

SIGNAL



6 GREAT TOOLS

FOR
COLLABORATING
ONLINE

www.signalbizhub.org



Collaboration Tools

Everything you do - Collaborate



Suzanne Driver



Microsoft Trainer



Microsoft Certified Trainer in
1996



Specialism in Excel and
SharePoint



Currently Microsoft Teams

Collaboration – Tools to help you collaborate

GSuite


Microsoft 365

Workplace (Facebook)


Gsuite – Google

Personal and Business Licences


Connect with your teammates wherever they are




Gmail
Custom business email




Calendar
Easy scheduling for teams



Google Chat
Secure team messaging




Google Meet
Easy-to-join video meetings




Voice
Enterprise-grade voice solution


Create everything you need to bring your project to life




Docs
Documents with real-time co-editing




Sheets
Advanced, fast online spreadsheets




Slides
Beautiful presentations created together




Forms
Easy surveys and forms




Sites
Easy-to-build websites




Keep
Capture ideas and keep organized



Jamboard
A collaborative, digital whiteboard




Google Apps Script
Low-code development framework for building custom workflows, extensions, and add-ons




Add-ons
Build and use G Suite extensions


Control and access files and data securely and easily




Drive
Secure cloud storage and file sharing



Cloud Search
Powerful search across G Suite



Mobile
Work securely from mobile devices



Vault
Archive, search, and export information

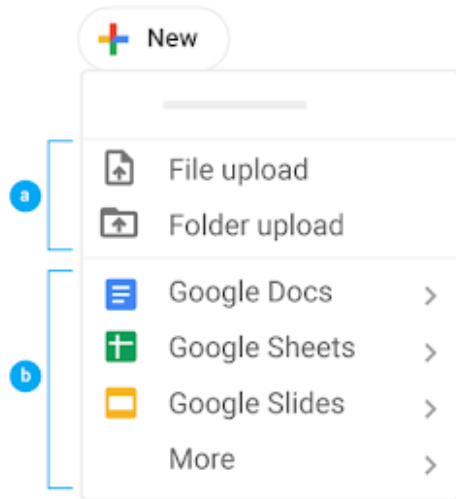
Extra features of a Business Account

- Unlimited storage
- Own domain name
- Google Meet (premium video conferencing)
- Google Chat (team chat)
- Groups (sub accounts for groups of users)
- Team Drives (managed by an administrator)
- Access and specific permissions can be given to multiple users
- Rapid/Priority release of new features
- Full Google Support

Google Drive

1. Click New to...

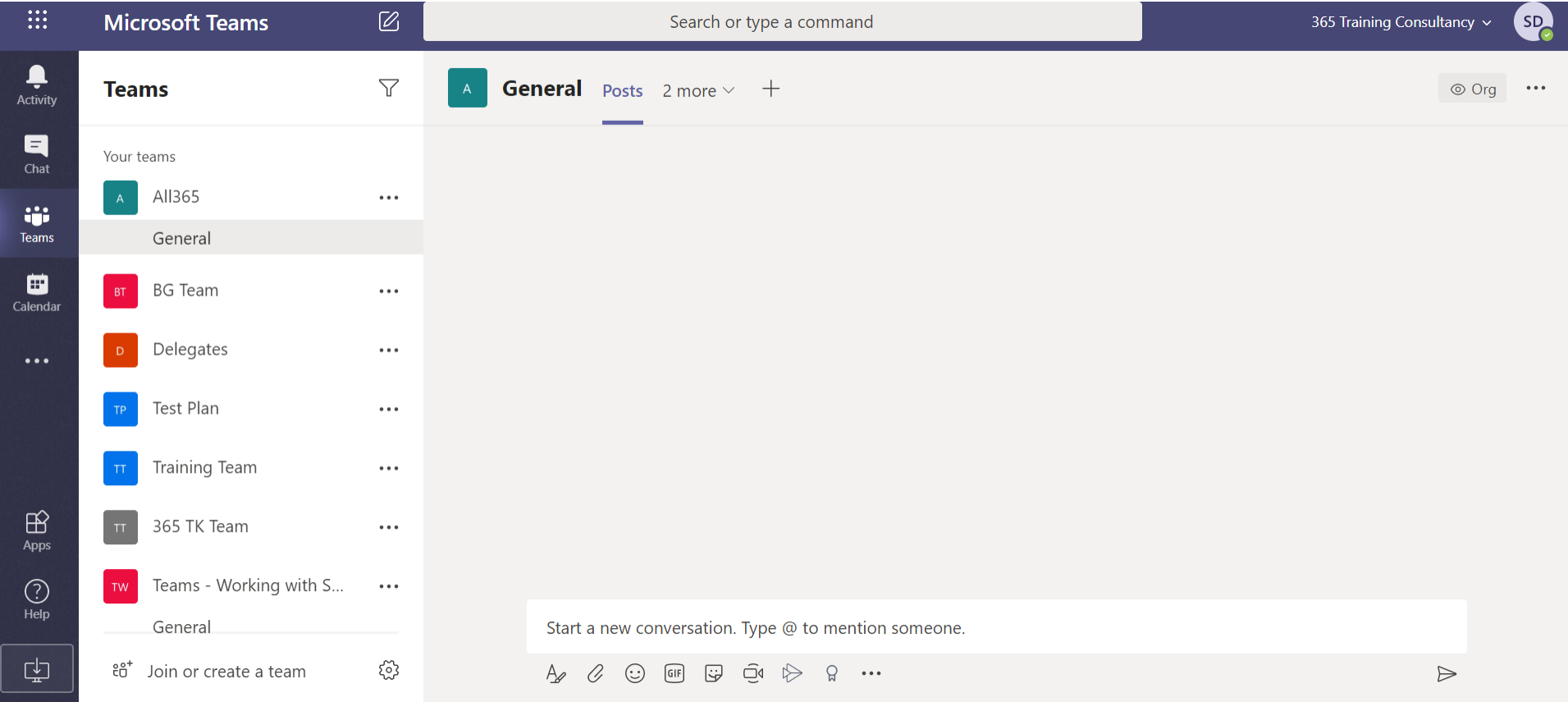
- a Upload any file (such as Microsoft® Outlook® files, Adobe® PDF files, and videos) or folder from your computer.
- b Create new documents right in your browser.



Microsoft 365

Personal and Business Licences

Teams Browser Version



Teams Video Chat



SharePoint



Teams - Working with Small Business

Private group

- Conversations
- Documents
- Notebook
- Pages
- Site contents
- Recycle bin
- Edit

News

+ Add



Keep your team updated with news on your team site

From the site home page you'll be able to quickly...

Add News

Quick
Globe
Globe
Doc

Workplace - Facebook

Business Licences



your company together

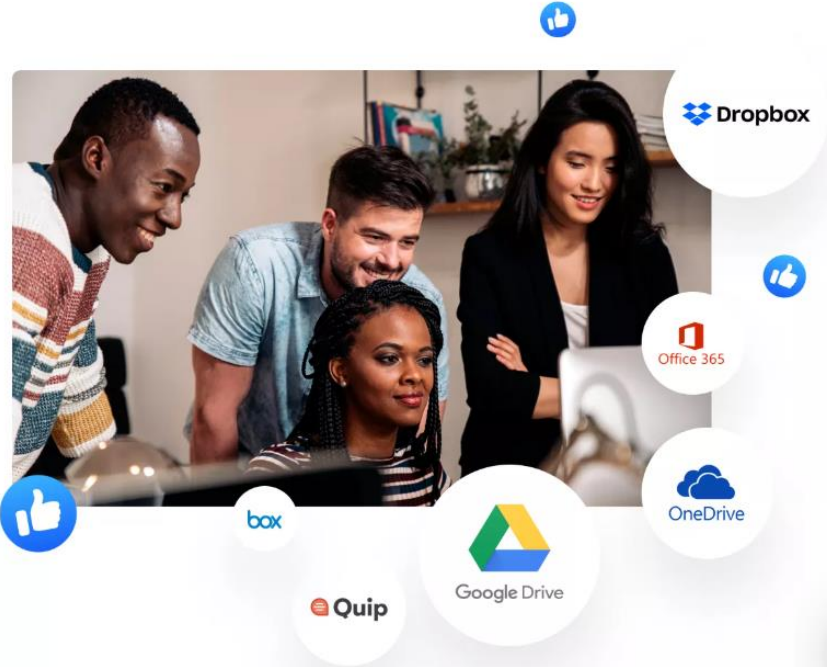
Workplace isn't just another chat tool. It's a suite of features that integrate with your existing work tools, giving you and everyone in your business simple, familiar ways to share information with the right people at the right time. So you can keep everyone in touch and on track to achieve your goals.

Integrations with existing tools

Workplace connects with tools you're already using.

With over 50 integrations with the world's leading cloud services – from Office 365 and G Suite to Dropbox, Salesforce and SharePoint – it makes it easier to bring employees on board, discover documents and work together.

[Find out more](#) →

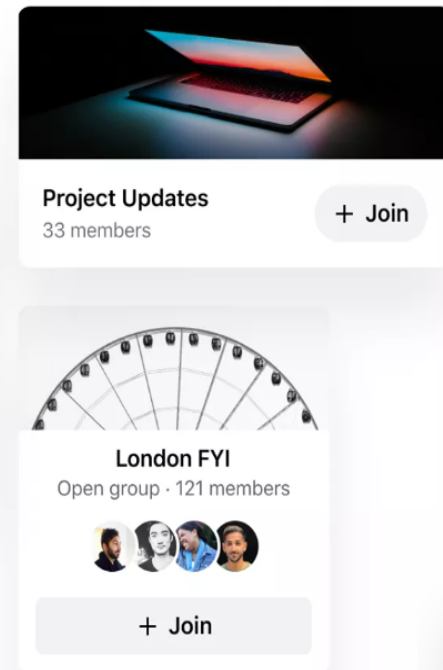
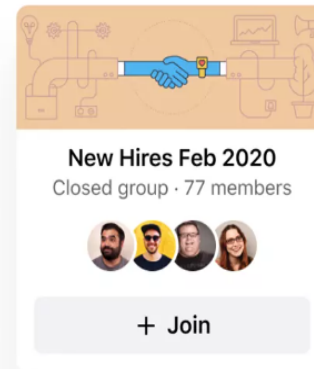


Groups

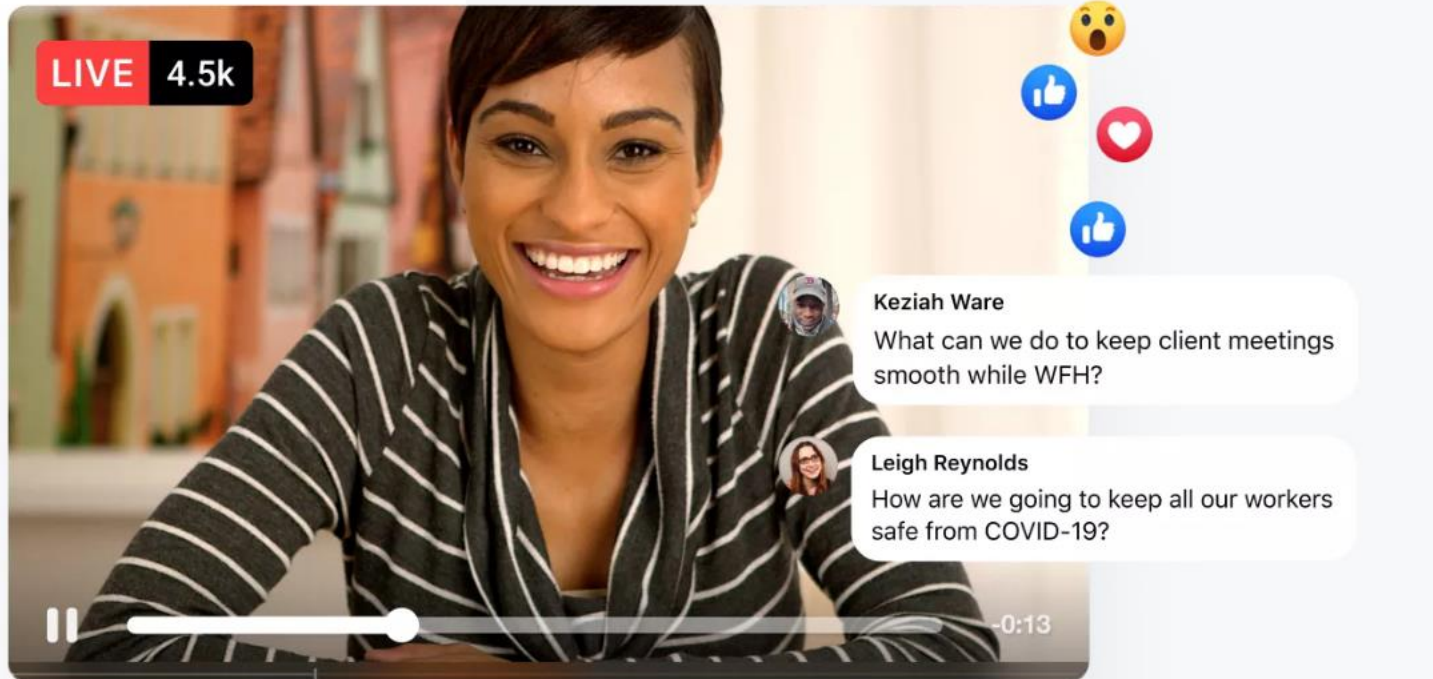
Tired of long, confusing email threads? Groups are a better way to hold in-depth discussions and share info and documents.

Create separate groups for each team or project, invite the right people, and start posting updates, files, photos and videos.

You can decide how private you want each group to be and who's allowed to post. And you can even mark posts as important when you need to make sure that everyone sees them.



Live Video Chat



The image shows a live video chat interface. On the left, a woman with short dark hair, wearing a black and white striped shirt, is smiling. In the top left corner of the video frame, there is a red 'LIVE' badge and a black badge with '4.5k' in white. On the right side of the video frame, there are several floating icons: a red heart, a yellow surprised face emoji, a blue thumbs-up icon, another red heart, and another blue thumbs-up icon. Below these icons is a comment feed with two entries. The first entry is from 'Keziah Ware' with a small profile picture, asking 'What can we do to keep client meetings smooth while WFH?'. The second entry is from 'Leigh Reynolds' with a small profile picture, asking 'How are we going to keep all our workers safe from COVID-19?'. At the bottom of the video frame, there is a white play button icon, a progress bar, and a timestamp '-0:13'.

Collaboration Suites

Essentially you need to choose which one you are going to use for your company.

There are some tools you can use between suites

Self Employed Users still need to be part of the collaboration groups/teams

Don't delay – get collaborating !!!!

Collaborative Meetings

Virtual Meetings are efficient and productive?

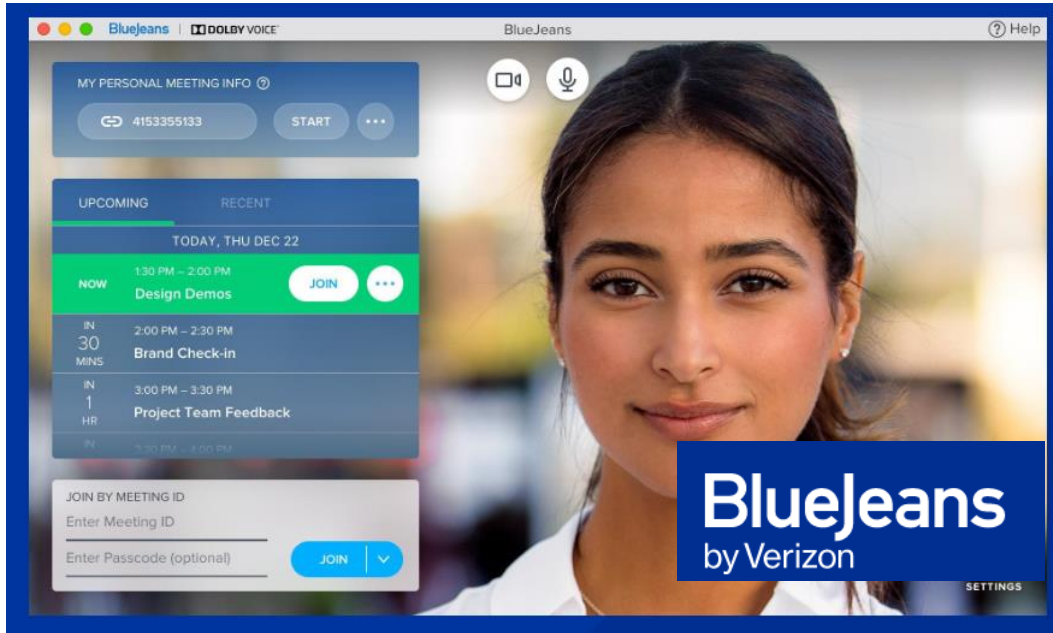
Collaboration – Tools to help you collaborate

Bluejeans

GotoMeetings

Webex

Meeting Tools



Packages for 50 to 100 participants.
Facility to record meetings
No time limits.

Meeting Tools

 **GoToMeeting** by LogMeIn



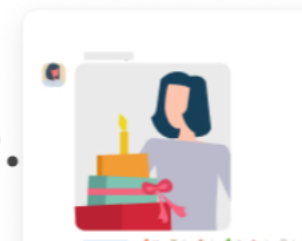
Meeting Tools



Webex is here when the world needs to connect, communicate and collaborate.

Meeting Tools

In this together.
Keeping you securely
connected wherever you are.



One Consistent Enterprise Experience.



Meetings

Online Meetings, Training &
Technical Support

[Watch Video](#) | [Learn More](#)



Video Webinar

Marketing Events & Town Hall
Meetings

[Watch Video](#) | [Learn More](#)



Conference Rooms

Build Collaboration-Enabled
Conference Rooms

[Watch Video](#) | [Learn More](#)



Phone System

The next generation enterprise
phone system

[Learn More](#)



Chat

Cross-Platform Messaging & File
Sharing

[Watch Video](#) | [Learn More](#)

Collaboration – Tools to help you collaborate

Webinar Geek

On24

Zoom

Webinars

GoToWebinar (by LogMeIn):

Event management. Flexible scheduling, Webinar templates. With step by step guidance.

Has an engagement dashboard, presenter webcams and a polls & surveys facility. Attendee reports, event analytics and source tracking to learn which channels drove the most signups.

Record your webinar to share later or pre-record webinars. Integrates with your marketing automation, CRM & more.

Webinars

Webinar Geek

Organize live, automated and on demand webinars with ease.
Upgrade, downgrade and cancel at any time.



WEBINARGEEK

Webinars

ON24:

Interactive, data-rich webinar and multimedia content platform. Create playlists and on demand webinars. Multiple presenter and broadcast options.

Track and analyse engagement at the individual and account level for a lifetime, from registration to attendance to content consumption. Know how engaging your content is and easily report on results with a single, dynamic web link. Compare engagement over time and see how it stacks up to your industry peers.

**DIGITAL FIRST
EVENTS ARE THE
NEW NORMAL.**

The ON24 Platform powers live, always-on and personalized experiences that businesses need to create engagement, deliver data, find demand and drive revenue.

ON24

**EXPERIENCES
EVERYWHERE**

Hey 👋 Looks like your search

Collaboration – Tools to help you collaborate

Trello

HubSpot

SmartSheet

Trello



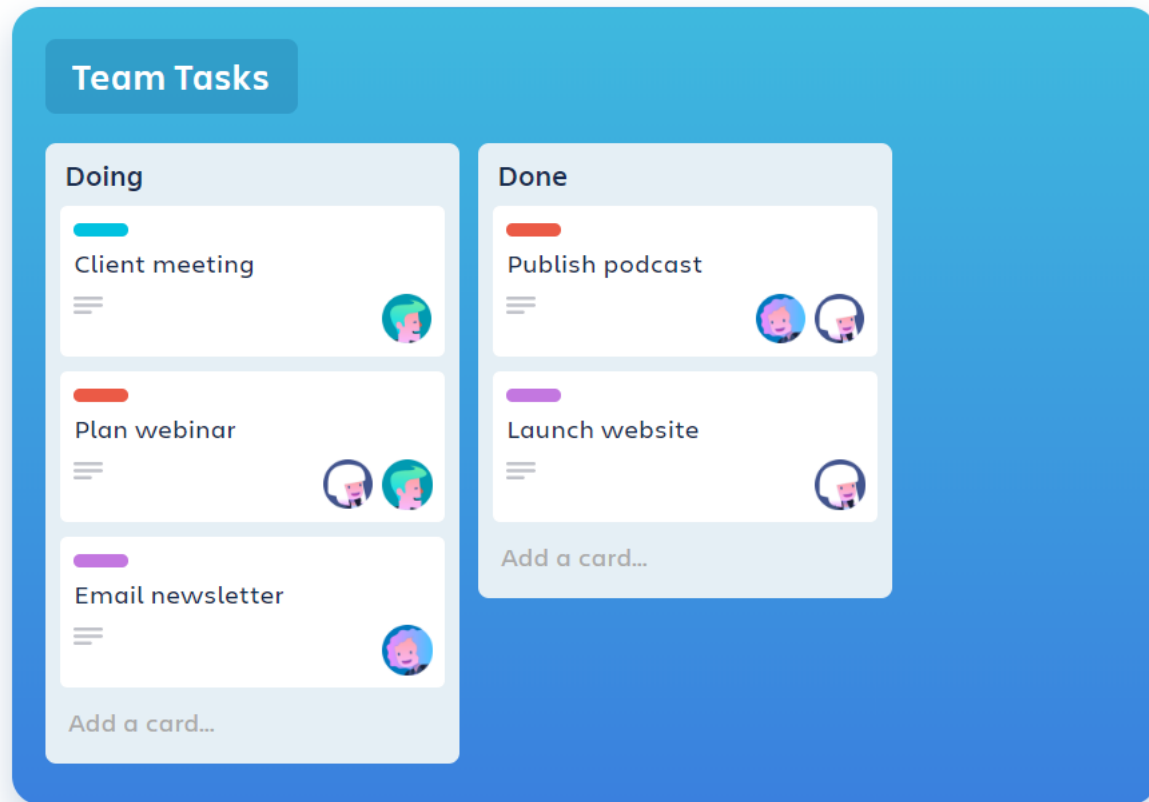
Log In

**Trello lets you work
more collaboratively
and get more done.**

Trello's boards, lists, and cards enable you to organize and prioritize your projects in a fun, flexible, and rewarding way.



Trello



Hubspot

Marketing Hub

Grow your traffic, con
our all-in-on

All the tools you ne
market

Service Hub

Connect with custom
expectations. Turn happ

All the tools you need to
efficiency in your cu:

Get a

Sales Hub

Close more deals faster with a suite of productivity-
boosting to

A full suite of
shorten dea

CMS Hub

Create, edit, and maintain a more secure and
optimized website—with or without a developer.

Everything you need to build a powerful website
that's easy to update and grows with you.

NEW

SmartSheets



PRODUCTS

SOLUTIONS

PRICING

CUSTOMERS

SUPPORT

MORE ▾

Try Smartsheet for Free

Log In



Unlock human potential, unleash business transformation.

Empower your organization to dynamically plan, execute, and report on work to move faster, drive innovation, and achieve more.

Watch a demo

Try Smartsheet for free



SmartSheets

Offers features and tools for enterprises and small/medium business alike.

Allows businesses to:

Visualize live data with dashboards & charts.

Track progress with Activity Log.

Extend data analytics with Connectors.

Manage groups and users.

Consolidate information into reports.

Apply custom branding.

Has templates Increase your effectiveness with easily customizable Smartsheet templates designed to help you launch projects or processes. Including:

Project Launch Plans, Team Project Task Board, Monthly Budget Tracker and Balanced Scorecard.

Collaboration – Tools to help you collaborate

GSuite

Microsoft 365

Workplace (Facebook)

Any advice?



Marintinique House,
Bordon


07581 127091


Suzanne@365trainandconsult.onmicrosoft.com





Collaboration Tools for your business

This worksheet is to promote Group Discussion following a presentation regarding Collaboration Tool


 Name the Collaboration Tools discussed in the presentation (3 Minute quick chat)


 What Collaboration Tools do you currently use in your Business and what would you say saves you a lot of time?

 In the current situation all working from home, which collaboration tools have you learned and adapted to using?

 From the Presentation is there a Collaboration Tool which you are going to explore in more detail and why?



 Do you currently use one Google, Microsoft or Facebook Suite Software? If not will you now look into this in more detail, and if you do, will you review some of the other functionality of it?

 Have you ever delivered a Webinar and is this something you could do in your business?

Challenge : Look a new tool to use in your toolbox today – which one will it be?