

Tips for Working Virtually – Week of 06.08.2020 (**Stretch Tips & OneDrive**)

Happy Tuesday, DOR Colleagues!

### **Working Virtually Tip- Stretch Guide**

This week we feature resources from Kathy Burwell, an ergonomic evaluator who has worked with Kaiser providing ergonomic assessments. Attached is a guide of useful computer and desk stretches to help relieve muscle tension and pain whether you're working from home or in the office.

How to stretch:

- Stretch to a point where you feel a mild tension and relax as you hold the stretch
- Stretches should be held generally for 5-30 seconds, depending on the stretch
- Remember to breathe and relax your mind and body as much as possible

Most importantly, **always stretch to your own comfort level and never to the point of pain.**

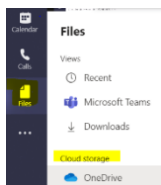
### **IT Tip- KP OneDrive**

Access your personal work files through **KP OneDrive**. Use O365 online to access all your Office applications, including KP OneDrive personal drive: [O365 Web Apps](#)

Access to your personal network I drive requires VPN with Global Protect. Access to OneDrive does not.

And your OneDrive files are accessible through Teams Files:

Read more about [KP OneDrive here](#)



What's new in MS Teams? Check out the [Enhancement Tracker](#) to see what has been completed so far and what is on the horizon.

Stay Well,  
The PC Advisory Group