

MAKE SURE YOU ARE WORK FROM HOME **ready**

with your Groupe-owned devices



EVERY DAY Take your hardware home.

Take your laptop, Skype for Business headset, power adapter and any necessary cables home with you.

WHILE IN THE OFFICE

Update and Transfer

Download and install any necessary software updates.
Transfer critical working files to LionBox*



*or other Groupe approved storage solution



MANAGE YOUR ID

Lion Login is your key to the Groupe

Know how to reset your Lion Login remotely.
Ensure you are enrolled in Multi-Factor Authentication.

UNDERSTAND VPN

Most systems don't need VPN.

Be familiar with what systems do or do not need VPN.
If you've not used VPN make sure you can log in.



CONNECT & COLLABORATE

Learn about Skype's Advanced Features
Including transferring small files, video conferencing,
group chats, and Skype for Business on mobile.

MORE INFORMATION:

<https://lion.box.com/WorkFromHome>



RE:SOURCES