

## Winter approaching... are you prepared for IT ?

Have you got your snowshoes and toboggan ready so that you can get to work and keep your business operational this winter?

There is another way.....

The 'workplace' no longer needs to be a fixed location; remote, mobile and flexible working is now commonplace. Thousands of people now enjoy the benefits of working from home and this can prove an invaluable resource when the weather turns bad in the winter months.

### **What could I access ?**

E-mail's, databases and shared documents can all be accessed when you are on the move or working from home whilst you could make and receive telephone calls on your mobile or home phone as though you were sat at your office desk .

### **How can I do that ?**

If you want to set up a network between your home computer and your office, the best way would be to use a **Virtual Private Network** (VPN). This creates a secure connection, called a tunnel, between your computer and the server at work.

You can connect to your work computer via the internet and have access to all of your programs, files, and networked resources—just as though you were in front of your computer at work by setting up a **Remote Desktop facility**.

Make sure that your **Antivirus** and **Firewall** software on your laptop or home computer are up to date. These are imperative if you are thinking about accessing sensitive information remotely.

When on the move, important documents can now be accessed by saving them in the "**Cloud**" allowing access via laptop, iPhone, smartphone, iPad or tablet.

If you don't currently back up your files then organise a **remote backup** facility. You can have your files automatically backed up to a secure offsite server without having to set foot in the office giving you complete peace of mind that no data will ever be lost.

To use your phone as though you are in the office, why not start using **IP Telephony** ? This utilises your broadband connection for your telephone calls. As well as saving you money, it gives you the flexibility of transferring your calls to your mobile, home or workplace at the click of a button so you will never miss a single call again.

If you need any advice regarding the above or you wish to put your winter contingency plan in place then please contact

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