• If you have access to an IT professional such as Factory IT, reach out to them to help get your office set up remotely.

• **LogMeIn** is offering to provide critical front-line service providers, including eligible healthcare providers, educational institutions, municipalities, and non-profit organizations as well as any current LogMeIn customer with free, organization-wide use of many LogMeIn products for 3 months through the availability of Emergency Remote Work Kits. Please visit gotomeeting.com/work-remote or call 1-800-514-1317 for more information.

• If you need a VPN, or virtual private network, some available services include: NordVPN, Private Internet Access VPN, TunnelBear VPN, CyberGhost VPN, Express VPN, Surfshark VPN and Norton Secure VPN. Check out PCMag’s article on the Best VPN services here.

• If you don’t have a work laptop discuss if it’s possible to utilize your personal computer or if you can take your work desktop home.

• Make sure that you have all of the software needed to work from home downloaded. Also think about any hardware needed such as printers, scanners etc.

• Once you are working from home make sure to dedicate a specific area to work from.

• Create a daily routine for yourself so that you get into the work mindset. Also remember to take regular breaks and lunch breaks.

• Utilize remote communication tools such as **Zoom**, **Slack** or even Outlook Office 365 which offers Chat features. Regular communication with your team is important when working remotely.
Articles on Working Remotely

- NPR.Org
- Forbes
- Business Insider
- National Council of Nonprofits

Tools for Working Remotely

- Slack
- Zoom
- Join.me
- Trello
- Todoist
- iDoneThis
- GoogleDrive
- Dropbox