

ARE YOU PREPARED TO **Work Remotely?**

Keep these guidelines in mind to make transitioning to a remote work environment **as hassle-free as possible** by planning ahead:

- **Take your laptop and power cord home** every night
- Leave your **desktop computer power on**
- **If you will require VPN**, test your [SecurID](#). Don't have a SecurID? Get one [here](#).
- Ensure all your **passwords are up to date**
- Download **Webex Teams and Webex Meetings** to your personal device
- Join the new mobile device program through **Intune** to access **Office 365 apps**

