

Tools for Working Remotely

As experts in working remotely, we want to help you ensure you're using the most efficient tools. Here are some of our favourites:

Cloud storage:



G Suite: Store and organize your files and get access to collaborative programs such as: [Google Docs](#) (word processing), [Google Sheets](#) (spreadsheet), [Google Slides](#) (presentations), [Gmail](#) and [Calendar](#)

Microsoft 365: Offers web-based and local versions of the feature-rich, Word, Excel, Outlook and PowerPoint plus cloud storage via [OneDrive](#) and communication via [Teams](#)

Team Communication:



You probably don't need *another email thread* to follow. If you want an excellent tool for real time team communication, we love [Slack](#). Create channels for specific teams, chat one on one, create reminders so you can revisit messages, react with emojis and more.

If you already have a Microsoft 365 subscription for your business, take advantage of [Teams](#) for both real time chatting and video conferencing.

Secure Password Storage:



[LastPass](#) generates secure passwords for you and stores them safely. You can share passwords, credit card information and more with your team. Download the extension for quick secure form fill-in.

[1Password](#) is similar to LastPass but does not include a free option.

Need more help or have questions?

[Contact us](#)

We'd love to hear from you!



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