



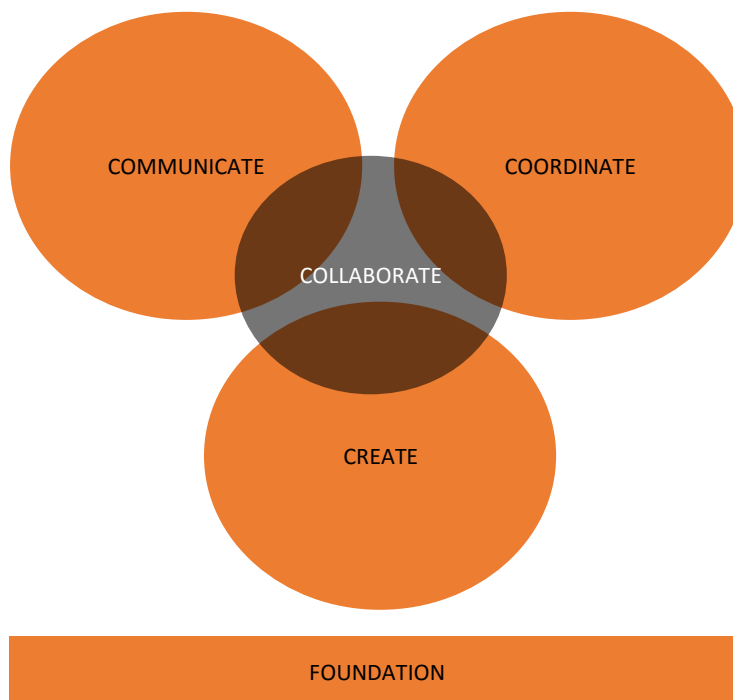
TOOL | ONLINE COLLABORATION

Teams and companies are learning to transition from physical to virtual interaction and increasingly working together from remote locations.

As people continue to adjust to the culture shift, it can be difficult to understand what is necessary for effective collaboration.

The diagram below details key components to effective online collaboration: foundation, create, coordinate, communicate.

The following page details a choice for each component, to get your team started with online collaboration.



FOUNDATION :: GOOGLE GSUITE

Google's GSuite offers integration with several other services and is the foundation of collaboration tools, described here.

- Identity Management
 - User Accounts
- Gmail
 - Familiar Interface
 - Integrates with many services
 - Searchable archives
- Shared calendars
 - Public to internet / Private to team
 - Includes video chat link
- Non-profit discount
- Single Sign-On Features (SSO)

CREATE :: DROPBOX FOR BUSINESS

Dropbox for Business expands on the personal service, allowing teams to manage user accounts and devices. Additional features make it easier for administrators to provide access to important files and control intellectual property.

- Google Apps Integration (SSO)
 - Use Gmail account for access
- Office 365 Integration
 - In-page editing
- Team Folders
 - Automatically appears in user account, without requesting access
- Collaboration Tools
 - Comment on documents
- Non-Profit Discounts
 - Requires Employee ID number (EIN)
- Integrates with Office 365, Asana, and Slack

CREATE :: OFFICE 365

Microsoft's cloud offering of their office products is a great and sometimes necessary addition to most teams. Similar to Google's GSuite, Office 365 offers email and app services to serve many, if not all, needs. While Office 365 can be used as a one stop shop for collaboration tools, it's web versions of Word and Excel are very handy when paired with Dropbox.

- Web Versions
 - Use Word / Excel in Browser
 - Edit documents on dropbox.com
- Downloads
 - Mac / PC
 - Stay Current
- Non-Profit Discounts
- Dropbox integration

COORDINATE :: ASANA

Asana uses a task based approach to share and manage project and team goals. Increase accountability by assigning tasks to team members and track progress together online.

- Google Apps Integration
 - Use email account to sign in
- Maintain individual and team task lists
- Integrates with Dropbox and Slack

COMMUNICATE :: SLACK

Slack is quickly gaining popularity with its ability to integrate many service offerings into one communication platform, including Google and Dropbox.

- Google Apps Integration
 - Use Gmail account to sign in
- Discussion Channels
 - Create channels for each topic of focus
 - History of conversations
- Integration with Many Services
 - Easily share and view content
- Keep in touch via web or mobile device apps