

## Help for Working Remotely

- 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](https://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](#)