

# REMOTE WORK APPS

## TOOLS FOR A SUCCESSFUL START

### ZOOM

A meeting can be created by anybody (Host). The meeting creator sends a internet link to others to join the meetings. Attendees have the choice to join via their internet browser or downloading the Zoom App. Zoom offers free accounts. The free plan allows unlimited 1:1 meetings but limits group sessions to 40 minutes and 100 participants.



Video Tutorials:

[Join a meeting](#)

[Scheduling a meeting](#)

[Meeting controls](#)

[Audio & Video](#)

[Sharing Screen](#)

### SLACK

A free chat and video App. Users can talk to others who also have a Slack app on their Phone or desktop.

Free video calls are available only on desktop computers i.e. Mac, and Windows. Calls using the App are available on iPhone and Android devices.

For the full range of screen-sharing features, including options to stream presentations and draw on a shared screen, you'll need the Slack app.

Free plans allow 1:1 video class, and paid plans start for teams interesting in more than one video call participant



Video Tutorials:

[Slack 101 Tutorial](#)

[Universal Class Slack](#)  
(EBPL patrons have free access)

Free Slack Webinar:  
April 1st, 9 pm  
April 2nd, 7 pm  
April 2nd, 2pm  
Register [here](#)

### GOOGLE HANGOUTS

Available for free to anybody who has a Google account or a gmail address. App only works with other who also have a gmail or google account.

You can use Hangouts to start a chat conversation or make video/phone calls using Wi-Fi or data. Works best on Chrome.



Video Tutorial:

[Google Hangouts Class](#)

### SKYPE

Available for free to anyone with a Microsoft 365 account. the free version supports up to 300 members, with guest access, one-on-one and group video and audio calls, shared files (2GB per user and 10GB per team), screen sharing.



Video Tutorial:

[Skype Free Class](#)

### UBER CONFERENCE

Schedule an audio/video conference by creating a free account. Uber Conference differentiate from other Apps by offering the option to call/email attendees at the time of the meeting, thus making it easier for attendees to join the meeting.



Video Tutorial:

[Overview](#)

How to [Start and Join](#)