TIPS FOR WERKING FROM HOME



Minimize discomfort by using your PC speakers and mic, instead of headsets.



Find a comfortable space with minimal disruptions.



Use an external mouse and keyboard.



Stand and

stretch often.



Set up a workspace that supports your physical health.



to reduce stress.



your distance from the router.







PRODUCTIVITY

Maximize workspace efficiency.







trusted Wi-Fi®

Only connect to





SECURITY Keep yourself and

your company digitally safe.



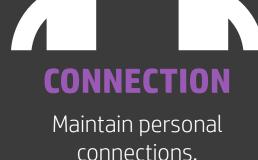












TIPS FOR VIRTUAL COLLABORATION

Consider Be present,

considerate

respectful and

elements Position your webcam so your eye

level is near the top of the screen.

the audio

and visual



Limit multitasking during meetings.

When speaking, allow pauses for

others to respond.



Dress comfortably. No one

Be considerate of time zones.



expects business attire.





you to minimize distractions and protect privacy.

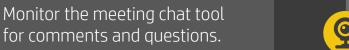


When sharing content, share only what you need to.

Test your audio settings before calls.

Be aware of what is in view around





Position content so that you look toward the camera and not toward another screen.