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
Working in a coronavirus world: Strategies and Tools for Staying Productive

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
GoogleMyBusiness
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](#)