommended) Available for personal and business use. Slack integrates with many other apps as well like Zoom to add video meetings.
Microsoft Teams	Free (with E1 trial) and Paid	www.microsoft.com	Business use for team collaboration and video calling, audio calling and file sharing. Included with some Microsoft Office 365 subscriptions.
Ryver	Free and Paid	www.ryver.com	Similar to above apps. Business use primarily.

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Security Software for Computers:

Using non-corporate computers (like home computers) can pose some additional risks. Be sure to use the same diligence that you would at work when opening any suspicious emails or browsing websites. Home computers are more likely to house malware and other threats due to lack of control. Good common sense mixed with good security software are also important. Below are some security tools that are recommended to help protect home computers.

Name	Cost	Website	Notes
Webroot	Paid	www.webroot.com	Business-grade antivirus and malware protection for your home PC.
McAfee Total Protection	Paid	www.mcafee.com	Personal or business use
Norton 360	Paid	www.norton.com	Personal or business use
Windows Defender	Free	n/a	Built into Windows 10
MalWareBytes	Free and Paid	www.malwarebytes.com	Layer on top of your other security software to detect additional malware threats.
CCleaner (Free and Pro)	Free and Paid	www.ccleaner.com	Used to clean out junk files, free up disk space, and other useful things. Layer on in addition to other tools and run to better optimize your home PC.

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