



## TOP 10 TIPS:

# Connecting outside the office

- 1 Understand your mobile needs.** What work needs to be done out of the office, who needs to do it and what tools do employees need when mobile?
- 2 Maximize your provider services.** Contracts often cover mobile services, so be sure you understand what you already have.
- 3 Choose the right connection technology.** Determine if Wi-Fi, WiMax or mobile broadband is best for your business.
- 4 Enhance security.** Set up encryption software and a secure Virtual Private Network (VPN) so employees can safely access their data and your network without exposing it to threats.
- 5 Create mobile regulations and policies.** Set limits to what your employees can do and what they can access with work-provided tools.
- 6 Educate employees.** Out of office technology isn't very useful unless your workers are versed in it.
- 7 Use collaboration tools.** Tele, Video and web conferencing tools improve communication collaboration, and productivity when employees are mobile.
- 8 Ensure tech support for mobile workers.** Your help should be available 24/7 and have the flexibility to accommodate business growth.
- 9 Evaluate and improve your service.** Gather company input and decide what improvements, if any, need to be made to your service.
- 10 Watch current small business mobile trends.** Mobile communication is consistently changing so watch for changes that would help your employees when mobile.

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