Esevel

Laptop Setup Checklist for Remote Teams

01 Hardware Setup

HARDWARE SETUP

- [ ] Verify laptop model and specifications (RAM, CPU, Storage)

Bonus tip: Check compatibility with essential software related to your work to avoid performance issues.

- [ ] Check all physical connections (power, external monitors, peripherals)

Bonus tip: Use color-coded stickers on cables to quickly identify connections to monitors, USB devices, etc.

- [ ] Test webcam, microphone, and speakers for functionality

- [ ] Ensure ergonomic setup of the workstation (chair, desk, monitor height, keyboard, and mouse positioning)

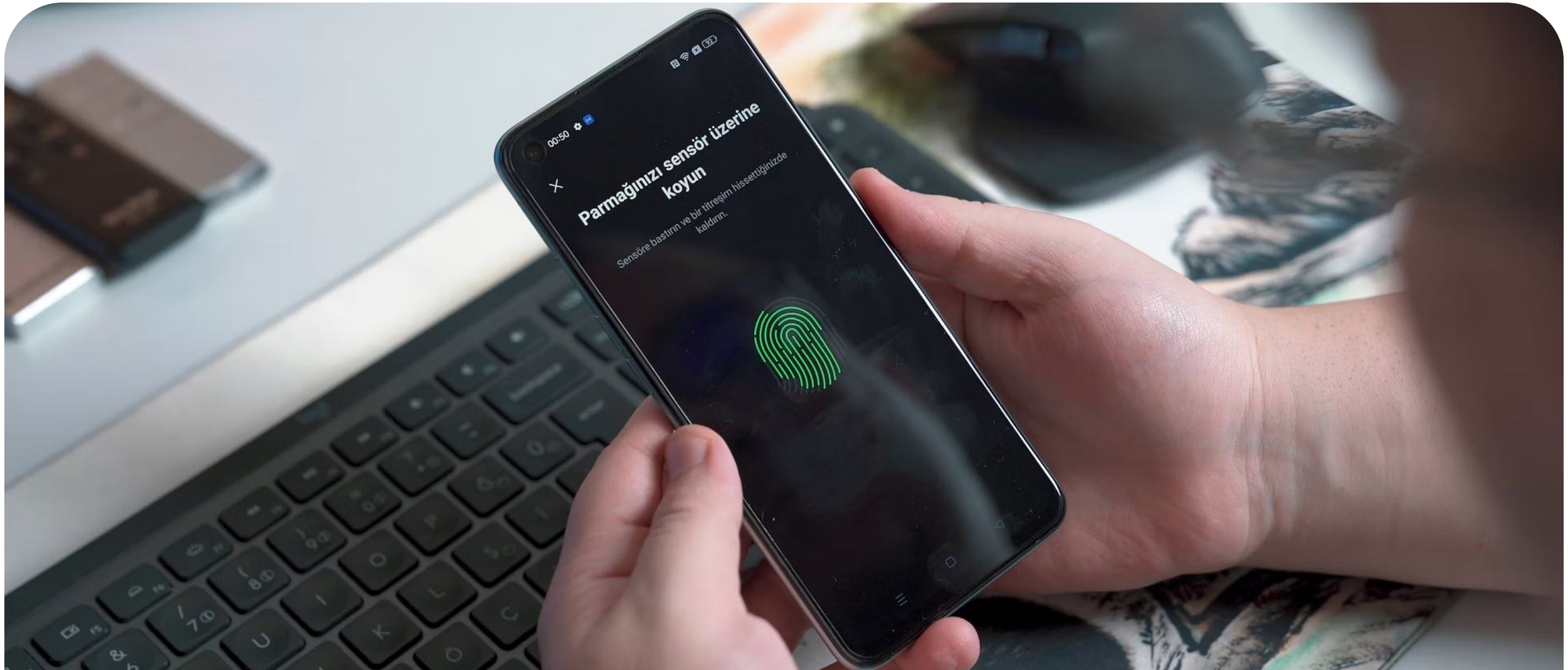
Bonus Tip: Check out the guide on home office setup on a budget. Read more!

02 Operating System and Essential Software

OPERATING SYSTEM AND ESSENTIAL SOFTWARE

1. Confirm the operating system (OS) is up to date
2. Install essential software suites (e.g., Microsoft Office, Google Workspace)
3. Set up email and communication tools (Outlook, Slack, Microsoft Teams)
4. Install project management tools (Asana, Trello, JIRA)
5. Ensure installation of company-specific software and tools

03 Security Measures



SECURITY MEASURES

Install and update antivirus and anti-malware software.

Example: Setting antivirus software to perform deep scans during lunch breaks or after hours

Set up VPN and verify connectivity for secure remote access

Bonus tip: Ensure all team members are trained on how to use VPNs effectively

Example: Conducting a virtual training session on starting and troubleshooting VPN connections.

SECURITY MEASURES

- Enable firewall and review settings for optimal protection.
- Configure multi-factor authentication (MFA) for all critical applications
- Review and apply data encryption tools and practices

Bonus tip: Ensure device security from the start with Esevel. From strong passwords, SSO, and MFA to encryption and remote control of devices, everything for a safe remote growth

04 Network and Connectivity

NETWORK AND CONNECTIVITY

- Check Wi-Fi and/or Ethernet connection stability

Example: Use network monitoring tools like NetSpot to analyze Wi-Fi strength and optimize the placement of routers

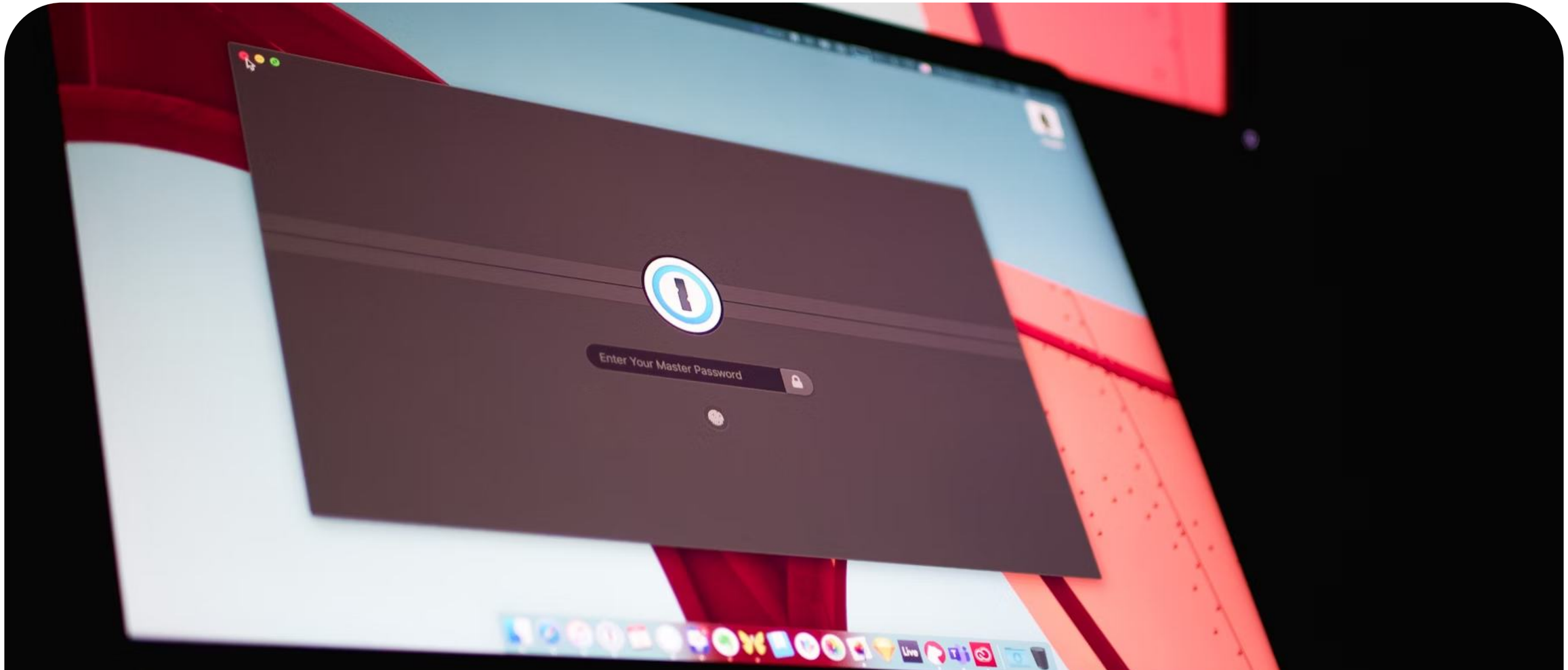
- Perform an internet speed test and verify it meets minimum requirements

Example: Use online free speed test tools to conduct regular checks

- Set up access to shared network drives and cloud storage solutions (Google Drive, Dropbox, OneDrive)

- Confirm accessibility to all necessary online platforms and services

05 User Access and Permissions



NETWORK AND CONNECTIVITY

- Set up user accounts with appropriate permissions

- Grant access to necessary shared folders and files

  Example: Creating groups in the network directory (DevTeam, QATeam, MarTeam, etc.) for different project teams and assigning folder access based on group membership

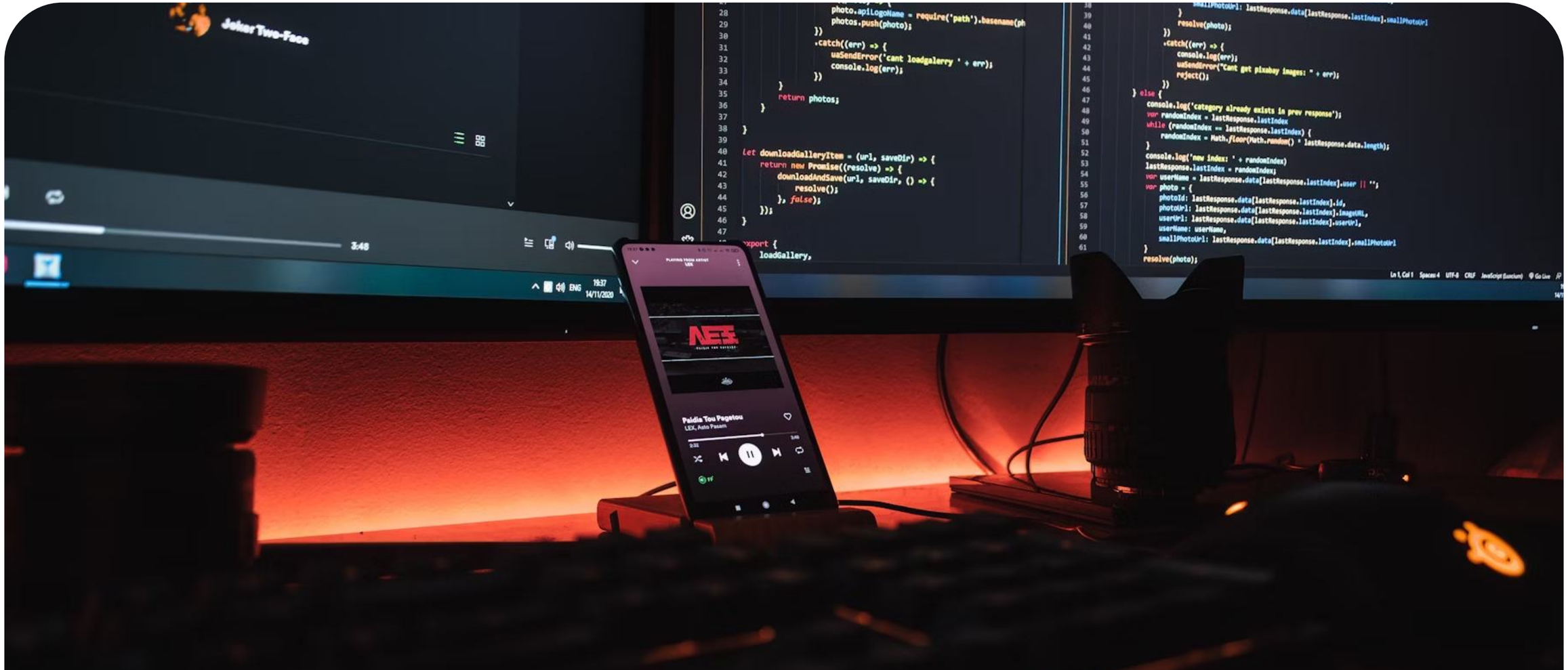
- Provide credentials and access to any specialized software or databases

06 Collaboration and Communication Tools

COLLABORATION AND COMMUNICATION TOOLS

- Install and configure video conferencing tools (Zoom, Google Meet, Skype)
- Confirm access to collaborative document editing tools (Google Docs, Microsoft Office Online)
- Set up instant messaging platforms and ensure integration with work emails

07 Development Environment (technical roles)



DEVELOPMENT ENVIRONMENT (TECHNICAL ROLES)

- Install and configure code editors or IDEs (Visual Studio Code, IntelliJ IDEA, Eclipse)
- Set up version control systems (Git, SVN) and access to repositories
- Configure local development servers and databases, if required

Example: Creating Docker containers to standardize local development environments across the team

- Ensure access to documentation and API keys for third-party services
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Bonus tip: Maintain a secure but accessible repository for API keys and sensitive configuration details

08 Backup and Recovery

DEVELOPMENT ENVIRONMENT (TECHNICAL ROLES)

Set up automated backup solutions

Example: Configure multiple backup schedules catering to different data criticality levels

CRITICAL DATA

Backed up every 24 hours with real-time replication to an off-site server for immediate disaster recovery

IMPORTANT DATA

Backed up nightly during off-peak hours to minimize disruption, with backups stored both on-site and in the cloud

NON-CRITICAL DATA

Backed up weekly, with cloud storage ensuring accessibility without impacting local storage resources

Educate the user on how to perform backups and restores

Verify backup data integrity and recovery procedures

09 Training and Documentation

TRAINING AND DOCUMENTATION

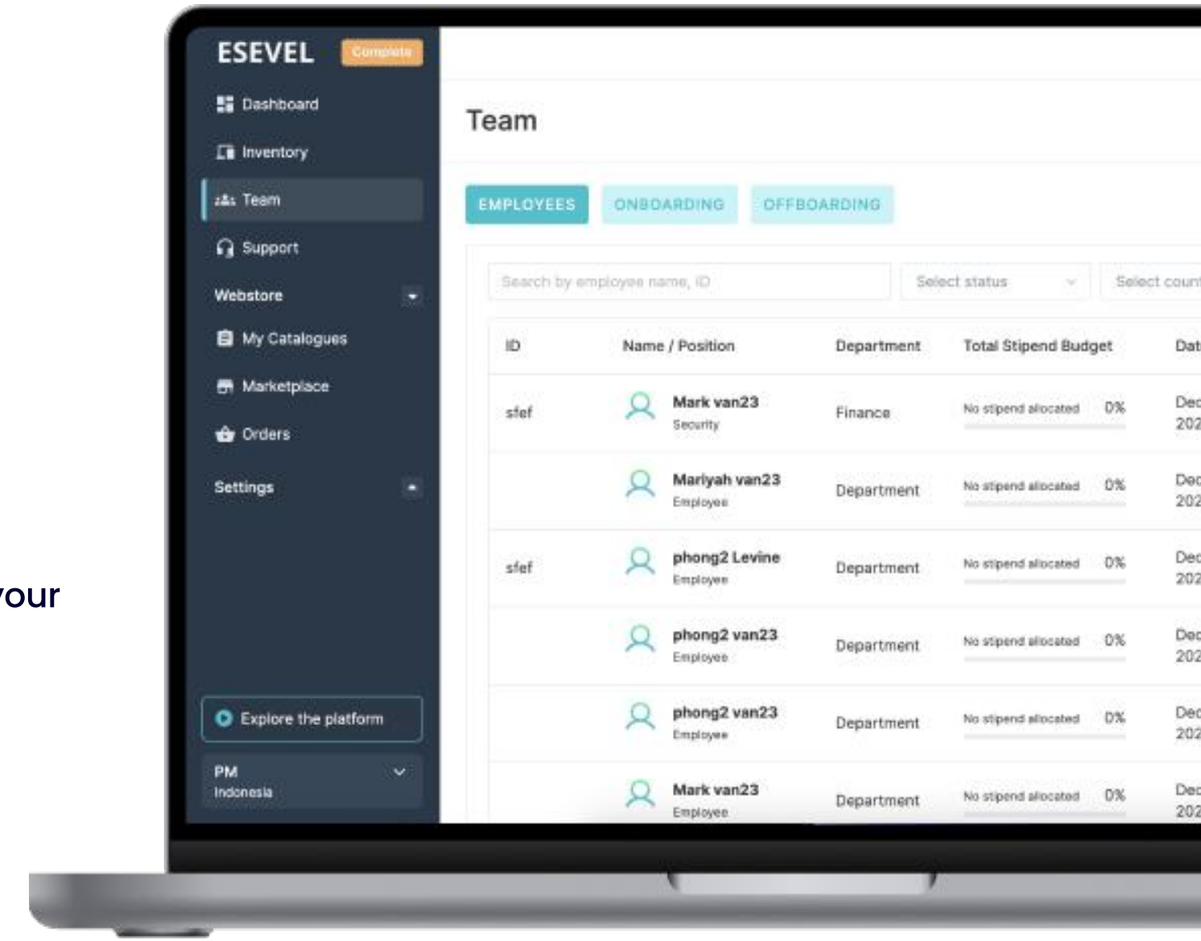
- Provide training on company-specific tools and software
- Distribute user guides and documentation for installed software
- Review company policies on IT security, data protection, and acceptable use

Esevel

WITH ESEVEL, AVOID THE HASSLE OF REMOTE IT SETUP

- Procure employees' laptops via the marketplace of 2000+ IT devices
- Get a bird’s eye view of all your devices' status, including setup and security issues
- Keep all devices compliant with Esevel security standards from the beginning
- Order support requests, laptop setups, retrievals, and more through your asset list

Book a demo now →



Thanks for reading our Laptop Setup Checklist for Remote Teams