COVID-19 Resources for Lawyers
Thanks to our practice management colleagues around the country for generously sharing.

**Virtual Work Tips, Policies and Guides**
- Prepare Now to Work Remotely
- 10 Rules Found in Every Remote Work Policy
- How to Create an Effective Telecommuting Policy
- Remote Access Policy
- Telecommuting Policy Sample
- 9 Home Office Upgrades to Improve Telecommuting
- Is Your Crisis Communication Plan Ready?
- Remote Work is Trending: How to Make it Work at Your Law Firm
- How to Work Remotely as a Lawyer
- COVID-19: Be Prepared, Don’t Panic (Labor and Employment issues)
- COVID-19 Advice for Employers
- An Employer’s Action Guide
- Coronavirus (COVID-19) Employer FAQs
- Pandemic Preparedness in the Workplace and the Americans with Disabilities Act Awareness, Response, and Workplace Plans/Policies (Part 1)
- Awareness, Response, and Workplace Plans/Policies (Part 2)

**Virtual Client Service**
- Loving the Luddites: Serving Tech-Adverse Clients
- Reassuring Clients You’re Prepared for COVID
- Awareness, Response, and Workplace Plans/Policies (Part 3)
- How to Avoid Shaking Hands

**Virtual Work Productivity**
- Basic Computer Skills
- Productivity Skills and Training
- Working From Home? Five Productivity Hacks to Help You Get More Done
- Working from Home? Use the Right Tools
- The Virtual Work Skills You Need Even If You Never Work Remotely
- 20 Tips for Working from Home
- How to Actually Work When You’re Working From Home
Videos
Prioritizing in a Pandemic for Law Firms
Introduction to Microsoft Teams

Virtual Office Security
Law Firm Security
Security Skills
Top Tips for Working More Securely from Home
Cybersecurity, Common Sense, and COVID-19 (Coronavirus Disease 2019)
Cyber Security Policy Template
PH-COVID-19 Client Alert Series: Data Protection Issues
US Government Shares Tips to Defend Against Coronavirus Cyberscams
PC Mag Reviews of Virtual Private Networks (VPNs)

Team Collaboration Tips
A Global Legal Tech Space: Aiming for a Truly Collaborative Online Community
The Lawyer’s Guide to Collaboration Tools and Technologies: Smart Ways to Work Together
Best Practices for Instant Messaging at Work
8 Communications Tips for Telecommuters to Master
Tech Tips for Teams: Smart Collaboration Tools
Microsoft Office 365 Teams
Slack

Virtual Meeting Tips
Etiquette Tip: How to Participate in an Online Meeting
11 Teleconferencing Tips: Are You Ready for Your Closeup
What It Takes to Run a Great Virtual Meeting
How to Get People to Participate in Virtual Meetings

Virtual Meeting Tools
Virtual Meeting Tool comparison chart
Zoom
GoToMeeting
FaceTime
Skype
Webex Video Conferencing
Virtual Meeting Hardware
Video (Logitech)
Microphone/Speakers (Galaxy Buds Plus, Airpods Pro, Logitech)

Voice/Telephony
Virtual Receptionists
Voice Over IP (VOIP) (RingCentral, Ooma, Jive, Vonage, Comcast, AT&T, etc.)
Google Voice

Scanning Documents
Genius Scan
Fujitsu Scan Snap

Sending Forms to Clients
TypeForm

Electronic Signatures
HelloSign
Adobe Fill & Sign

E-Filing
SC Courts E-Filing Portal (Training Videos, Guides, Webinars, etc.)

Mail
Mail Forwarding (USPS)
UPS
FedEx
Google My Business
EarthClassMail
Anytime Mailbox
Regus Mail Handling
CaseMail

Backups
Cloud Storage
Physical and Other Storage

Miscellaneous Virtual Work Tips
How to Clean Your Smartphone and Keyboard the Right Way
How to Use WiFi Calling When Cellular Service Fails for iPhone and Android