



Make sure your email signature is up to date with your contact details, including a mobile number. Click [here](#) to see how.



Ensure your diary is open so people can see when you are available for calls/virtual meetings. Click [here](#) to see how.



Remember to take regular breaks, including lunch. Walk around frequently. Take a break from the screen.



Check in with your team/line manager during the day, including clarifying work expectations [Teams](#) is a great tool to use for this.



If you haven't already accessed Microsoft Teams training, watch our video [here](#).



Find somewhere quiet and comfortable to work.



Although we encourage using your webcam, if you are experiencing issues with MS Teams video calls, please try turning your video off.



Ensure you are saving work to a shared area, not to your desktop.



If you're having problems with connection or speed, please contact your IT Support Desk ([itsupport@improvement.nhs.uk](mailto:itsupport@improvement.nhs.uk)) or Atos ([openservice@atos.net](mailto:openservice@atos.net))

**Preparing for  
working smarter  
at home.**

