Collaboration & Productivity Tools

Web Conferencing

No cost:

- ⚜ **Skype**: (http://www.skype.com/) Use the internet to chat and make calls to people around the world. Skype is free for PC-to-PC calls and $2.99/month for unlimited Skype-phone calls in North America. Free version also includes video calling, screen sharing and group calling.
- ⚜ **Yugma**: (https://www.yugma.com/) Free online desktop sharing and meetings for up to 2 attendees (or more with a paid account). Yugma also offers a free Skype add-on to extend Skype's capabilities as a web conferencing tool for meetings with 1 host and up to 20 attendees.

Low cost:

- ⚜ **Calliflower:** (http://www.calliflower.com/) Online meetings starting $13.95/month (or $5/call) for 5 calls with up to 5 callers each. Audio is through Skype or their international conference call service. Features include document sharing, chat, lecture mode and recording.
- ⚜ **Ready Talk:** (http://www.techsoupcanada.ca/node/2421) web conferencing for up to 15 people for $48/year through TechSoup Canada. Can record sessions for later viewing, allow for session registration and sign-up. Offers toll-free calling numbers at $0.06 a minute per participant.
- ⚜ **GoToMeeting** and **GoToWebinar** (http://www.techsoupcanada.ca/taxonomy/term/192) Both available through TechSoup Canada; GoToMeeting is $52/year for meetings with up to 15 participants and GoToWebinar is $98/year for webinars with up to 1,000 participants. Features include screen sharing, recording, polling and attendance reports. Audio is through free integrated VoIP services or toll-based phone conference calling.

Group Scheduling

No cost:

- ⚜ **Google Calendar** (www.google.com/calendar): Free, online calendar system; allows you to share your calendars with others.
- ⚜ **Zoho** (http://www.zoho.com/calendar/): Online calendar similar to Google Calendar. Free MS Outlook plugin available.
- ⚜ **Doodle** (www.doodle.com/)**:** Free, simple web application that polls invitees to find the best time to meet. There is also a paid version which is ad-free and integrates with several calendar systems.
- ⚜ **Tungle.me** (www.tungle.me): Free, online scheduling application that integrates with many different calendar systems, making it easier for others to know when you are available and schedule meetings.

Low-medium cost:

- ⚜ **Microsoft Outlook** (http://www.techsoupcanada.ca/node/283): Outlook is a desktop email program that includes a calendar. When used in an organization environment with Exchange Server, it allows for sharing calendars with coworkers. Calendars can also be published online to share with others. Outlook and Exchange Server are available through TechSoup Canada.

Password Manager

No cost:

- ⚔ **LastPass** (lastpass.com/)**:** securely store all your password and login information online, so all you have to remember is one master password. Works on Windows, Mac and Linux.

Low cost:

- ⚔ **Roboform** (www.roboform.com/)**:** similar to LastPass except your information is stored on your computer with the option of syncing online (Roboform Everywhere). A license is $20/year per person.

Online Collaborative Productivity Suite

No cost:

- ⚔ **Google Docs** (docs.google.com)**:** Free, online word processor, spreadsheet, and presentation application. Includes online storage of documents (and other documents of any type). Great for collaboration and covers the basics, however features are limited compared to Microsoft Office and other options, especially in the spreadsheet tool. Integrates well with Google Apps (also free) - email, calendar, sites and other tools. Google offers a free tool called Google Cloud Connect (tools.google.com/dlpage/cloudconnect) to sync Google Docs files with MS Office files (Windows only).
- ⚔ **Microsoft Office Web Apps** (office.microsoft.com/en-ca/web-apps/): Free for personal use; includes online versions of Word, Excel, PowerPoint and OneNote (with less features than desktop version) that support collaboration. Same interface as Microsoft Office and the two integrate well.

Low cost:

- ⚔ **Zoho** (www.zoho.com/): Another online productivity suite with word processor, spreadsheet and presentation components. The range of features available make it much closer to a desktop equivalent than other online suites. There is a charge for business use, however Zoho mentions that they offer a nonprofit discount.

File Sharing

No cost:

- ⚔ **Dropbox** (www.dropbox.com/)**:** automatically sync your files so you can get them online, access them on other computers and share them with others. You get a certain amount of storage for free and after that you have to pay.
- ⚔ **Box.net** (www.box.net)**:** manage and share your files online. You get a certain amount of storage for free; with a business account you get more storage and the ability to sync your files with a folder on your desktop.

Medium cost:

- ⚔ **SharePoint** (sharepoint.microsoft.com)**:** SharePoint allows you to share and organize your documents and create an organization intranet, as well as many other features. It is available to nonprofits through the TechSoup Canada donations program. To learn more about SharePoint 2010, see http://www.techsoupcanada.ca/learning_centre/articles/sharepoint_2010_intro.