



Sample IT Work From Home Setup Checklist

Prepared by: [Your Name]

Date: [Date]

I. Network and Connectivity

Task	Completed
Ensure a stable internet connection with sufficient bandwidth.	☐ Yes ☐ No
Set up a secure Wi-Fi network with WPA3 or WPA2 encryption.	☐ Yes ☐ No
Have backup connectivity solutions like mobile hotspots.	☐ Yes ☐ No
Install or update VPN software for secure access to company resources.	☐ Yes ☐ No
Configure a guest network to separate work and personal devices.	☐ Yes ☐ No
Keep network devices updated with the latest firmware versions.	☐ Yes ☐ No
Test video conferencing software for quality and latency.	☐ Yes ☐ No

Checklist Work From Home Setup

Robert R. Redfield



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