



Six simple steps to get started with **remote working**

from
FACEBOOK



Connect your **remote workers** with simple and familiar tools on Workplace

Even before the outbreak of Covid-19, remote working was top of mind for many businesses. After all, the benefits are [clear](#):

- Companies that allow remote work have 25% lower employee turnover
- People who work remotely at least once a month are 24% more likely to be happy and productive
- That's why, globally, 52% of employees work from home at least once a week

The real question is how to get started. Teleconferencing. Remote collaboration. Virtual meetings. It sounds time-consuming and costly.

Why can't it just be simple?

Actually, it can. Workplace is a communication tool that connects everyone in your company. It's easy to use and has everything you need for remote working, including instant messaging, video calls and groups for updates and announcements.

Just take these six steps to get started.



01

GET EVERYBODY CONNECTED

This might sound obvious, but the first thing you need to do is sign up to Workplace and get everybody connected.

For most companies, this is really easy. Head to the [website](#) or download our app (on [iOS](#) or [Android](#)), enter your email address and follow the prompts to get started. You can choose between a Standard version (perfect for teams), Advanced (great for entire companies) and Enterprise (good for, well, enterprises).

Larger companies (those using Advanced or Enterprise) might want to take a look at our [integrations](#) with identity providers like Azure, Okta or G Suite. And if you want to connect a large number of workers without PCs or email addresses, that's okay, too.

You can use [Access Codes](#) instead – and everything on Workplace is built with mobile devices in mind.

Once you've got everybody connected ([securely](#), of course) you'll be ready to dive into our remote working features. And don't worry about training. Because Workplace is so familiar to Facebook, it's easy for virtually anybody to pick up and use.

As one of [our customers](#) said: "The beauty of Workplace is that there's no training needed. People know how to use it because they use Facebook every day. It was the easiest rollout we've ever done. Once people get on it, they're hooked."



02

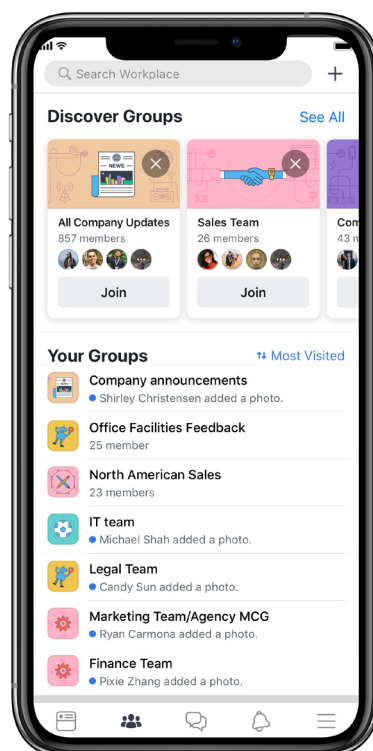
CREATE AN OFFICIAL GROUP FOR COMPANY UPDATES

One of the hardest things when it comes to remote workers is keeping everybody updated, especially in a fast-moving situation like Covid-19.

That's where [groups](#) come into play. Just like on Facebook, groups are spaces for sharing information (and documents) with the right audience. That might be your whole company, an affected region or just you and a colleague.

You can [create](#) as many groups as you like inside your Workplace, automatically add the right people, and decide whether you want each group to be open, closed or secret.

We recommend creating a specific group to [share updates](#) about Covid-19, then adding your entire company. To ensure the quality of information, you can limit the number of people that can post directly by setting the group to admin-only. But don't worry: once you've posted an update, unlike email, people will also be able to leave comments, share feedback and ask questions.



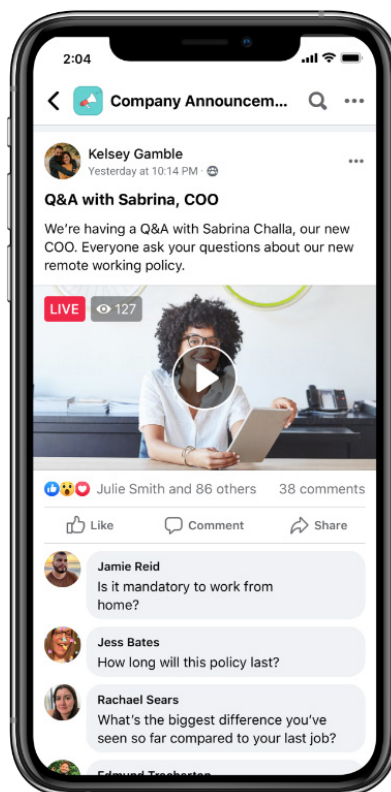
03

CAPTURE ATTENTION WITH VIDEO POSTS

Video is becoming increasingly popular for internal communications - because it works. Facebook found that people spend [5 times longer](#) looking at video content compared to static content when they're scrolling through their phones - which is exactly what they'll be doing with Workplace.

[Uploading a video](#) to Workplace is as easy as any other kind of post. Once you've got your video, create a new post, select the Photo/Video tab, attach your file and wait for Workplace to do the rest (just like Facebook). Adding a video to a post not only makes it stand out in the group, it also adds it to your Files tab, which makes it easy to find later. You can even switch on automatic captioning (in multiple languages) to make sure it's accessible to everybody.

This is the route Sun Life Financial is taking, as Lindsay Devereux, a senior communications manager in Asia explains: "We've been able to use video to share hygiene tips. We've seen an increase in posts as employees use Workplace to virtually connect and share with each other when it's not possible to be together in person."



04

USE LIVE VIDEO TO BRING PEOPLE TOGETHER

[Live video](#) is an entirely new way to communicate with your team or company while boosting exec visibility. It has all the immediacy of being together without the logistical, cost or health implications of a large in-person gathering.

With Workplace Live you can broadcast announcements or even stream [virtual events](#) from your phone, laptop or, if you have access to one, a professional studio. Everybody can participate in real time by leaving comments and asking questions. But it's no big deal if you miss it. Live videos are automatically posted to a group, so people can catch up later.

RBS was using Live video to replace in-person events even before Covid-19. "Using Live video in Workplace helps us cut significant costs, while giving people as much value from the virtual experience as they'd get from the real one," says Digital Analyst Caleb Chisholm. "In fact, through bonus content and interactivity on the platform, we can give them even more."



05

MAKE VIDEO CONFERENCING EASY WITH VIDEO CHAT

Video conferencing is an incredible way to manage remote employees and keep teams in sync. When it works.

Because it can also be a frustrating experience. Think online plug-ins, browser extensions and dialling codes. Not to mention the dropped connections and awkward silences that routinely make conference calls less productive than just sending a text.

That's why we're focussed on making [video conferencing](#) super simple. All you need to do is open up Workplace Chat on desktop or mobile, find the group or individual you want to connect with, then simply hit the video camera icon.

No codes. No confusion. Just crystal clear HD video calls.



06

COLLABORATE WITH PARTNERS THROUGH MULTI-COMPANY GROUPS

When teams are working remotely, it's not just their connection with colleagues that can suffer. Maintaining relationships with suppliers, partners and customers is just as important – and just as difficult if there's no way to meet in person.

Fortunately, there's a solution. Just as Workplace groups allow people in the same company to work together on projects, [Multi-Company Groups](#) (or MCGs) allow people in different companies to come together in a shared space.

Setting up MCGs is no different than creating a [regular group](#). On the group creation page you'll see a button at the bottom under Additional Settings marked 'Multi-company group'. Click that and you'll be able to send an email invite to contacts in a different company.

Once they've accepted, they'll have access to the group (but only that group) where not only will they be able to make posts, share documents and leave comments, they'll also be able to start multi-company chats and video calls. So you'll have all the versatility of Workplace at your disposal, but in a strictly controlled sandbox for your most important partners.

That's just a taste of how Workplace can help keep your people informed and connected while they're working remotely. For more tips and tricks, check out the [Customer Resource Center](#) on our website.

