



Resources to Take the Headache Out of Working Remotely

Don't drive yourself crazy, copy my ideas for free!

It seems inevitable that in the coming days many people will be working from home for a couple of days to a couple of weeks. Some people may be doing this for the first time. Therefore, as someone who works a majority of the week out of her home, I have put together a list of resources I use frequently for when I am working and collaborating remotely.*

Logging Into Your Office Computer

One solution to working from home is directly logging into your office computer from your personal computer or laptop. This is a connection that must be set up while you still have physical access to your office computer and for either service, your office computer must remain powered on for this connection to work.

[Chrome Remote Desktop \(FREE\)](#)

[GoToMyPC \(Starting at \\$35/mo\)](#)

Virtual Meetings

With travel being canceled and social distancing being implemented, virtual meetings will become an increasingly important method of collaboration. Below are a variety of services that allow you to achieve this in a way that is simple and straightforward. All allow screen sharing and at least up to 100 participants.

[GoToMeeting \(Starting at \\$12/mo\)](#)

[Zoom \(Starting at FREE\)](#)

[Skype \(FREE\)](#)

[Google Hangouts Meet \(Starting at FREE\)](#)



One Month of Instagram Content Ideas

File Sharing

One of the necessary ways almost any office communicates is by file sharing. In a closed network, even very large files can be shared on communally shared drives. When you are utilizing a variety of private networks however, you can get stumped when a file is too large to send via email. The below services will allow you to send and share files (especially photos and videos) that are too large to send via email. I particularly like WeTransfer which alerts you when files are sent *and* when they are downloaded - but be aware, files on the free version expire within 7 days if not downloaded.

[WeTransfer \(Starting at 2GB FREE\)](#)

[Dropbox \(Starting at \\$15/mo for 5TB\)](#)

Collaborating on Documents

Google Docs is one of my *favorite* tools for collaboration. Gone are the days of sending several versions of a document back and forth between team members and always wondering whether you are using the latest version. Google Docs has almost all of the same functionality as Microsoft Office except that it is free and allows real-time collaboration. To see how this works, check out [THIS VIDEO](#).

[Google Docs \(FREE\)](#)

Security

Before you take a hiatus from the office, make sure you have a secure document with all passwords you may need to access your computer and frequently used programs and software.

[1Password](#)

*When considering any of the resources below, please be aware that they provide varying levels of security and encryption and you should consult with your legal teams/industry standards to verify that security is compliant with your industry/company regulations.