



# TIPS ON WORKING EFFICIENTLY AND SAFELY FROM HOME

Hilltop has been busy helping clients work more efficiently and securely from home.

There are several small, yet important steps your firm should consider taking during these uncertain times.

■ **Video Conferencing, Chat, and Screen Sharing:**

If your firm uses Office 365, your license likely already includes Teams. Teams can be used for chat, video conferencing, screensharing, document collaboration, voice calls and much more. The set up and roll out can be completed quickly. Hilltop has been using Teams (formerly Skype for Business) to communicate internally for several years and it's extremely user friendly and simple to learn.

■ **Multi-Factor Authentication:**

All firms should have MFA enabled. If you do not, you are putting your firm at a great security risk. In particular with personal devices and workstations.

■ **Remote Server & Terminal Server Upgrades:**

If you are experiencing latency while working remotely, your terminal server may need to be upgraded or expanded. The server was likely not built to accommodate all of your staff to work remotely.

■ **Firewall Security Upgrades:**

Your firewall must have the latest firmware installed to increase security and reliability. Hilltop would recommend you update your Firewall firmware. Hilltop can do this work remotely with minimal interruption to the firm.