

# Get Inspired #1

# THE 5 ESSENTIAL TOOLS FOR REMOTE WORK.

- Internet connection
- Workplace
- Chat, audio-video conferences to stay in touch
- Collaborative tools
- Business applications



# CONTEXT

The Covid-19 health crisis and the resulting containment measures have led thousands of companies to switch to teleworking.

Whether you are a teleworker or a food supervisor, you need to find the right adjustments and tools to get the most out of your remote work and maintain your performance.

The numbers speak for themselves: telework has increased 7-fold.

This has led to voice traffic multiplied by 2, videoconferencing multiplied by 2 and there are internet messengers like WhatsApp which are estimated to have increased in volume by 5.

Here are some tips to understand and better manage your teams remotely

When setting up your remote team, consider investing in the following resources.

# 1-INTERNET CONNECTION

To be productive, a fixed or mobile Internet connection of 10 megabits per second.

Use fixed networks and WiFi as a priority for voice and data, so as not to overload mobile networks

# 2- YOUR WORKSTATION

Remote work requires a comfortable workspace (desk, armchair, lighting, plants, etc.) but above all computer equipment such as a desktop computer, tablet or mobile phone – Android or iOS smart phone in order to take advantage of the best applications.

Accessories are essential to ensure better concentration: a headset and a multifunction printer.

# 3- CHAT, AUDIO-VIDEO CONFERENCES

Regarding the communication method to adopt between the members of your remote team, preferably choose instant messaging software and video services such as Microsoft Teams.

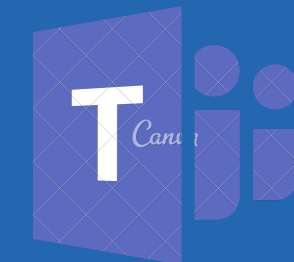
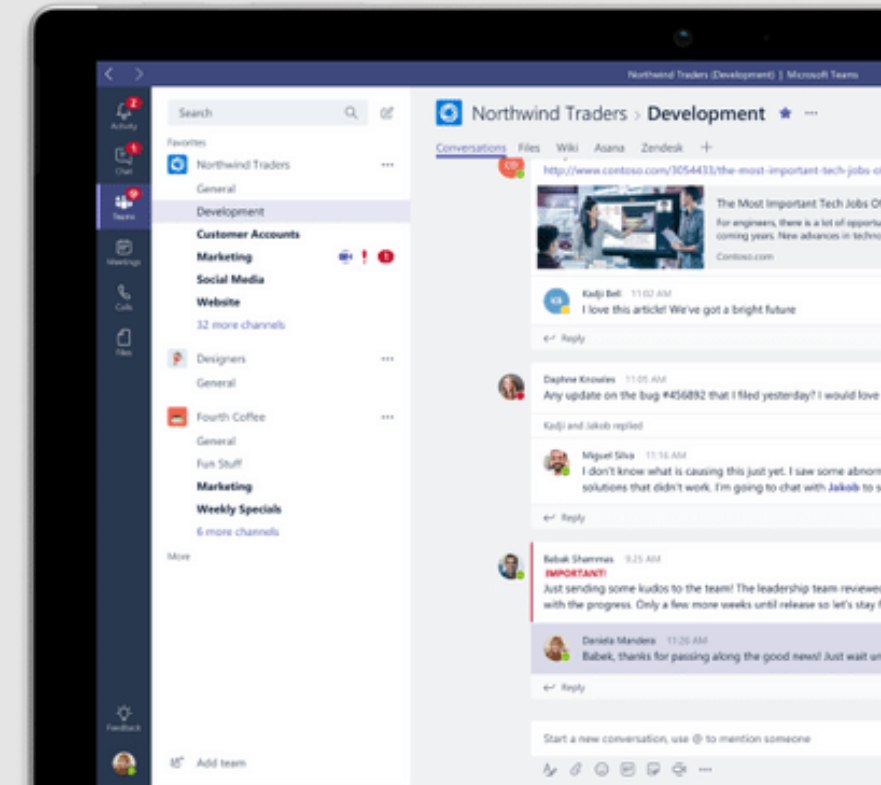
Why ? Instant messaging allows you to communicate quickly with your colleagues, while voice and video services are great for longer conversations, such as meetings. In fact, an initial investment in chat services can even reduce future costs related to calls and meetings.

# 3- CHAT, AUDIO-VIDEO CONFERENCES

Scheduling regular meetings and sticking to pre-established schedules can be as important as providing the required flexibility, especially when it comes to mitigating potential disruption caused by telework.

Microsoft Teams, the hub for teamwork in Office 365

- Chat, calls & meetings for today's teams
- Integrated Office 365 apps
- Customizable and extensible
- Enterprise security, compliance & manageability



Microsoft Team

# 4-COLLABORATIVE TOOLS

When implementing your telework program within your company, be it a VSE, an SME or a startup, it is important to invest in collaborative software that makes it easier to store, organize and share files. a necessary practice in collaboration: You will have your teams and yourself access to documents regardless of the environment.

Microsoft Office 365 offers a complete pack of collaborative tools including Outlook (messaging), Sharepoint (document sharing and modification in real time), Yammer (corporate social network) in addition to all office applications (Word, Excel, Power point).

Also choose software that makes it easy to create notes like OneNote to answer questions and record updates directly on the document so that the whole team can benefit.



# 5- BUSINESS APPLICATIONS

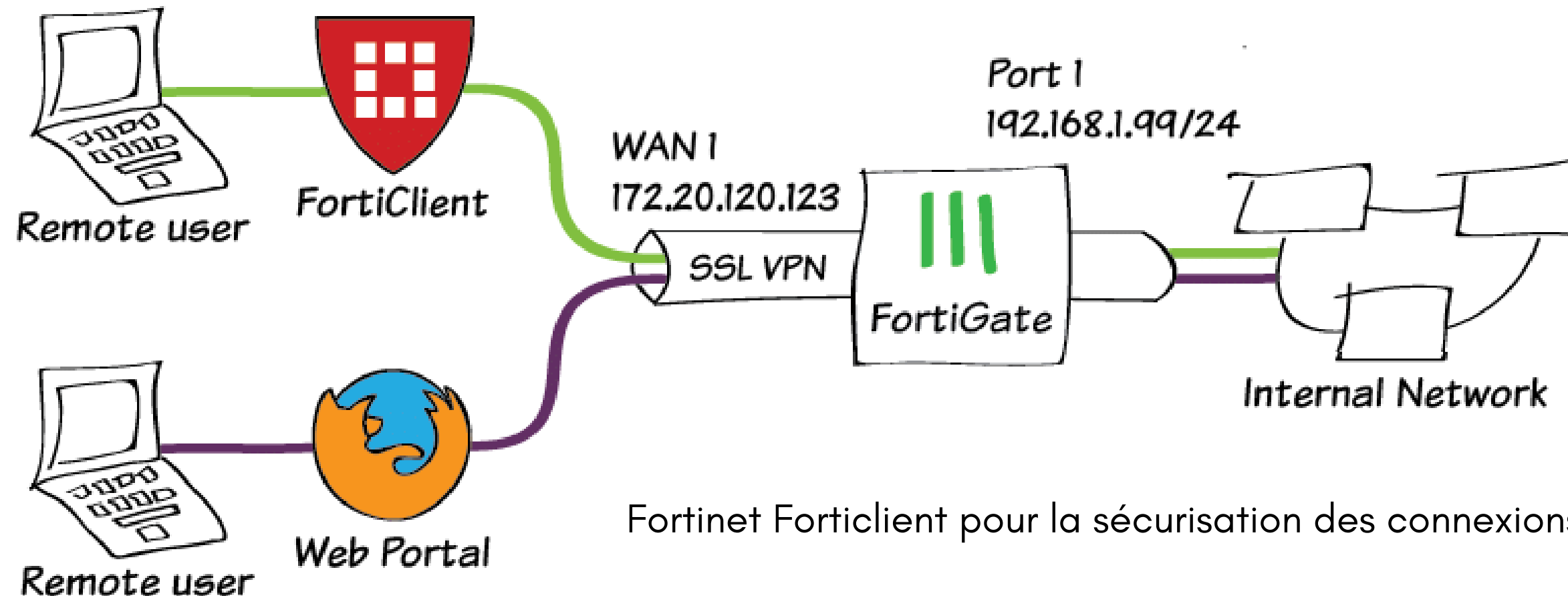
Finally, in businesses of all sizes, billing, customer relationship management, payroll, production management, etc. applications are at the heart of our working days. Even though many companies have migrated to the cloud and access these applications in Saas (Software as a Service) mode, the majority of business applications remain in computer rooms within companies. Here are 2 secure options to access it:

# 5- APPLICATIONS METIERS.

Here are 2 secure options to access it:

a-Install the applications on your home workstation and connect to the corporate network via a VPN connection (virtual private network).

b-Use remote connection software such as Remote Desktop, Teamviewer or LogMe In to access your office workstation from your home.



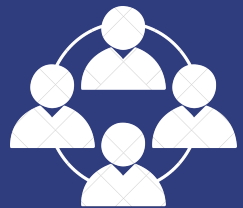
Fortinet Forticlient pour la sécurisation des connexions Domicile-Entreprise



Ready to fundamentally change the way your teams communicate?



Curious about the most complete digital workspace to facilitate a real coordination of information, projects?



Interested in using Microsoft Teams to strengthen your organization? Contact us.

## Start using Microsoft Teams

Start today and basically change the way your organization works together.

During this period of confinement, conduct more effective and efficient communication strategies in your departments and teams.

Collaborate transversally with a variety of apps and a central hub for teams to keep things organized.

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