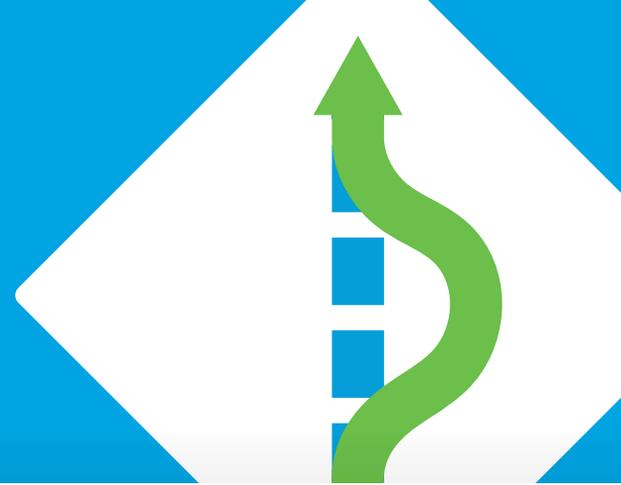




Prepare to work from wherever.



1 Do you have collaboration platforms set up?

If you can't collaborate, you can't stay productive remotely. It's a good idea to equip your team with collaboration tools such as Cisco WebEx®, Cisco Jabber®, and Cisco Spark™ solutions on every device. That will keep communication channels open from anywhere.

2 Is your team set up for video conferencing?

Get face-to-face, even when you're in a different place. With today's tech, there's no excuse not to take advantage of the video conferencing capabilities of WebEx and Spark solutions. When both your conference rooms and your devices are properly equipped, your team won't miss a beat.

3 Do you have reliable file-sharing systems?

File sharing keeps projects moving forward as they should. Share small files quickly while you're messaging in Jabber®, or send the big stuff using Spark. It's easy to stay productive when everyone's on the same page.

4 Does each member of your team have access to a secure VPN?

Your security shouldn't break down when you're away from the office. Keep your data safe with a VPN tool such as the Cisco AnyConnect® solution, allowing you to securely access your organization's network and services from any location.

5 Have you backed up your data and contacts in the cloud?

Be prepared for anything. If something goes wrong, lost contacts or data can cripple your productivity. Make sure that you've backed up your important files and contact lists both physically and virtually (in the cloud) so they'll be there when you need them.



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