

# MODERN AGENT TOOLS CHECKLIST

Find info and links for everything below in the Modern Agent section of [joinfirefly.com](https://joinfirefly.com).

## HARDWARE

- ☐ Laptop computer (rather than desktop)
- ☐ Windows Pro operating system with BitLocker Encryption enabled
- ☐ One or two additional monitors
- ☐ External keyboard and mouse
- ☐ Docking station (probably required if you have a second external monitor)
- ☐ Scanner app for your phone OR physical scanner

## USEFUL SOFTWARE

- ☐ Antivirus/antimalware for your computer
- ☐ Antivirus for your phone
- ☐ XODO for writing and typing on PDF files (PC and phone)
- ☐ LastPass password manager

## COMMUNICATION

- ☐ Chat and meet by video with your team on Microsoft Teams or Slack
- ☐ Share files and folders with Microsoft OneDrive and SharePoint or Google Drive
- ☐ Start using an online calendar like Outlook on the Web or Google Calendar
  - ☐ Add it to your phone
  - ☐ Share it with your team
- ☐ Switch to a VOIP (Voice Over Internet Phone) system
  - ☐ Set up your service's VOIP app on your mobile phone
  - ☐ Also set up a software phone so you can make calls from your computer
- ☐ Wired or wireless headset for your calls