On your E-Marks
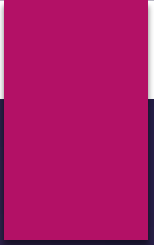
REMOTE WORKING TOOLS

- Remote collaboration tools

- Remote conference tools

- Instant messaging tools

- Visual collaboration tools

- Task management tools

Remote collaboration tools

- Microsoft teams

Microsoft Teams

FEATURES :

- Replaces email exchanges with instant chats / file and folder exchanges is possible through this channel.

- You and your team can **edit documents simultaneously**, react with emoticons, mention certain people or the entire team in just a few clicks.

- *Teams* also offers cloud storage to store your notes, apps and websites with everyone on your team wherever they are.

Remote conference tools

- **Google Meet**

- **Zoom**

Google Meet

Google Meet:

Corporate video conferencing

Hangouts allows users to create video conferencing from 2 to 10 users. The service is available online through Gmail, Google or mobile apps available for Android or IOS.

The chat history is kept online, allowing it to be synchronized on different devices. A digital marking (watermark) is used to memorize how far the user has read a discussion. Users can send each other images that are automatically imported into a private album, as well as emoticons during a chat.

During video conferencing, it is possible to exchange files through Google drive, broadcast your conference on YouTube, add visual effects and it is also possible to share your location through Google maps.

Zoom

ZOOM:

Corporate video conferencing with messaging and real-time content sharing.

Safe meetings:
End-to-end encryption for all meetings, role-based user security, password protection, waiting rooms and participants on hold.

Integrated collaboration tools:
Several participants can share their screen simultaneously and co-annotate for more interactivity.

Group discussions:
Group discussions, listed history, integrated file sharing and 10-year archives. Switch easily to "one on one" calls or in groups.

Recordings and transcripts:
Record your meetings locally or on the cloud, view transcripts generated by artificial intelligence, capture your notes and priority measurements.

Instant messaging

► **Slack**

► **"Classic" messagings**

Slack

SLACK:

Slack is a collaborative platform that replaces emails and facilitates exchanges between your team members.

A slack workspace consists of channels (formerly known as "chains") on which team members can communicate and collaborate.

In slack, employees send messages and share files on channels. You can create channels for teams, projects, offices or anything else relevant to your organization. You can convert a public channel to a private channel for conversations you want to restrict to certain members, or you can use shared channels to collaborate with an organization other than your own.

"Classic" messagings.

You can also use more traditional messaging that can also create closed instant focus groups, exchange documents, or even some of them to make video calls with all members of the group (unsuitable for more than 2 people, no word management):

Messenger (facebook)

Whatsapp

Telegram

Viber

"Classic" messaging: Messenger

MESSENGER (FACEBOOK) :

Benefits:

Extremely easy to use, you don't need to know the contact's phone number to communicate

Used by many brands and companies to provide convenient and fast customer service

It is possible to exchange all types of documents directly as an attachment

Disadvantages:

The app takes up a lot of storage space

By default, conversations are not encrypted end-to-end (it is necessary to start a "secret conversation" manually)

Controversies over privacy by the way Facebook manages personal data

– "Classic" messaging: Whatsapp

WHATSAPP :

Benefits:

With more than a billion active users each month, it's likely that your contacts already have WhatsApp

The app uses end-to-end encryption of messages via the reputable signal protocol

Messaging is completely free and ad-free

Disadvantages:

It is impossible to transfer videos over 16mb and files over 100mb

It does not propose automatic destruction of messages. However, it is possible to remove them manually.

Anyone with your phone number can see if you have WhatsApp and view your profile picture

– "Classic" messaging: Telegram

TELEGRAM :

Benefits:

The app uses signal protocol encryption to best protect users' privacy

Encrypted voice calls are as clear and easy to dial as a regular call

A user can delete all messages from a conversation they have participated in, on all exchange participants' phones

Messages, photos, videos and documents can be transferred without a size limit

Disadvantages:

In some European areas, the application is less widespread than its competitors, it can be difficult to convince contacts to add a new instant messaging

End-to-end encryption is not present in group conversations

Telegram does not support videoconferencing calls

– "Classic" messaging: Viber

VIBER :

Benefits:

The Viber out option allows you to make calls to any low-cost landline or mobile number

Messaging allows you to create your own stickers to share in conversations

It is possible to send a secret message to a user in a community, without sharing their phone number

Disadvantages:

It is impossible to block contacts and prevent them from calling you via Viber

Conversations tend to be polluted by abuse of stickers

Additional sticker packs are available for sale

Visual collaboration Tools

- Mindmeister

Mindmeister

Mindmeister lets you turn ideas into tasks directly inside the mental map editor. You can assign tasks to collaborators, set priorities, add deadlines and indicate progress using a simple task widget. For more elaborate project management, you can perfectly use mindmeister integration with meistertask and synchronize tasks between your mental map and an agile dashboard.

Task management Tools

▶ **Trello**

▶ **Asana**

Trello

Trello is an application that allows manage projects and tasks as a team.

Key features

- Assign one or more members to a board/card

- Attach files to a card/Comment on a card

- Add a to-do list

- Set a deadline

- Assign color labels (important, urgent ...)

- Easy to move a card from one colonist to another by swiping/dropping

- Unlimited creation of boards, colons and cards

- Very effective notification system

- Very practical keyboard shortcuts

- We can therefore, for every aspect of a project, leave our comments, spread our tasks, centralize information and monitor the progress.
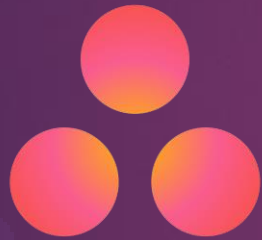
Asana

Quick and collaborative task management

In each project, you can create a list or a task board. You can also create tasks for yourself or another colleague outside of projects. *Each task has the following features:*

Responsible: Clearly allocate each task to one person so that everyone knows who is responsible.

Sub-tasks: Divide tasks into smaller items, each with a manager.

Start dates and deadlines: Specify a start and end date for tasks.

Attachments: Attach files from your computer, dropbox, box or google drive.

Dependencies: Indicate that one task is waiting for another to get the job done in the right order.

Task subscribers: Add co-workers as subscribers to keep everyone informed.

Comments: Ask questions by commenting directly on a task with @mentions of colleagues or other tasks.

Custom Fields: Keep important information in the center by adding custom fields.

Comparative table

Teams	Meet	Zoom	Slack	Messenger	WhatsApp	Telegram	Viber	Mindmeister	Trello	Asana
Visio +	Visio ++	Visio ++	Visio	Visio	Visio	Visio	Visio			
Sharing documents	Sharing documents	Sharing documents	Sharing documents	Sharing documents	Sharing documents	Sharing documents	Sharing documents		Sharing documents	Sharing documents
Screen sharing	Screen sharing	Screen sharing								
				Free	Free	Free	Free			
Chat	Chat	Chat	Chat	Chat	Chat	Chat	Chat	Chat	Chat	Chat
	Sharing live video	Sharing live video								
Meeting/int eraction animation	Meeting/int eraction animation	Meeting/int eraction animation								
								Task/project management	Task/project management	Task/project management

On your E-Marks

Thank you for your attention!