

# Creating a Seamless WFH Experience

## Helpful Links and Tutorials

Establish your work from home schedule with your manager.



### Consistency

Keep the similar hours or consistent different hours  
Example: In office hours 7-4 & WFH hours 6-3

[Set Working Hours in Outlook](#)

Communicate your WFH communication preference with your team (i.e. phone, Teams, email, etc.)

Make sure you can log onto the VPN

[Connecting to the LKCo VPN](#)  
(and other helpful links from IT!)

Set office calendar to show people you are working from home

[Set office calendar to "Working from Elsewhere"](#)



### Communicate

Make sure your Teams is on for easy access

[New to Teams? Use this youtube tutorial!](#)

Update your Teams status when you are busy or away from your computer

[Update your Teams status](#)



Have all parties access the same document in OneDrive and have them be able to see updates as they happen

[Collaborate in OneDrive](#)

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Use Teams to share your screen with one or two people

- Have a set project team you consistently communicate with? Create a Team Channel

[Create a Team in Teams](#)

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Signup for a GoToMeeting account so you can add it to your next meeting.

Bonus tip– Someone can't be at the GoToMeeting? [Record it and you can download the transcripts or send them the video.](#)

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Consider the workspace around you- if it will be distracting to the other callers (i.e. is mess, or has too much going on), put on a background.

[How to add a background to a Teams call](#)



**Call Courtesy  
&  
Other Considerations**

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Ensure lighting is consistent and does not cause shadows that impede on your presence.

[Read more about lighting here](#)

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Mute your microphone when not speaking regularly. If possible, use headphones with built in microphone.

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When meeting, please be aware of how you present yourself to the attendees (especially clients). We want to maintain the same level of professionalism that we would in person.

## Other Helpful Tips and Tricks

- **Only your laptop screen at home?** [Use the Snap feature to show two windows at once.](#)
- **In an email direct a comment at someone specifically** by using the @ symbol and then their name.  
This will place them in the *To* field automatically and call their attention to the comment.  
Great for – accountability, questions, or celebrating success, etc!
- [Recall an email](#) if it hasn't been read!
- Up late writing an email but don't want to send it until the morning? [Schedule/delay the sending](#) of an email to send automatically.  
\*reminder that you will need to have outlook open and connected to the internet for this to send\*
- **More Outlook Tips and Tricks** [here!](#)