



# Work from Home Guide



## Home Workspace

- Find a quite space in the home
- Setup a Table or Counter Top for you work.
- Have paper and pens handy for notes



## Connectivity

- Access to Good Internet is important
- Setup your Internet from your ISP
- Setup your 4G Router
- Setup your Mifi Device
- Setup you Internet Dongle
- Many of these connectivity devices can be found locally.



## Online Markets/Apps

- Maua App (Android | iPhone)
- Seki Eats (Android | iPhone)
- Sefer Travel (Android | iPhone)
- <https://samoamarket.com/>
- <https://www.facebook.com/groups/makekionline/>



## Technology

- Ensure that you have a Computer / laptop
- Ensure that you have a webcam
- Ensure that your devices can connect to the internet.
- Ensure that you have enough power
- Ensure that if you are using a PC that you have a UPS to help support power brakes.



## Internet Service Providers

- Digicel Samoa
- Vodafone Samoa (Bluesky)
- Computer Service Limited (CSL)
- NetVo Samoa
- Lesa Telephone Services (LTS)



## Online Banking - Digital Payment

- Register now with you Bank for online banking.
- ANZ Bank Internet Banking
- BSP Bank Internet Banking
- NBS Bank Internet Banking
- SCB Bank Internet Banking
- Mtala (Vodafone/Bluesky)
- Mmoney (Digicel)



## Security Advice 1

- Make sure that your computer or laptop is well patched with the new updates.
- Update all your software if updates are available.
- Ensure that your computer or device is password protected and stationed in a secure place.
- Ensure that you keep all paper work in a locked location if not in processing.
- Use secure Website that has a lock icon to note that the site is secure.



## Security Advice 2

- Do not Open Emails from unknown accounts
- Do not open any email that has suspicious links
- When using Messaging or Collaborative Applications do take caution in opening shared links.
- Ensure that your computer firewall is enabled.
- Ensure that automatic update is enabled.
- Install and update an Anti-virus software
- Install a password manager to protect your passwords.



## Search Engines

- <https://www.duckduckgo.com>
- <https://www.google.com>
- <https://www.yahoo.com>
- <https://www.bing.com>



## Security Applications

- Kaspersky Security Cloud Free
- Avast Free Antivirus
- AVG Antivirus Free
- Bitdefender Antivirus Free Edition
- Sophos Home Free
- OpenVPN



## Internet Browsers

- Firefox
- Waterfox
- Google Chrome
- Brave



## Messaging Apps

- Whatsapp
- Bip
- Google Hangout
- Viber
- Signal
- Slack
- Zoom



## MS Office Alternatives

- FreeOffice
- OpenOffice
- LibreOffice
- WPS Office
- Calligra Office