

## Technologies to Facilitate Remote Work

### Information and Online Tutorials

#### Office Essentials

**Microsoft 365:** Word, Excel, Outlook, PowerPoint, Publications

**Google Suite:** Docs, Sheets, Forms, Slides

#### File Sharing

**Microsoft One Drive:** OneDrive is a cloud storage service from Microsoft that allows you to store all your important files securely in one place and then access them virtually anywhere. It works just like a traditional hard drive, but it's on the internet, and you get access to additional features.

**Microsoft SharePoint:** SharePoint is a web-based collaborative platform that integrates with Microsoft Office.

**Dropbox:** Dropbox is a personal cloud storage service (sometimes referred to as an online backup service) that is frequently used for file sharing and collaboration.

**Google Drive:** Google Drive lets you keep all your work in one place, view different file formats without buying extra software, and access your files from any device.

#### Virtual Meetings

**Zoom:** Zoom offers an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.

**Google Hangouts:** Google Hangouts is a unified communication service that enables text, voice, or video chats, either one-on-one or in a group. Hangouts is built into Google+, Gmail, YouTube, and Google Voice, plus there are Hangouts apps for iOS, Android, and the web.

**Cisco Webex:** Cisco Webex offers a range of video conferencing, webinars, team collaboration (chat), cloud file sharing, and more.

**Go-To-Meeting:** GoToMeeting is a web-hosted service created and marketed by LogMeIn. It is an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time.

## Instant Messaging/Chat

*Microsoft Teams and Google Hangout both have a chat function.*

**Here are some other companies with instant messaging/chat functions.**

**Slack:** Slack is a collaboration hub that can replace email to help you and your team work together seamlessly. It's designed to support the way people naturally work together, so you can collaborate with people online as efficiently as you do face-to-face.

**Cisco Jabber:** Jabber is an all-in-one communications tool for businesses. Use it to send instant messages, make phone calls, join meetings, and manage your contacts. Take a look for yourself and see how easy it is to get started.

## Project Management Platforms

**Microsoft Teams:** Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration.

**Basecamp:** Basecamp is a project management app that you can access in your browser and on your phone. It gives you the tools you need to set up to-dos, a schedule, create and upload documents and files, message and chat with your colleagues, and check in regularly with your group—all in one place.

**Trello:** Trello is a collaboration tool that organizes your projects into boards. Trello tells you what's being worked on, who's working on what, and where something is in a process. Imagine a white board, filled with lists of sticky notes, with each note as a task for you and your team.

**Asana:** Asana is a web and mobile application designed to help teams organize, track, and manage their work.