Keeping the Office Rolling on the Road

Mobile Computing Tips

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What We're Going to Cover

- ◈ Home Office Phone System
- ◈ Home Office Computer System
- ◈ Internet Provider / Domain Email
- ◈ Pre-Travel Checklists
- ◈ Laptop Setup
- ◈ Before You Leave
- ◈ How to Connect

Home Office Phones

- Two Lines (one personal / one business)
- Distinctive Ring (fax on home line)
- Cheap Long Distance (4.9 cents/minute)
- Calling Card (8 cents/minute)
- 800 Number (tied to business Line)
- Voice Mail (both lines)
- Custom Choice on both?
- Phone Company Phone? (shows messages)

Office Computer Setup

- Laptop is Essential
- I have a Desktop and a Laptop
- If you have both, Networking is essential
- Windows 98 2nd Edition or ME
  - Allows Internet Connection Sharing

Choosing an Internet Provider

- ◈ Nation-wide Local Dial-up
- ◈ 800 Dial-up Comes in Handy
- ◈ I Use Earthlink, MSN will work. AOL will work, but I don't recommend.
- ◈ High Speed
  - ✍ Cable, DSL, Wireless, Satellite

Internet Connection Sharing

- ◆ Connect Desktop to Dial-up Internet
- ◆ Install Internet Connection Sharing (Windows Setup)
- ◆ Connect Other Computers to Hub or Directly to main Computer
- ◆ All Computers have access once the main computer is connected

High Speed

- High Speed Connection into Office
- Need a DSL Hub / Also works as Network Hub
- Route High Speed to Hub and then Connect each Computer to Hub
- Now all computers have high speed access
- Cost for Hub: $99-$199

Emails

- Today there's no reason not to have your own domain name and email
- You'll never have to change your email address again
- It also looks more professional rlmartin@rlmartin.com
- Option: $32 for Domain for 2 years $35 setup and $5/month paid annually

Register a Domain Name

- Pick something that people can associate with your company
- Pick something easy to remember
- BuyDomains.com ($16/year) & Others
- Main choices .com .net .org
- New choices .info .biz .cc .ws
- If name is taken, try adding a dash

Domain Examples

- Ideal-homes.com

- Buildingscience.com

- Natresnet.org

- Erha.com

- Buildersintegritygroup.com

- Environmentalbldgprod.com

- Eacctsys.com

Get Your Email Setup

- Setup email addresses for all your staff
- Setup a general email address for your web site (e.g. info@yourdomain.com)
- Make sure your email address is on your business card and all other information you give out
- I use Outlook Express because of ease of use and multiple accounts

Pre-Travel Checklist

- Equipment Checklist
- Software Checklist
- Personal Files Checklist
- Local Dial-Up Numbers at Destination(s)

Equipment Checklist

- Laptop & Power Cord
- Mouse & Mouse Pad
- Regular 6ft-10ft Phone Cord
- 25ft Phone Extension Cord
- Phone Line Splitter
- Phone Line Coupler
- Ethernet Cord & Connector

Software Checklist

- Microsoft Office or Other
- Outlook or Other Schedule/Contacts
- Outlook Express or Email Software
- Work Related Software
  FrontPage, WS_ftp, PaintShop Pro, Acrobat, Quicken?

Personal Files Checklist

◆ Outlook Express Address Book
c:/windows/application data/microsoft/address book/

◆ Outlook Schedule / Contacts
c:/windows/application data/microsoft/outlook/ or
c:/windows/local settings/application data/microsoft/outlook/
outlook.pst

◆ Favorites
c:/windows/favorites/

◆ Work Files
c:/my documents/?

Before You Go

- ◈ Make Sure You Have Your Equipment
- ◈ Make Sure All the Right Software is Installed and Working
- ◈ Transfer Your Personal/Work Files
- ◈ Search and Print Local Connection Numbers for Your Destination

Dial-Up Networking Setup

- ◈ Go To My Computer / Dial-Up Networking
- ◈ Create Dial-up Networking for Travel, 800, Common Places
- ◈ Setup Dial Properties
  - ✍ Local / Travel / Dial-9 / Credit Card
- ◈ Copy Icons to Desktop

Outlook Express Setup

- Setup Account the Same as Desktop
- Go to Advanced Setting and Change to Leave a Copy of Mail on Server set for number of days you'll be gone
- This allows to get your messages on your desktop once you get home

Using Laptop Offline

- Learn to work offline.
- You can write emails without being online.
- You can review web sites offline if you pre-surf them.

Connecting at the Airport

- Find Pay Phone with Data Jack
- Turn on Computer
- Plug Modem into Jack
- Check for Instructions on Pay Phone
- Dial 800 or Deposit Coins and Dial Local or Dial Credit Card

Connecting at Your Hotel

- Local Calls Cost? Is there a time limit?
- Does Phone have Data Port?
- Does Hotel Provide a Desk or Table with a plug-in?
- How Far away is the Phone?
- Connect to Data Port or use Phone Line Splitter to Connect Phone and Modem
- Check phone for Dialing Instructions as in Dial 9

Connecting at Your Hotel

- Open Dial-up Networking to Change Properties of Travel Setup
- Change Phone Number to Local Number
- Return to Desktop and Double-Click on Travel Icon
- Select Dial 9 if Necessary and Change Area Code
- Click Connect and Listen for Familiar Connection Sounds
- If No sound, check Dial 9 or area code issues

Questions?

- ◆ What Situations have You Run into?

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