

business trends

E-Meetings Make Work-At-Home Easy And Profitable

(NAPSA)—Technology now allows organizations and businesses to improve employee morale, decrease sick leave and reduce office and parking space. Called “telework,” it’s an arrangement in which an employee regularly works at home or at another work site.

Every president since 1990 has encouraged telework, and government took a step further in 2001 by introducing the Federal telework mandate. The number of employees teleworking has increased 93 percent since 2001, according to the Federal Office of Personnel Management.

How To Have It

Fortunately, setting up a teleworker can be easy with help from an e-meeting provider. It lets teleworkers attend meetings, briefings and updates and get immediate response to questions at the main office with secure instant messaging at a fraction of the cost of typical video or audio conferences. Technology investment is minimal. A computer, high-speed Internet access and an optional headset and camera are all you need.

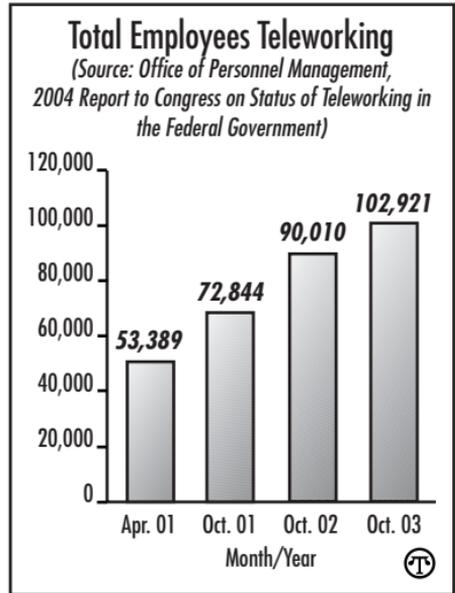
How To Choose It

When selecting an e-meeting system, ask:

- Does it offer real-time document editing, audio, video and instant messaging? If so, teleworkers can feel they’re at in-person meetings, managers can see and hear teleworkers and proprietary documents can be viewed and discussed without having to reside on the teleworker’s computer.
- Are all services integrated or do some cost extra?
- Will there be total privacy and confidentiality?
- Does the system operate through firewalls? This can be critical when you communicate with customers, colleagues or partners.
- Is security included in the overall price?

How To Use It

With an e-meeting provider,



you can reduce unnecessary phone calls and e-mails for quick questions by checking who’s online and available through instant messaging. Click on your contact’s name and the instant message dialog opens. This feature is the best way for management to connect with teleworkers because they can immediately see when teleworkers are online and instantly communicate with them.

In addition, the system lets you simulate face-to-face meetings by allowing you to see and hear the people in the meeting, and incorporate documents, spreadsheets or presentations for all meeting participants to view and edit.

How To Know It’s Safe

As for security, Advanced Encryption Standard (AES) is built in as the foundation of the VIA3 E-meeting Service from VIACK Corporation. That means any information discussed or documents transmitted are fully protected at all times.

Secure file cabinets store information centrally for personnel to access anytime, even outside the office.

How To Learn More About It

For more information and tips, call 866-265-8060, or visit the Web at www.viack.com.