



# *Effective communication systems whilst working at home or on the go.*

Whether you are working from home or at the office, you need to get the job done. Finding the correct and efficient resources may have proven hard to find whilst working from home. However, staying connected and having efficient communication is a lot easier. Here are three solutions, with free options available, that can benefit your organization.



## **Outlook**

Serves as the portal for e-mail, tasks, calendar and contacts.

Benefits:

- Controls illegal access and protections from junk and phishing attack.
- Integrated search function eases finding important emails, via keywords.
- Online calendar to schedule, edit and manage meeting in a convenient way.
- Task manager helps you to manage tasks by setting reminders and tracking.
- Integrate with many different devices, so you can work from home or on the go.



## **Zoom**

A platform to hold video calls, chats, web hosting and hold webinars. Benefits:

- Conduct live video chat.
- Access meeting analytics, such as top users by meeting minutes.
- Easily screen-share during a call.
- Use the recording feature to save and document your sessions.
- Hold brainstorming sessions with Zoom's on-screen whiteboard feature.



## **Microsoft teams**

A hub for teamwork that brings together chat, meetings, calling, Office 365 apps, and third-party tools, all in one place.

Benefits:

- Productivity gains and enriched communication.
- Better focus on your work.
- Increased transparency.
- Seamless move to a digital workplace.
- New team members can more quickly get up to speed.