



17 online tools for remote teams to stay connected





Introduction

Remote team collaboration can be challenging, especially if your organisation hasn't implemented it on a large scale before. Working away from the office occasionally is one thing, but transitioning a large chunk of your workforce to a remote setup requires significant planning.

By using the right online tools, this challenge can be overcome. This document covers all the [online tools that remote teams can use](#) to stay connected, collaborate on projects, and more.



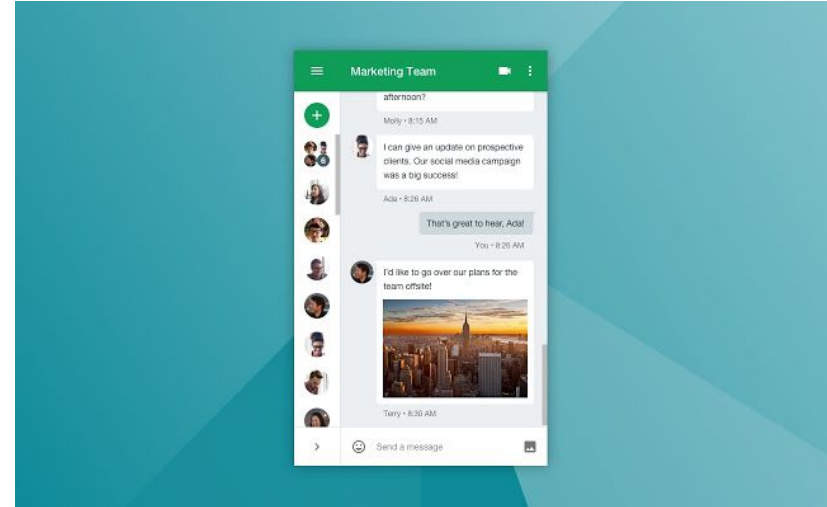
Communication





Google Hangouts

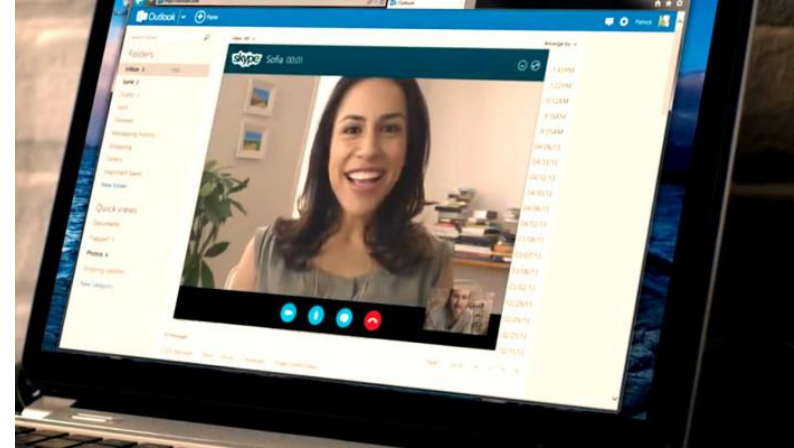
- Fully integrated with G Suite, Google Hangouts is an enterprise-grade video-conferencing application built on Google's robust and secure global infrastructure.
- All you have to do is set up a meeting and share the link with your remote team without having to worry about creating accounts or installing plug-ins.
- The application is integrated with your calendar, syncs across multiple devices, allows call recording, and instant messaging as well.





Skype

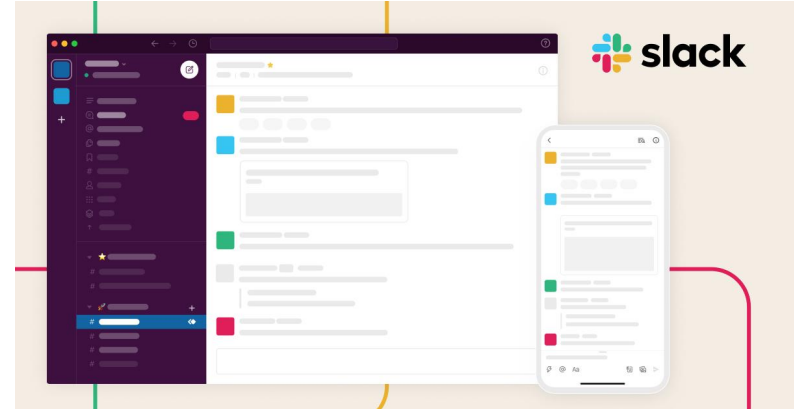
- - The OG of video-calling, Skype is a free global video-conferencing application.
- - The app allows instant messaging, calls between Skype and landlines or mobiles, voicemail, video calling, screen sharing, SMS text messaging, and wireless hotspot network access.





Slack

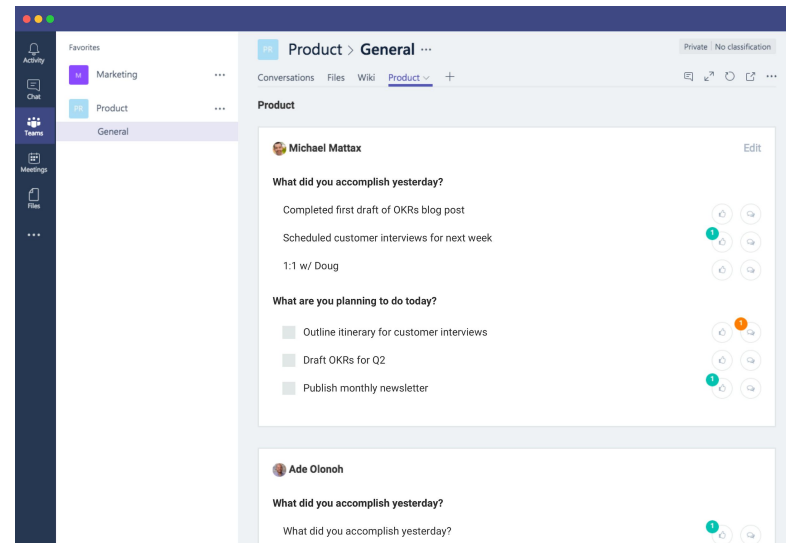
- With an always-on chat interface and public & private chat rooms, Slack has emerged as the undisputed champion of team communication in recent years.
- Its simple, easy-to-use interface allows remote teams to share photos, videos, documents, create and schedule reminders, and access archives.





Jell

- Jell allows you to get an overview of each member's schedule, their tasks, and their local time, making it the perfect application to schedule and conduct daily scrum meetings.





Zoom

- Zoom Video Communications is an American communications technology that provides video telephony and online chat services through a cloud-based peer-to-peer software platform.
- In recent times, especially with the pandemic urging businesses to work remotely, Zoom has been used extensively for teleconferencing, telecommuting, distance education, and social relations.



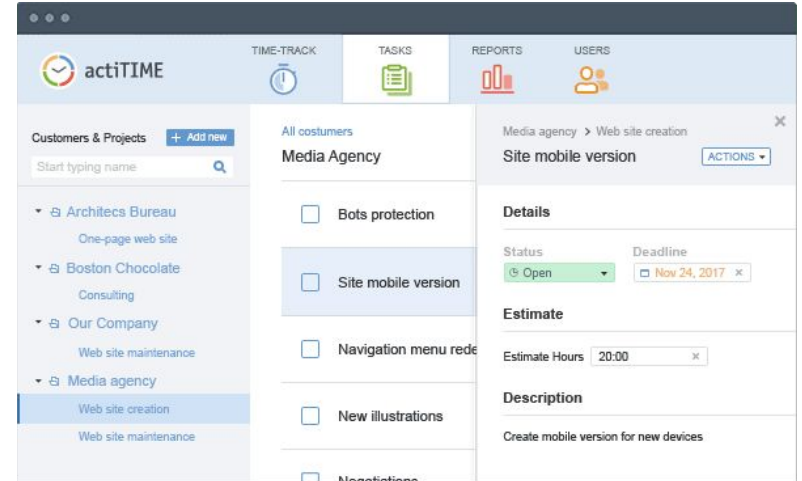
Time management





actiTIME

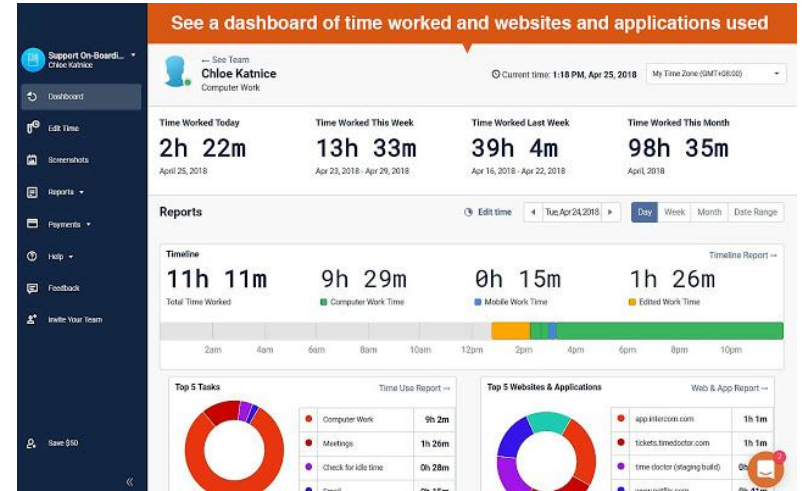
- actiTIME is a time-tracking software that allows users to record hours spent on various tasks and compare actual performance time with the estimated one.
- One of the main benefits of actiTIME for managers is the ability to review which team member is engaged in which task and evaluate if the delegated work is completed on time.





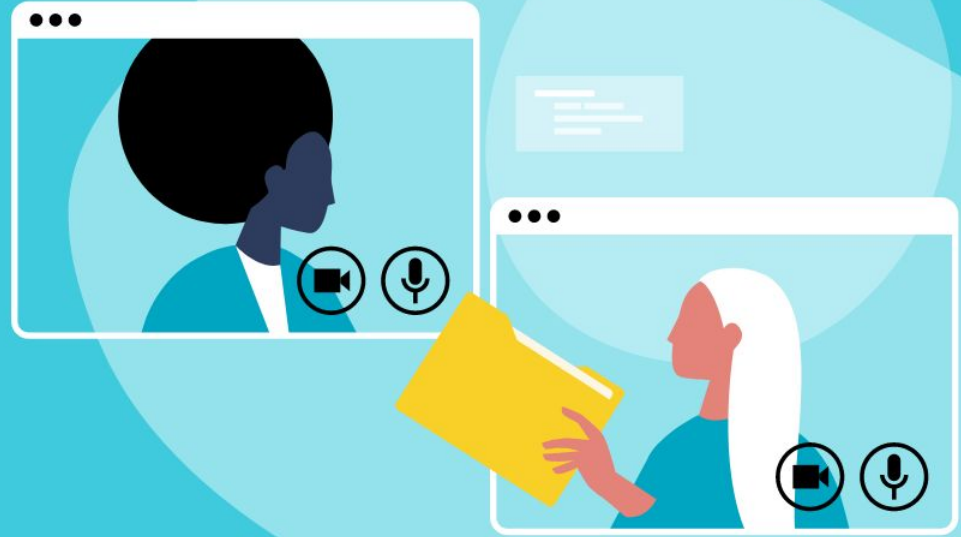
TimeDoctor

- TimeDoctor takes into account the different websites and applications that employees visit and creates reports on how work time is used.
- The app also optionally takes screenshots of employees' workstations. By using TimeDoctor, managers can review daily task performance of every remote team member at any time.





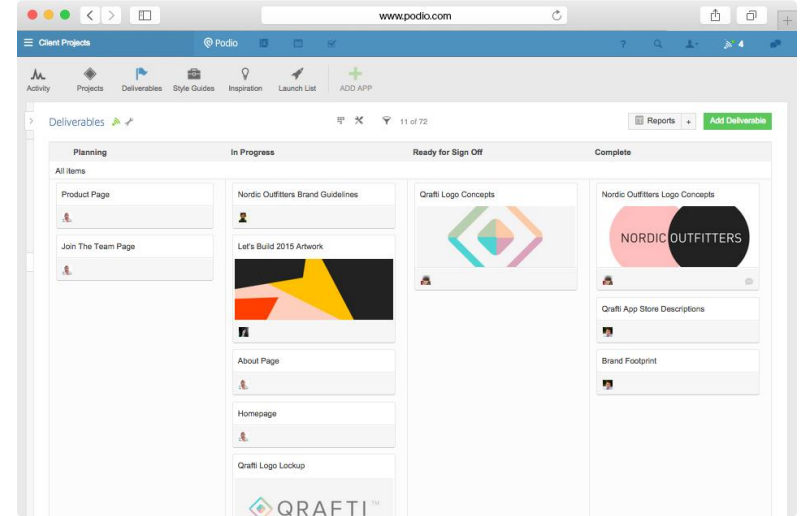
Project management & collaboration





Podio

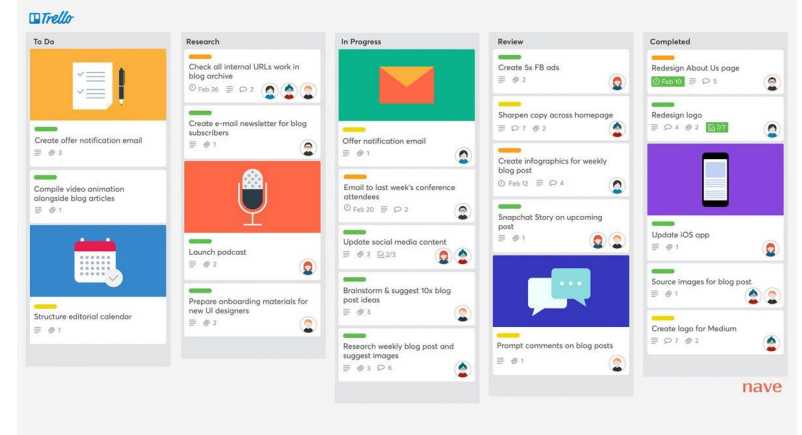
- Podio is a collaboration software that helps teams organise tasks and projects through a system that puts content, context, and conversations in one place.
- With automated workflows, meeting scheduling, unlimited storage, integrated chat rooms, personal dashboards, task management boards, connected CRMs, and data visualisation, Podio is extensively used in large IT teams for collaboration.





Trello

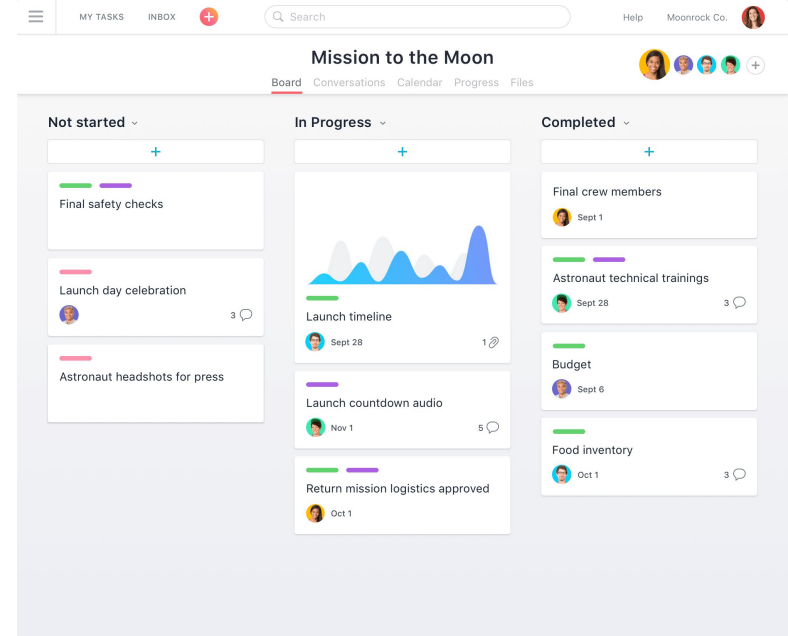
- Trello is one of the most famous project management tools for remote teams, known for its simplicity and generous free tier.
- The simplified kanban card-based system allows individuals or small teams to build a ground-level project management framework.
- You can also track tasks, attach files, images, or hyperlinks to the board, set-up custom dropdowns, and archive boards that you may need at a later point.





Asana

- Asana is a project management and collaboration tool that you can use to organize your work into shared projects or kanban boards, break tasks into manageable pieces, visualize significant checkpoints in your project, share progress, assign tasks, design workflows, create custom fields, attach files from cloud systems, and streamline approval processes.





Google Drive

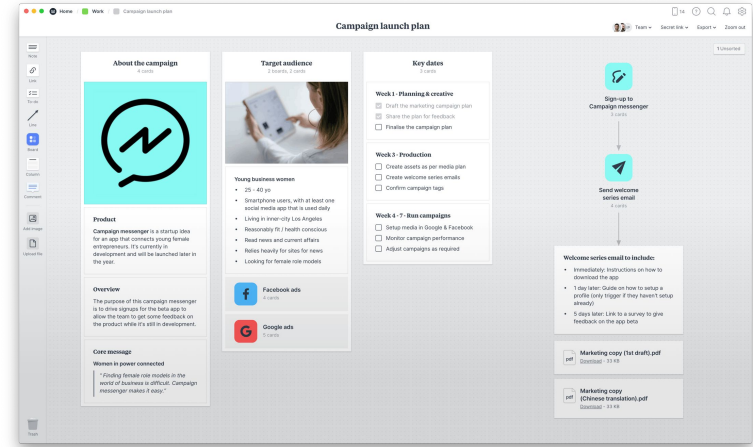
- If you need to share work documents, presentations, and spreadsheets across multiple remote team members, then Google Drive is a no-brainer. It's fast, free, offers significant storage options, and can be accessed from any Internet-enabled device.



Milanote



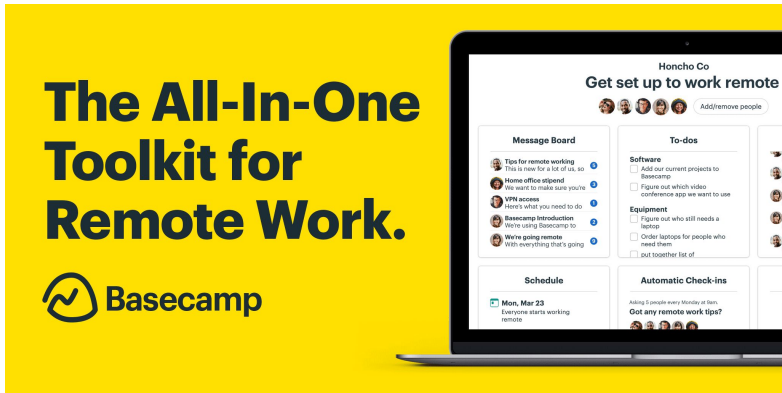
- Milanote allows users to take notes, drop graphics, insert links, and somehow tie them all together in their own individual ways.
- You can also connect the notes and graphics with lines, arrows, or different custom methods.





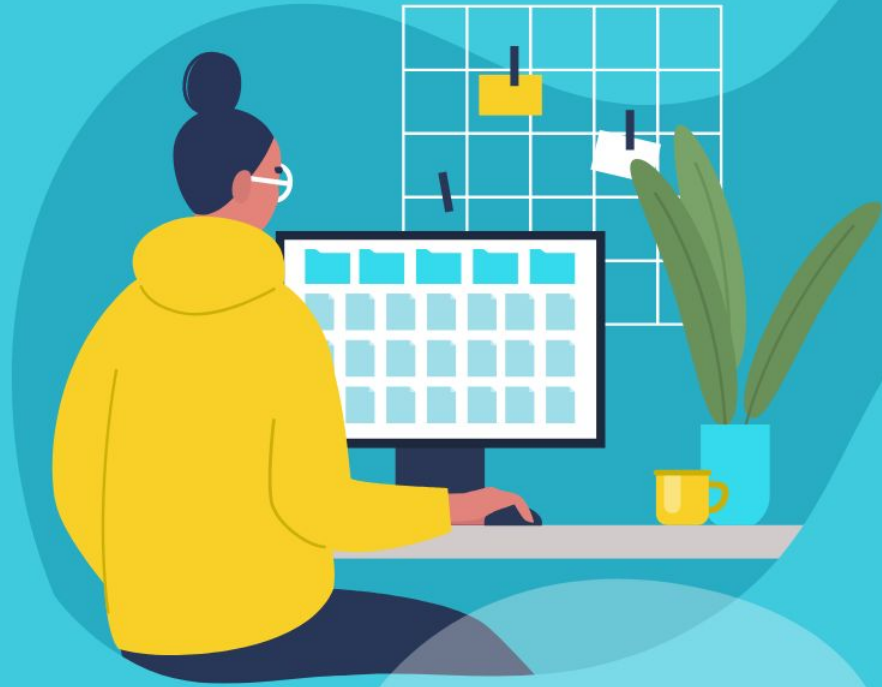
Basecamp

- With over 2 million customers, Basecamp is a veteran of the remote project management systems world.
- What sets basecamp aside from the dozens of project management systems is the simple, uncluttered, and powerful interface.
- Straightforward instructions, e-mail integration, visually appealing task boards, and a strong reporting suite makes using the platform a smooth and hassle-free experience.





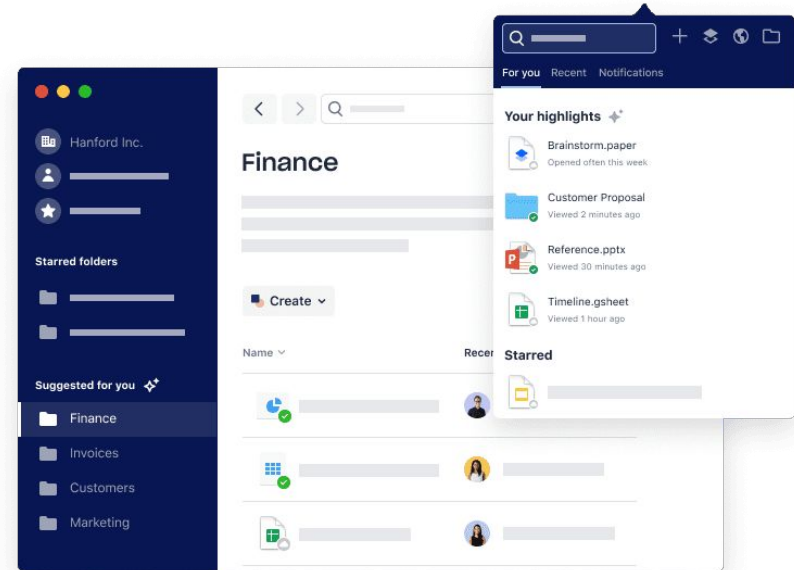
File management





Dropbox

- Dropbox is a simple, user-friendly application that allows you to store all your files in one safe place and access them from your computer, phone, or tablet.
- The auto-sync feature of the app means that any changes you make to a file will sync across your account.





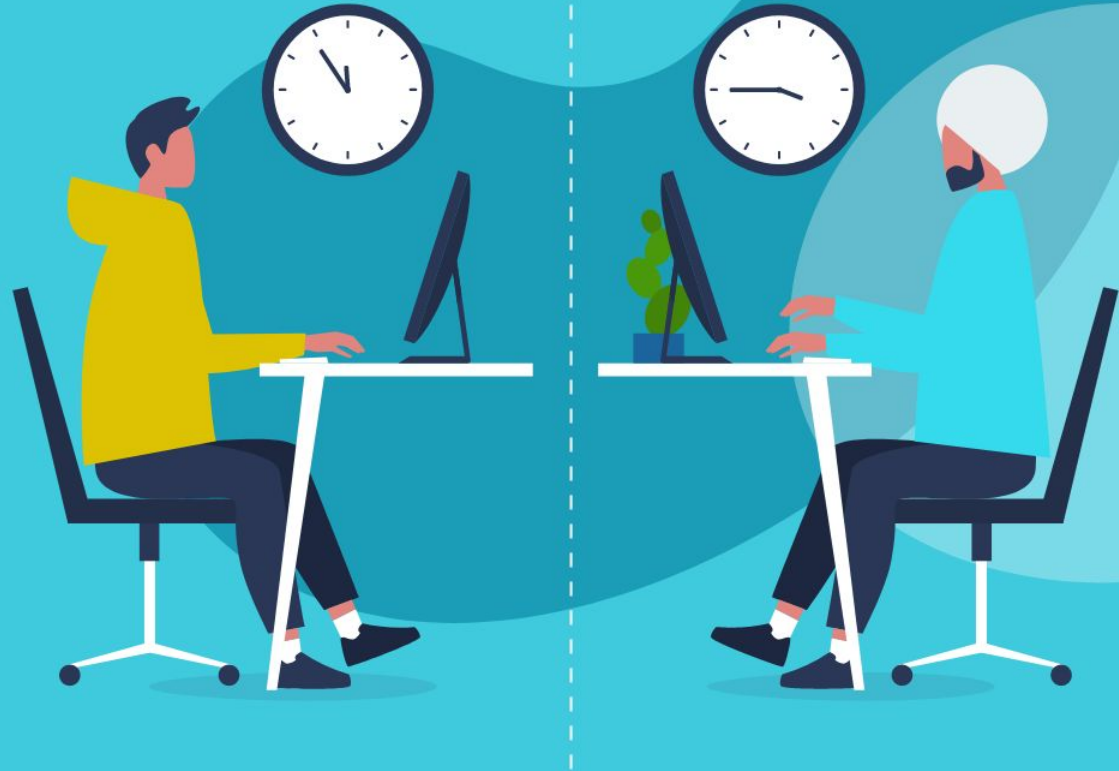
Box

- Businesses like GE and Morgan Stanley swear by Box, a cloud-based file management application that allows users to securely store and share files with remote teams at the price of \$5 per user..





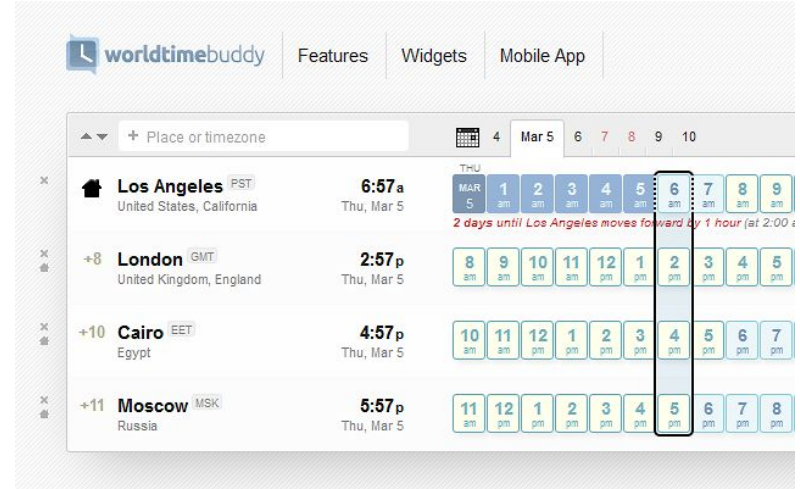
Timezone management





World Time Buddy

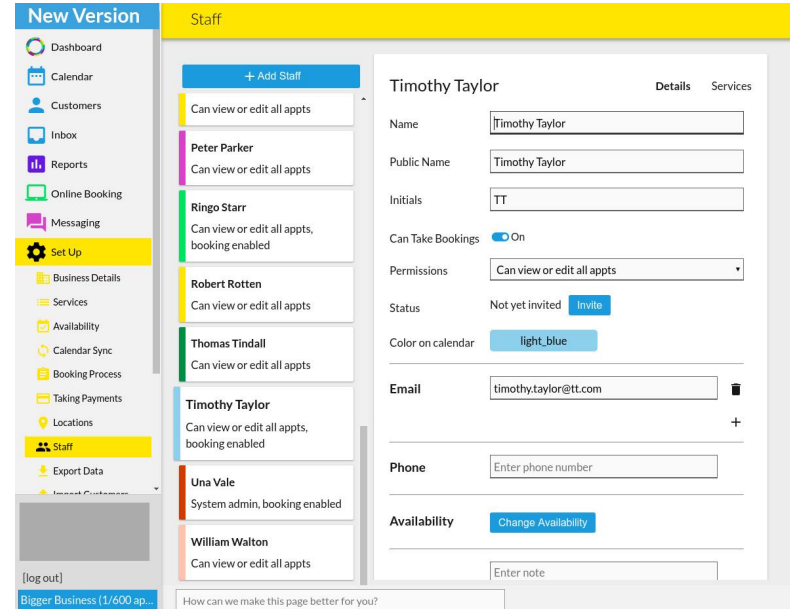
- World Time Buddy is a software with a time converter for remote teams. It is a convenient world clock and an online meeting scheduler wrapped in one.
- The app lets people compare multiple time zones, plan conference calls, and web meetings for businesses taking geography into consideration.





10to8

- 10to8 is a scheduling software for remote teams that enables them to arrange virtual meetings and online appointments.
- The 2-way calendar sync with most calendar apps ensures that double-bookings don't happen, and the automated reminders help teams keep track of meetings, eliminating wasted time and confusion.



Thank you



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