



8 ESSENTIAL TIPS FOR REMOTE WORKING WITH SURFACE

Surface and Microsoft 365 have opened the door to a future in which remote working is just as productive as office-based working – if not more so.

Remote working has become the default for so many of us in recent years, and yet so many businesses are still struggling to kit out their staff with the technology they really need to achieve their best – and beat the competition.

Remote workers don't just need their devices to be transportable. They need them to be flexible and powerful enough for multi-tasking. They need durability, power and reliable connectivity (not everyone has access to high-speed internet at all times, after all).

But hardware alone is not the answer to a business's remote working needs. Efficient professionals need effective, user-friendly software that allows for, and enhances, collaboration.

One of the best ways to set up SMB customers for remote working success is to deliver the powerful combination of Microsoft Surface, Windows 10 and Microsoft 365.

Here's how businesses can use these tools to reach their full potential – even away from the office.



TIP 1 Take your workstation with you



The modern office offers a lot – a dedicated workspace, printing facilities, desk phones, break-out areas. But now, thanks to the advanced devices we take with us practically everywhere, anywhere can become an office.

The Surface range offers everything a professional might need to complete their day-to-day activities from just about anywhere, whether that be a kitchen counter or train seat. A number of Surface devices – the Pro X and Go, for example – even have LTE mobile connectivity, meaning that professionals can get connected even without a Wi-Fi signal.

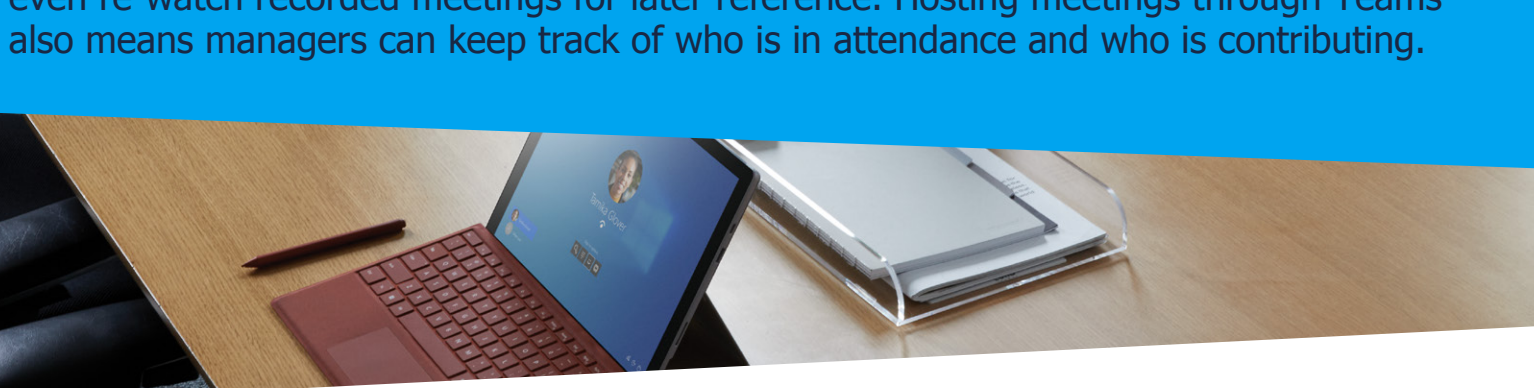
And with Microsoft 365 installed, the need for printers and specialised office equipment all but vanishes as well.

TIP 2 Catch-up online



Meetings and informal catch-ups help us stay grounded and focused on the tasks at hand. And while it's easy to complain about meetings, they really do set the rhythm for the working day.

While working remotely, Surface users can use Teams to host meetings (with whole teams or specific groups) and talk through emerging ideas and issues with colleagues. Users can jump in and out of calls seamlessly, without impacting their productivity, or even re-watch recorded meetings for later reference. Hosting meetings through Teams also means managers can keep track of who is in attendance and who is contributing.



TIP 3 Connect with clarity



Teams is even better on Surface, thanks to the 5.0 MP front-facing camera common across most of the range (a feature you'd normally expect from a commercial smartphone, not a work device). Users can also replace the background of their videos to cut down on distractions and protect privacy.

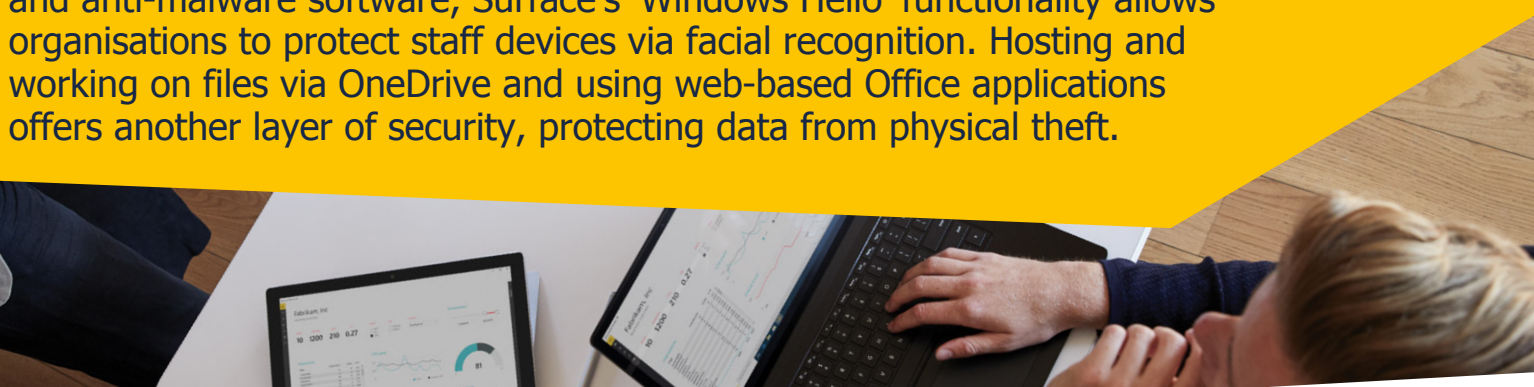
Each model also features microphones that are fine-tuned for crystal-clear communications. Anyone joining a Teams meeting via their Surface device will suddenly feel like they're in the room with others. And when you're working far from your colleagues, this is incredibly important.

TIP 4 Keep hold of your data



Any business IT team will be concerned with how sensitive data is being accessed and shared from outside the office. Surface and Windows 10 should provide them with absolute confidence about the security of their data.

Not only are Windows 10 devices protected by the latest firewalls and anti-malware software, Surface's 'Windows Hello' functionality allows organisations to protect staff devices via facial recognition. Hosting and working on files via OneDrive and using web-based Office applications offers another layer of security, protecting data from physical theft.



TIP 5 Take to the cloud



Microsoft 365 and OneDrive are designed for the cloud. In fact, the majority of typical day-to-day office tasks (such as editing documents and spreadsheets) can be completed entirely within the Teams application via its OneDrive-enabled file sharing feature. This ensures version control while allowing for smoother review processes.

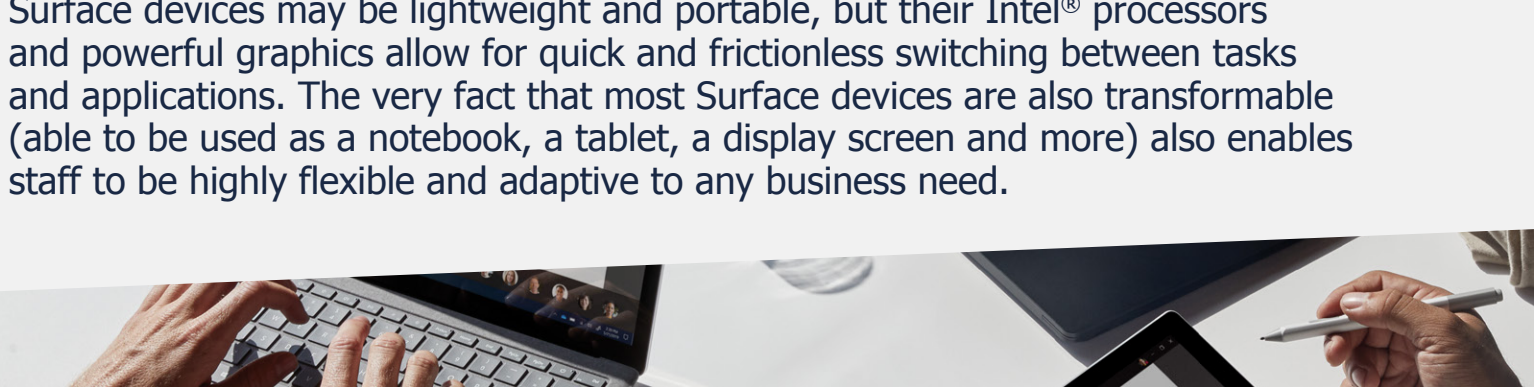
As files can be saved to OneDrive, data is protected and automatically backed up, as well.

TIP 6 Multitask effectively



Remote workers often find that they have to quickly switch between tasks with less warning than they might have in the office. It is important that their businesses give them the tools and tactics they need to multitask effectively.

Surface devices may be lightweight and portable, but their Intel® processors and powerful graphics allow for quick and frictionless switching between tasks and applications. The very fact that most Surface devices are also transformable (able to be used as a notebook, a tablet, a display screen and more) also enables staff to be highly flexible and adaptive to any business need.



TIP 7 Reliability is important



When staff are commuting far from the office or working on demanding tasks for hours at a time, the last thing that they'll want is their device giving out on them.

The Surface range are designed to be used at full speed throughout the working day and beyond. Surface Book 2, for example, can run for up to 17 hours on a single charge, meaning users won't have to worry about rushing to find a power socket throughout the day.

TIP 8 Don't forget to have fun



Remote working can take a toll on people, as they will be missing out on the hallway banter and camaraderie that comes with working together in one place. To keep morale high and staff engaged, management should encourage staff to use Teams to communicate, joke, vent and share funny videos. Within reason, of course!

If you'd like to find out more about the unique benefits of Microsoft Surface devices, you can do so by visiting the dedicated Surface portal at surface.westcoast.co.uk.

[VISIT THE SURFACE SITE](https://surface.westcoast.co.uk)