



Employee's Guide to Working Remotely 2020

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Working Remotely

As a newly remote team, the following are learning resources with strategies you can try right away that can make a big impact on your health, happiness, and productivity as well as of your team.

How to Work from Home – What can I do?

1. Follow your set working schedule
2. Pretend like you are going to the office
3. Choose a dedicated workspace
4. Don't work in your pajamas
5. Plan social interaction into your day
6. Embrace video calls
7. Purposefully engage with your colleagues

The following are other tips worth reading <https://skillcrush.com/blog/working-remotely-tips/> and <https://www.bloomberg.com/news/articles/2020-03-15/how-to-work-from-home-tips-on-staying-healthy-sane-productive>

LinkedIn Learning Courses

The following are other means of coping while working from home. If you wish to learn more check out what [LinkedIn Learning](#) has available.

- [Time Management: Working from Home](#)
- [Communicating in Virtual Team Meetings](#)
- [Working from Home Remotely](#)
- [Turning Adversity into Opportunity](#)
- [Being an Effective Team Member](#)
- [Productivity Tips: Finding Your Productive Mindset](#)
- [Developing Resourcefulness](#)

Check out other LinkedIn Learning opportunities about fostering your health and well-being by visiting the section - [Fostering Safety & Well-being While Working from Home](#).

Using Remote Access

Learn everything you need to know about [Off Campus Computing](#). Here you will find:

- If you don't have a computer at home
- Access your work computer remotely
- Access your shared drives remotely
- Access Microsoft Office online
- Access your applications online (MyApps)
- Set up online meetings (Zoom)
- Access your desk phone remotely
- Connect to York's virtual private network (VPN)
- Getting Help

Note: The employee is responsible to protect and maintain the confidentiality of any privileged and/or confidential University information while it is in their home or being transported.

Employees must comply with all University policies, procedures, guidelines, and best practices related to information technology and information security including, but not limited to:

- installation of operating system and software updates
- use of anti-virus software
- protection of password
- be cautious of using email/internet and email spam/ phishing
- sending restricted data
- not downloading or installing unsolicited files
- avoiding peer to peer file sharing
- turning on the computer's firewall

Please refer to University Technology Services' policies, procedures, guidelines, and best practices available online at: <http://staff.computing.yorku.ca/computing-policies>. For support, please send a ticket through askit@yorku.ca.

Conducting/Participating in Meetings via Zoom

Start here for a [collection of links that will guide you through the Zoom setup](#). This guide includes:

- How to host and join Zoom meetings
- How to get the Zoom Outlook plugin
- Access to LinkedIn Learning’s Online video course for Zoom
- York’s Official Zoom Support pages

Zoom Etiquette

ATTENDEE	HOST
<p>PRIOR TO THE MEETING:</p> <ul style="list-style-type: none"> • Join 5 minutes before the meeting start time • If you haven’t used Zoom before, click the link to download Zoom prior to the day of the meeting and familiarize yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video, screenshare etc. • Have your video on unless you are experiencing connection issues • Find a quiet space without interruptions / background noise • Have a plain background – avoid backlight from bright windows • Have good lighting on your face so you can be seen clearly • Adjust your camera to be at eye level if possible – take note of the angle of your laptop screen if using the built-in camera • Computer audio, particularly zoom phone app might not be good quality, if that’s the case, connect to audio via phone • Use a screen name easy to recognize, particularly if you’re not using video. You can rename yourself on your video/picture (right click the ... button next to Mute/Unmute and click Rename) <p>DURING THE MEETING:</p> <ul style="list-style-type: none"> • Mute your microphone when not talking (Alt+A). If you need to temporarily unmute, click and hold the space bar • Try to avoid talking over other participants. If needed, use the chat (Alt+H) or raise your hand, using the Participants menu (Alt+U) • Be aware you are on camera and try to avoid doing other tasks, checking emails, looking at your phone etc. 	<p>PRIOR TO THE MEETING:</p> <ul style="list-style-type: none"> • Test your microphone and speakers and ensure your camera is working • Test any of the features you will use during the meeting, e.g screen sharing, breakout rooms, etc • When sending an invite to other attendees, advise them to click/test the link before the meeting • Find a quiet space with no distractions • Try and sit against a plain background in a well-lit room • Make sure that you have selected to mute the participants on entry <p>DURING THE MEETING:</p> <ul style="list-style-type: none"> • Make sure that you are not muted if not needed (Alt + A) • Use the Chat (Alt+H) periodically • Share your screen when appropriate (Alt+S)

Team Meetings and Document Collaboration via MS Teams

- MS Teams can be used to set up working groups for entire units, departments or sub-groups
- Functionality includes Instant Messaging, Video and Voice Call, Screen and File sharing
- You do not need to be part of a "team" in Teams to use it for instant messaging and online meetings
- You must use the Desktop version of Teams, not the online version, for instant messaging:
 - Log into yuoffice.yorku.ca, open the Teams app, and look for the Download Desktop App icon in the lower left-hand corner
 - Start the Desktop app, click on your profile picture and select "Settings"
 - Turn on "Register Teams as the chat app for Office", then quit and restart your Office applications
 - See how to change your settings, how to start a chat, and what it looks like in Outlook from [Using Teams Chat for Instant Messaging](#), a short video created by TAD

Teams Learning Resources

- Documentation: [Self-Study Guide for Microsoft Teams \(PDF\)](#)
- Online course: [Microsoft Teams Essential Training \(LinkedIn Learning, 1h 56m\)](#)
- [Microsoft Teams Help & Learning Centre \(Office.com\)](#)
- Website: Visit <https://yuoffice.info.yorku.ca/> for news, getting started and additional training resources on this and other 0365 services

Fostering Safety and Well-being while Working from Home

Working from home may cause feelings of loneliness and/or disconnection from your team(s). It may also result in decreased physical activity and/or regular movement throughout the day.

Health, Safety and Employee Well-Being has resources on ergonomics as well as other well-being factors. Visit: <https://yulink-new.yorku.ca/group/yulink/health-safety-and-employee-well-being> for more information, or email hsewb@yorku.ca with any questions.

Below are some of the Health and Wellness content found via LinkedIn Learning:

- [Thriving @ Work: Leveraging the Connection between Well-Being & Productivity](#)
- [Arianna Huffington's Thrive 04: Facing Challenges with Gratitude and Forgiveness](#)
- [Learn to Manage your Stress](#)
- [Managing Stress for Positive Change](#)
- [De-stress: Meditation and Movement for Stress Management](#)
- [Why Resilience Matters](#)
- [Performing Under Pressure](#)
- [Balancing Work and Life](#)
- [Building Resilience](#)
- [Embracing Unexpected Change](#)
- [Mindfulness Practices](#)

Check out the [Desk Yogi](#) courses, because taking breaks and looking after 'you' is important, even when working remotely!
