

### Tips for establishing your remote teams

1. Be patient and flexible with yourself and others.
2. Refer to "[Tips for Working Remotely](#)"
3. Create a group email list for your team.
  - Do it yourself: [Group email - DIY](#)
  - Submit an OIT mailing list request: [Group email - OIT request](#)
4. Familiarize yourself with and get comfortable using [WebEx](#) for video meetings.
5. In an effort to facilitate communication and ensure your team members stay connected with you and each other, consider calendaring the following meetings. These are only some suggestions. There are a variety of ways to remain in touch. Please use your judgment as a leader as to what works best for your team.
  - Daily individual check-in meetings with remote team members.
  - Daily, brief team-wide video meetings.
  - Regular team-wide video meetings.
  - Regular 1:1s.
6. Create a process for sharing UNLV material that your team members need to conduct their work remotely (e.g., Google docs)
7. Create a process and utilize [technology](#) for keeping safe confidential UNLV material your team members will be accessing or downloading as they work remotely using their personal equipment or borrowed UNLV equipment.
8. Ensure remote team members who need it have Virtual Private Network (VPN). For more information, click the UNLV [Virtual Private Network](#) site. If you need a VPN connection, please [submit a request](#) and include a description of what campus resource you need to access with VPN. Please note: Most services do not require VPN access. VPN can slow connection speeds. Logout of VPN when not in use.
9. If you have not already done so, install the [Workday app](#) or [Okta Verify](#) to ensure you can access Workday.

10. Create a template for meeting minutes and outcomes. Templates may look something like this:

<b>Meeting title:</b>			
<b>Purpose of meeting:</b>			
<b>Agenda items</b>	<b>Actions/Next steps</b>	<b>Deadline/Timeline</b>	<b>Lead</b>
1.			
2.			
Etc.			
<b>Discussion summary:</b>			

11. Use Google docs for team projects so team members have a place to share updates about what they are working on, especially when multiple team members are working on the same project.

12. Get support for yourself! This is a new way of managing your team. You may want to reach out to a colleague via a virtual meeting and support each other. You can do this!

13. Remember that employees can get confidential help with personal or work-related difficulties using the [Employee Assistance Program](#) (EAP).

14. Other resources: UNLV Working Remotely for Employees webpage: [Working Remotely for Employees](#).