

# Essential Tools for Teleworkers

## For Home Workers

When you work from home you're on your own. Fortunately there are plenty of affordable cloud-based applications that make it easy for you to collaborate with coworkers, engage customers and keep your data safe.

*Here's a short list of useful applications for home workers and road warriors.*



### Cloud Storage and File Backup

Share large files with cloud storage services like [Dropbox](#), [Box](#), [GoogleDrive](#), or [OneDrive](#). Archive with cloud-based backup services: [Carbonite™](#), [Mozy®](#) or [Backblaze](#).



### Remote Access

Gain secure access to your home or office computer files. [LogMeIn](#), [GoToMyPC](#), [Teamviewer](#), [Zoho Assist](#), and [Connectwise Control](#).



### Note Taking

[Evernote](#), [Microsoft OneNote](#) and [Dropbox Paper](#) are popular. Take notes, create diaries and lists, or annotate PDFs. Everything is stored in the cloud for access from any device.



### Conference Call Management

Road warriors will appreciate [Mobile-Day®](#). Join meetings directly from your calendar with one tap using this handy mobile app.



### Contact Management

Keep your mobile address book updated (pics, corp. e-mails, etc.) using public data or multiple e-mail tools with apps like [Covve](#) or [Contacts+](#).

## Home Office Planning Tips

Need to work from home? The kitchen table may not be the best choice. Try to find a dedicated space that lets you do your best work.

### Home Office Considerations



Quiet space with natural light



Ergonomic desk and chair to avoid back and muscle fatigue



Wireless keyboard and mouse to minimize desk clutter



Large monitor to reduce eyestrain



Comfortable headset for long conversations



Web cam for video calls

**Learn More:** Read the [Workplace Ergonomics Reference Guide](#) for tips on how to maintain a comfortable and healthy home workspace.



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**Stay Connected:** learn how to ISSquared UC Flex: [Cloud-based Communications](#) to stay connected at home. Your office phone number rings on your computer, smart phone or other devices. Hold conference calls or web meetings. Transfer calls to co-workers, act as a receptionist or an administrative assistant from anywhere.