

VIRTUAL OFFICE & MEETING APPS

If COVID-19 is forcing your business to operate remotely, here are some recommended platforms to help you and your employees conduct business remotely.

- 1 MICROSOFT TEAMS**
TEAMS comes standard with your Office 365 account, and will allow you to start one-on-one video calls or conference calls with channels or groups. However, Microsoft is offering anyone its premium version of Teams for FREE for six months and has lifted existing user limits on its free version.
- 2 GOOGLE HANGOUTS**
For anyone who uses the Google Suite for corporate email, just like with TEAMS, it comes standard with their subscription fee, and provides the same capabilities. Similarly, Google will offer its enterprise videoconferencing features - for example, larger meetings of up to 250 people and the ability to record - for FREE to G Suite and G Suite for Education customers through July 1, 2020.
- 3 SLACK**
Slack is a market leader, but it doesn't come standard with any email service providers like the two above do. Still, it provides the same capability. This works on desktop and mobile. They offer a FREE version for small teams and a nominal monthly fee for small - medium size businesses.
- 4 ZOOM**
There is a free version of Zoom that allows you to host up to 100 individuals at once for up to 40 mins. There's a user-friendly available for both desktop and mobile.