

## Five Easy Ways to Green Your IT

### 1. **Get a Green IT Assessment or Green Office Audit**

Establish your baseline and get recommendations that will save energy and money.

Terrabytes Consulting, Strategic Sustainability Consulting and other sustainability-focused service providers offer affordable services no matter how big your organization is.

For more information, read the article [“Why do a Green IT Assessment?”](#)

### 2. **Use EPEAT when purchasing new desktops, laptops and monitors**

EPEAT (the Electronic Product Environmental Assessment Tool) will help you to choose the most environmentally respectful electronic products on the market. More than 1000 products are registered and aren't harder on the budget.

For more information about purchasing policies, read the article [“Responsible IT Purchasing”](#)

### 3. **Turn off monitors and PCs at night**

Providing your IT department allows you to turn off your PCs at night, this can save up to 60% of your IT energy consumption costs. Power management solutions are available for organizations that need the ability to remotely apply updates.

For more information about power management, read the article series on [power management solutions](#).

### 4. **Reduce employee travel by conducting virtual meetings**

Air travel is by far one of the most significant contributions to GHG emissions. Virtual meeting services such as GoToMeeting, Webex, and Windows Live Meeting are extremely popular and provide an interactive platform for on-line meetings that can reduce that amount of travel for your employees.

### 5. **Reduce paper consumption**

Printing less can be accomplished in many ways from simply printing double-sided and using ecofont, to using services such as EchoSign that allows you to conduct business electronically.