Work Remotely & Remain Connected

For a comprehensive overview of remote tools, review the:
Office of Information Technology Guide to Remote Working

✅ Phone - Call Forwarding

- From the Office:
  - Press ‘Fwd All’ button
  - Enter phone number*

- Remote Options:
  - Single Number Reach
  - Call Forwarding
  - Remote Access to Voicemail

*Your “forward to” phone number should start with “9” to connect to an outside line.

✅ Computer - Connect Securely

- Email
- Duo and VPN
- Internet
- Software

- Remote Desktop Connection
- Information Security Guidelines
- Best Practices

✅ Team - Continue Collaborations

- Meet Remotely:
  - Zoom
  - Google Meet
  - Webex

- Work Collaboratively:
  - Google Drive
  - Box

✅ OIT Help Desk - Request Support

- Contact the OIT Help for contactless support via the following:
  - Phone: 713-348-HELP (4357)
  - Email: helpdesk@rice.edu
  - Online Form: https://helpdesk.rice.edu

For more information on the Office of Information Technology, visit: https://oit.rice.edu
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Tips for Maintaining Efficiency while Working Remotely

Workspace Recommendations

- Use a university provided and managed computer for optimal security and functionality
- Maintain screen real-estate or large monitors rather than working solely off of a laptop for maximum productivity
- Review tips on maintaining a stable network connection
- Designate an area as your workspace to promote productivity
- For long-term, remote assignments, you may inquire about taking home items to maximize comfort, such as an office chair

Emphasize Personal Interactions

- Create a “virtual watercooler” to check in with people as you would at the office
- Learn about the challenges your colleagues will face working remotely and check in on them
- Respond to every email so senders know you have received their messages

Continue Regular Meetings

- Establish expectations for regular individual and team meetings, as well as a contingency plans with your team
- Use video conference tools to maintain your regular cadence with individuals and teams
- Be understanding of your colleagues’ work environments
- Communicate with your colleagues if you need to mute yourself or step away for a moment to attend to your own environment

Set Boundaries for Your Household

- Develop and maintain regular hours for work and breaks
- Make sure everyone in the household understands your time and space needs
- Be clear about expectations during remote meetings
- Take care of your health and family