

Collaboration tools

All the social media tools already listed in Communicating and connecting also enable collaboration. Many of the tools and apps listed here rely on cloud storage to enable collaboration. You will need to carefully consider whether cloud storage is suitably secure for the type of material you are sharing. Do your documents contain personal data or contain commercially sensitive information? In these cases you might need to use other storage options.

Icon and Name	Description
 Realtime board	<p>What: Free version has limited sharing functions; good for visual planning and ideas sharing amongst geographically distant teams. Good for homeworkers.</p> <p>Great for: Quickly and simply sharing ideas around a project.</p>
 Padlet	<p>What: Creation and collaboration tool that lets you work with an unlimited number of people, sharing video, text, links, all on the same virtual page.</p> <p>Great for: Sharing project ideas with fellow students working on a team assignment.</p>
 Skype	<p>What: Allows multiple people to join a meeting, saves conversations, shares screens between users.</p> <p>Great for: Homeworkers to communicate easily.</p>
 Eventbrite	<p>What: Eventbrite software will help manage your event. It will not charge for a not-for-profit event. Provides tools for event creation and advertising through social media, ticketing, registration, data management and reporting.</p> <p>Great for: Creating, advertising and managing conferences and workshops.</p>
 Slide share	<p>What: Social networking site that allows user to upload slides on various topics, with rating facility. Heavily used in both business and education. Integrated with LinkedIn.</p> <p>Great for: Checking what others have said on a topic before creating your own slides. Great open educational resource for trainers.</p>
 Google Docs, Sheets, Forms, Slides, works with Google Drive	<p>What: A suite of freely available and commonly used office tools that are stored online and may be worked on simultaneously across teams, with named collaborators. Integrates with comparable Microsoft Office products. 15GB of free storage on Google Drive.</p> <p>Great for: Local scout group – to organise, create and share volunteer rotas using Google forms.</p>
 Dropbox	<p>What: Cloud storage with automatic backup. Enables easy sharing of large files without cluttering inboxes. Users can upload files, then share by simply emailing a link to the file. Folders for collaboration can be created and invited collaborators may add, edit comment on contents. Alerting features allow comments and updates to be shared across a team.</p> <p>Great for: Collaborative working projects at home, work or studying. One folder can be used by a group of parents sharing photos of their daughters' prom day.</p>
 Trello	<p>What: Project management software with automatic cloud storage.</p> <p>Great for: Planning, costing and managing your household extension.</p>