Business Continuity

For the Faculty and Staff of Georgetown University Law Center

GEORGETOWN UNIVERSITY

Fall 2021

Telecommuting

- 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 <u>Telework Policy Site</u>

Forwarding Phone Calls and Voicemail

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

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Communication

- 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

- 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

- **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

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Software and Security

- **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