Are you ready to work remotely?

Using your Harvard laptop is the best option for working remotely. If you don’t have a Harvard laptop and need to use your personal computer, follow these steps to prepare. Don’t forget to do a test-run to ensure your equipment works as expected.

1. Think about the files and applications you’ll need to access from home
   - Most major applications, like Zoom and Office 365, can be accessed from any web browser. [Get set up at huit.harvard.edu/remote](http://huit.harvard.edu/remote)
   - Talk to your manager if you think you’ll need access to department shared drives. [Contact your local IT Service Desk about your options](http://huit.harvard.edu/ithelp)

2. Ensure that your personal computer is updated and secure
   - If you don’t have a Harvard-provided laptop, you’ll need to take extra steps to make sure your work stays secure. [Find security guidelines at security.harvard.edu/personal-device-security-guides](http://security.harvard.edu/personal-device-security-guides)

3. Set up a device that you have access to remotely for two-step verification
   - You won’t be able to verify your identity from your office phone if you’re not there. [Search for “backup devices for two-step verification” on huit.harvard.edu/ithelp](http://huit.harvard.edu/ithelp)

4. Gather everything else you’ll need
   - Does your computer have a built-in microphone and speaker for calling into meetings and video conferencing? [If not, search for “recommended video conferencing equipment” on huit.harvard.edu/ithelp](http://huit.harvard.edu/ithelp)
   - Don’t forget any important work files or other equipment, like power adapters, that you’ll need to bring home from the office.

5. Forward your office phone calls to an alternate phone before you leave campus
   - Use either Call Forwarding or Simultaneous Ring / Single Number Reach to forward calls. [Search for “getting started with call forwarding” (for forwarding calls to a single phone) or “get started with single number reach” (for forwarding calls to multiple phones) on huit.harvard.edu/ithelp](http://huit.harvard.edu/ithelp)
   - If you cannot forward your office phone calls before you leave campus, call Harvard Phone. [Contact Harvard Phone at 617.495.4900](http://617.495.4900)

Remember, even though you’re working remotely, you’re not alone.

If you need help, contact the HUIT Service Desk, your local IT Help desk, or visit the IT Help Portal.

**HUIT Service Desk**
617.495.7777

**Monday - Friday:** 7:30 a.m. - 6 p.m.
**Saturday:** 12 p.m. - 4 p.m.
**Sunday:** 12 p.m. - 4 p.m.

**Tools and resources for remote work**
huit.harvard.edu/remote

**Local IT Help Desks**
harvard.service-now.com/harvard-it-services

**IT Help Portal**
huit.harvard.edu/ithelp