

Remote Working Setup Guide

A practical guide for SMEs to set up efficient, secure, and productive remote working environments.

1. Hardware Essentials

- Reliable laptop or desktop with adequate specs.
- High-quality webcam and microphone for video calls.
- Headset for clear communication.
- Stable internet connection (wired or strong Wi-Fi).

2. Software & Collaboration Tools

- Cloud-based document storage (OneDrive, Google Drive, Dropbox).
- Collaboration tools (Microsoft Teams, Slack, Zoom).
- Project management software (Trello, Asana, Monday.com).
- Secure VPN or remote access software if required.

3. Security Best Practices

- Enable multi-factor authentication (MFA) on all accounts.
- Keep operating systems and software up to date.
- Encrypt devices and sensitive data.
- Use strong, unique passwords for all accounts.

4. Communication & Productivity

- Set clear working hours and expectations.
- Use video calls for team meetings and check-ins.
- Regularly share progress updates and status reports.
- Encourage regular breaks to avoid burnout.

5. Home Office Setup

- Choose a quiet, well-lit workspace.
- Ensure an ergonomic chair and desk setup.
- Minimise distractions and maintain work-life boundaries.

6. IT Support & Maintenance

- Provide staff with remote support options.
- Regularly back up data to the cloud or secure servers.
- Monitor software licenses and updates.