Be Prepared: Working Remotely

Communicate Your Availability
- Set out-of-office email for University and external recipients.
- Record voicemail greeting providing critical information and setting expectations.

Access your Files and Data
- Copy all necessary files to OneDrive.
- Ensure you have VPN configured to access file shares or research servers.

Be Secure
- Ensure your computer's operating system has the latest security updates and updated anti-virus software.

Stay Connected
- Consider how you can connect remotely.
- Install Zoom video conferencing software.

More information: www.umassd.edu/cits/beprepared