Transitioning to a Remote Workplace, Tips From an Architect

1. **Camera**: Sometimes older computers have very dull cameras. I bought the below camera for my business and highly recommend it for high-quality video. It's very easy to install and setup.

2. **Conferencing**: I'm using Zoom as my preferred digital conferencing platform. Other popular options include Go-to-Meeting and Skype.

3. **Audio**: I prefer to call-in to conference lines using my phone with a headset to get the best quality; however, you can easily set up a computer headset to push audio through your conferencing platform. **Also, using a headset is critical. If you're on speakerphone the audio will not work as well for the person on the other end of the call.**

4. **Communication**: In addition to using email & calling people directly, Slack is THE go-to resource to ensure your team can stay connected (or alternatively Microsoft Teams). Both work! Slack is rolling out a lot of impressive new support to help teams quickly transition to online operations.