

## REMOTE WORKING TOOLS

### ARTICLES

[5 Tips for staying productive while working from home](#)

[20 Tips for working at home](#)

[Work from Home 101](#)

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### All-Inclusive

**Google Suite/Hangouts** – \$6-25/per user\*

**Services Provided:** Video Conferencing | Audio/Phone | Instant Messaging | Information Storage/Sharing | Project Management | Security/Encryption

*\*In response to COVID-19 through July 1: free access to our advanced Hangouts Meet video-conferencing capabilities to all G Suite and G Suite for Education customers globally including larger meetings, for up to 250 participants per call, live streaming for up to 100,000 viewers within a domain, and the ability to record meetings and save them to Google Drive*

**Office 365/Teams** – \$0-12.50/per user\*

**Services Provided:** Video Conferencing | Instant Messaging | Information Storage/Sharing | Project Management | Security/Encryption

*\*In response to COVID-19: Beginning March 10, Microsoft is rolling out updates to the free version of Teams that will lift restrictions on user limits.*

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### Communication

**Zoom** – \$0-19.99\*

**Services Provided:** Video Conferencing | Web Conferencing/Webinar | Security/Encryption  
In response to COVID-19: free for educators to move toward virtual learning

**Zoom Phone** – \$14.99

**Services Provided:** Audio/Phone | Security/Encryption

**Slack** – \$0-12.50

**Services Provided:** Video Conferencing | Instant Messaging | Information Storage/Sharing | Security/Encryption

**Loom** – \$0-5/per user\*

**Services Provided:** Video Conferencing | Web Conferencing/Webinar | Instant Messaging

*\*In response to COVID-19 through July 1: free for educators, recording limit removed on the free plan, free trial extended to 30 days, Loom Pro price adjusted to \$5/month*

**Ring Central** – \$24.99-49.99 per user\*

**Services Provided:** Video Conferencing | Web Conferencing/Webinar | Audio/Phone | Instant Messaging

*\*In response to COVID-19: Three months free RingCentral Office for K12 educators, health providers and non-profits*

**GoToMeeting** – \$12-16/per user\*

**Services Provided:** Video Conferencing | Web Conferencing/Webinar | Audio/Phone | Instant Messaging

*\*In response to COVID-19: some organizations may be eligible for access to free emergency remote work toolkit. Can register [here](#).*

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### Information Services

**Dropbox Business** – \$12.50-20/per user\*

**Services Provided:** Information Storage/Sharing | Security/Encryption

*\*In response to COVID-19: Free Dropbox Business subscriptions for a three-month period to nonprofits and NGOs that are focused on fighting COVID-19*

**Genius Scan** – \$0

**Services Provided:** Information Storage/Sharing

Phone app for scanning/sending documents

**Tiny Scanner** – \$0

**Project Management**

**Trello** – \$0-20.83/per user

**Services Provided:** Information Storage/Sharing | Project Management | Security/Encryption

**Asana Project Management** – \$0-24.99/per user

**Services Provided:** Information Storage/Sharing | Project Management