Working Remotely: Tip of the Week
April 27, 2020

Communicating Safely with Your Remote Team

MC's Office of Information Technology keeps us up-to-date with alerts, phish traps, and tips for using Zoom safely. In addition, you may want to set clear guidelines when communicating sensitive information. We need to be even more careful than when working on-site since many employees are using personal phones, computers, and other electronic devices.

1. Personal email accounts should not be used for any College business.
2. Use the same office protocol when sending sensitive emails to other employees or students.
3. If a printed document would be shredded in the office, do the same at home or refrain from printing it.
4. Be even more vigilant in reviewing emails. STOP.THINK.REPORT using the Phish Reporter button.
5. Visit MC's [Work from Home Website](#) for information and resources.

Finally, be sure you have up-to-date emergency contacts for your team: a personal phone number and/or email in case you need to contact them outside of working hours due to an emergency. Ensure your team's safety while working remotely.

For a video version of communicating safely with your team, go to https://youtu.be/jUJv-MSkqq0

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