

# Remote Work Tools and Resources

## Prepare for Remote Work

1. **Before you leave** the office, pack your **laptop**, laptop **power cable** and other work tools you regularly utilize.
2. [Forward](#) your incoming desk-phone calls to your mobile phone.
3. Ensure you know how to log into [Emory's VPN](#) (Virtual Private Network) so that you will be able to access network resources remotely.
4. Consider getting **headphones** with a **built-in microphone** for convenient online meetings. (Your laptop has a built-in microphone as well)
5. **Discuss with your supervisor** how you and your team will most effectively work together remotely.

## Apps and Resources

1. [Zoom](#) online meeting and colleague-chat app for remote communication.
2. [Emory Box](#) for file sharing with colleagues, instead of Emory network file sharing, in order to minimize potential data access disruptions.
3. [VPN](#) to access Emory network resources and increase your online data security.
4. See [ORA-IT's Wiki](#) for additional software and resources guidance.
5. For IT technical support information see ORA-IT's Wiki for [ServiceNow ticket submission guide](#).

## Helpful Remote Work Strategies

1. Establish a set **start time** and **end time** for your remote work day with your supervisor.
2. When you first sit with your laptop in the morning, **email your supervisor** a list of the **work you plan to accomplish** for the day.
3. Log into the [Zoom](#) to be able to chat with your colleagues and work teams (no meeting setup required for the chat feature).
4. To **reduce distractions**, communicate with family and friends, who may be nearby, about your work and focus needs.
5. Utilize video/audio meetings, online chats, phone calls, text messaging, emails, file sharing and other remote communication tools.
6. Schedule (at least) weekly 1-on-1 meeting with your supervisor and immediate colleagues to discuss projects and goals.
7. At the **end of your work day**, email your supervisor a list of the **work you accomplished**, related deliverables and explanations of project updates and/or delays.