



# Business Continuity

For the Faculty and Staff of Georgetown University Law Center



*GEORGETOWN UNIVERSITY*

Fall 2021



# Telecommuting

**BEFORE**

- **Employees may submit an application to work from home**
- **Use standard procedures with regards to private information**
- **Remember to:**
  - **Forward phone calls**
  - **Insure access to files and applications**
- **More information can be found on the [Telework Policy Site](#)**

# Forwarding Phone Calls and Voicemail

**BEFORE**

- **Press “Forward All”**
- **Enter a phone number, or select from history**
- **Visual confirmation displays**
- **To verify, look for Forward All icon**



# Using Your Personal Home Machine

**BEFORE**

- **System Requirements**
  - Windows 7 or OSX High Sierra or later
  - Broadband internet connection
- **Browser Requirements**
  - Use most recent version; no browser requirements for DUO if not handling confidential data
- **Required Applications**
  - [Zoom](#), [Office365](#), [Symantec AntiVirus](#), [AnyConnect VPN](#)



# Communication

**DURING**



- Use [Georgetown Gmail](#) to communicate business information
  - Use [Google Hangouts Chat](#) to chat with anyone at Georgetown
- Use [Zoom](#) for meetings and web conferences
  - Use video conferencing whenever possible; use dialing in via telephone as last resort
  - Test Zoom prior to needing it for Business Continuity



- More information can be found via:
  - [Download Zoom and Get Started](#)
  - [Set up Your Personal Meeting ID \(Recommended\)](#)
  - [Hosting a Zoom Meeting](#)
  - [Zoom FAQs](#)

# Google Chat

**DURING**



- Chat allows users to chat either via direct message or in Rooms
- Rooms allow for threaded conversations to separate communications by topic
- Users can video chat as an alternative to Zoom when communicating 1-on-1

[Chat can be accessed through a web browser](#) or it can be installed as a desktop application. You can also access via Gmail.

# Accessing Your Georgetown Files

**DURING**

- [Georgetown Box](#)
  - Used to sync files between PCs via the cloud
- [G Suite and Google Drive](#)
  - Cloud file sync as well as document collaboration
- [Georgetown AnyConnect VPN](#)
  - Connect to protected Georgetown resources such as Banner
- [Microsoft Office365](#)
  - Cloud based document editing

# Software and Security

**DURING**

- Use [DUO Two-Factor Authentication](#) to access services
- [BitLocker](#) and/or [FileVault](#) for file encryption
  - BitLocker is installed on all university Windows 10 machines; FileVault is enabled on all university Mac devices
- [Symantec AntiVirus](#)
  - Installed on all university devices
  - You may install on your personal device through [GU Software Webstore](#)



Please email any questions to  
[Lawhelp@Georgetown.edu](mailto:Lawhelp@Georgetown.edu)