



The Ultimate Tech Guide for Virtual Assistants (2025 Edition)

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Introduction

Congratulations! You've taken the leap from corporate life to running your own VA business. In your previous role, your laptop was probably handed to you by IT, already set up and ready to go. Now, you're in charge—and that can feel overwhelming.

This guide is here to help you make confident, informed choices about your tech setup. Whether you're just starting out or upgrading your existing tools, you'll find practical advice to help you work smarter, save time, and deliver outstanding service to your clients.

1. Setting Up Your Home Office

Your workspace directly affects your productivity, comfort, and health. You don't need a fancy office to get started—but you do need a space that supports your work.

Checklist: Home Office Essentials

- A desk or kitchen table (start with what you have)
- A good chair (posture matters—especially if you have back issues)
- Quiet time for focused work



- Pens and notepads (yes, handwritten notes still have their place!)

Why it matters:

A comfortable, organised space helps you stay focused and reduces physical strain. If you're working long hours, investing in a standing desk or ergonomic chair can make a big difference.

2. Choosing Your Computer: Desktop or Laptop?

In corporate life, your device was chosen for you. Now, you need to decide what works best for your business.

Feature	Desktop Computer	Laptop
Screen Size	Large, fixed	Varies, portable
Portability	Stationary	Easy to carry
Weight	Heavy	Lightweight options available
Touchscreen	Rare	Common (Surface Pro, etc.)
Budget	Often more for less	Pay for portability

Why most VAs choose laptops:

Flexibility is key. You might work from home, a co-working space, or a coffee shop. A laptop gives you the freedom to take your business wherever you go.

Tip: Visit a store and try different models. Think about how and where you'll use your device.



3. Laptop Specs for Remote Work

Your laptop is your business hub. It needs to handle multitasking, video calls, document creation, and secure storage—without slowing you down.

Checklist: What to Look For

- Processor: Intel Core i5/i7 or AMD Ryzen
- RAM: Minimum 16GB
- Storage: SSD (at least 512GB)
- Display: 13–15 inches, Full HD or higher
- Battery Life: 10+ hours
- Weight: Lightweight for travel

Why these specs matter:

They ensure your laptop can keep up with your workload and won't need replacing too soon. Think of it as investing in your productivity.

4. Copilot+ PCs and AI-Powered Laptops for Productivity

Microsoft Copilot+ PCs are designed to supercharge your workflow. These AI-powered laptops come with built-in tools that help you:

- Summarise meetings
- Draft emails
- Create content faster
- Automate repetitive tasks

They include NPUs (Neural Processing Units) that handle AI tasks efficiently, making your work smoother and smarter.



Explore [Copilot + PCs over at the Microsoft Site](#) – then look around for the best deals.

5. Story: How Veronica, a VA, Uses Her Copilot+ Laptop

Veronica supports three different executives—each a client with unique needs and schedules. Her Copilot+ laptop helps her:

- Summarise overnight emails from all clients
- Draft responses quickly
- Generate real-time meeting notes and action items
- Create PowerPoint slides from meeting notes
- Instantly find files and past conversations

Why it matters:

Veronica saves over four hours a week—time she can spend on higher-value tasks or a well-earned break. Copilot+ PCs empower VAs to work smarter, not harder.



6. Microsoft Licences: Personal vs Business – What VAs Need to Know

Choosing the right Microsoft licence is crucial for productivity, security, and compliance.

Feature	Personal (365 Personal/Family)	Business (365 Business Standard/Premium, E3/E5)
Intended Use	Individual/Family	Business/Professional
Office Apps	Yes	Yes
OneDrive Storage	1 TB	1 TB (Business)
Copilot Integration	Limited (personal data only)	Full (business data, Teams, SharePoint, etc.)
Email	Personal Outlook	Business-class email
Compliance/Security	Basic	Advanced (GDPR, admin controls)
Commercial Use	Not licensed	Licensed

Checklist: Licence Best Practice

- Always use a business licence for your VA work
- Recommended: Microsoft 365 Business Standard or Business Premium
- Consider E3/E5 for advanced needs

Why it matters:

Personal licences aren't designed for business use and may breach



Microsoft's terms. Business licences unlock full features, protect your data, and keep you compliant.

7. Software Recommendations for VAs

Essentials:

- Windows 11 Pro (or latest version)
- Microsoft 365 Business Premium
- PDF tools (built-in or third-party)
- Accounting software (e.g., Xero, QuickBooks)
- Antivirus (business-grade)
- Copilot and AI tools

Why it matters:

Reliable software helps you run your business smoothly and professionally. Don't cut corners—your clients rely on you.

8. Remote Work & Collaboration Tools

Working with clients remotely means sharing files, scheduling meetings, and communicating securely.

Recommended Tools:

- Microsoft Teams
- SharePoint
- OneDrive



- Guest access and permissions will need to be set up by your IT support provider.

9. Accessories & Extras for Success

Checklist: Must-Have Accessories

- External monitor
- Wireless keyboard and mouse
- Printer/scanner/copier (duplex, wireless)
- External USB drive for backup
- Ergonomic chair and desk

Why it matters:

These extras make your work more comfortable and efficient. Think of them as tools that support your success.

10. Security and Compliance

Protecting client data is a legal and ethical responsibility.

Checklist: Security Essentials

- Windows Hello facial recognition
- TPM 2.0 encryption
- Regular backups (cloud and local)
- GDPR compliance

**Why it matters:**

In corporate, IT handled this. Now, it's up to you. Make security a habit, not an afterthought.

** 11. Top Tips for Choosing Your Next Laptop****Quick Tips:**

- List your daily tasks and match specs to your workflow
- Try before you buy—test keyboard, screen, and weight
- Buy the best your budget allows for future-proofing

Why it matters:

Your laptop is a major investment. Take time to research and choose wisely.

** 12. Ready to set up your VA business for success?**

 Download your free “Ultimate Tech Guide for VAs” for a complete checklist and set-up advice.

 Book a training session or join my newsletter for more tips.

** Conclusion**

Setting up your VA business with the right tech isn't just about buying gadgets—it's about investing in your productivity, security, and peace of mind. If you have questions or want personalised advice, get in touch!