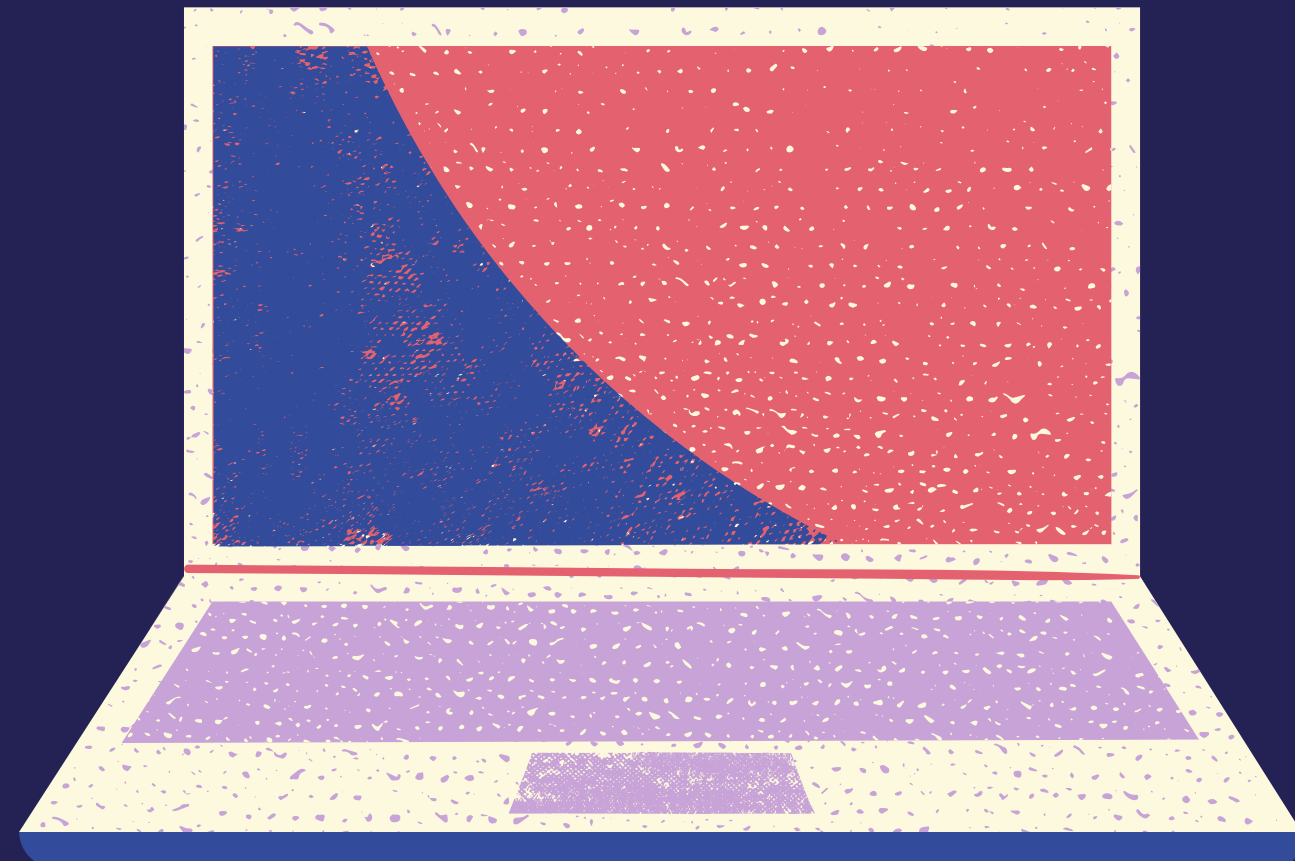


**Interreg
Greece-Italy**

European Regional Development Fund

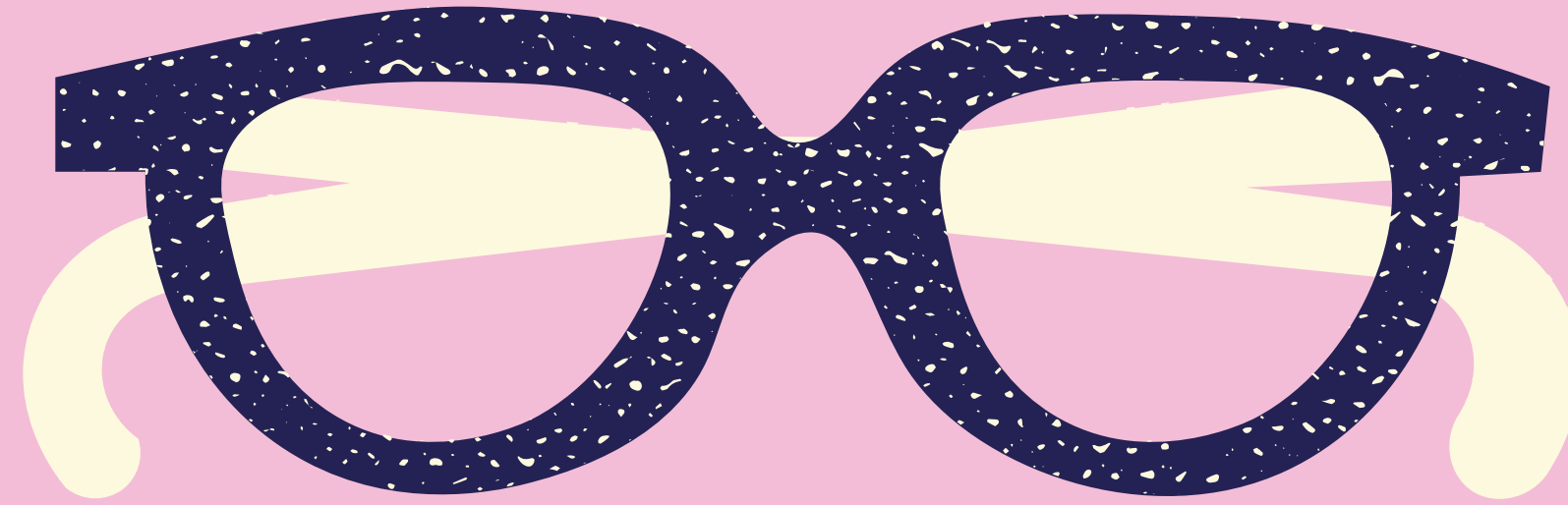


EUROPEAN UNION



Smart Working tools

Tips for the best experience for your teams

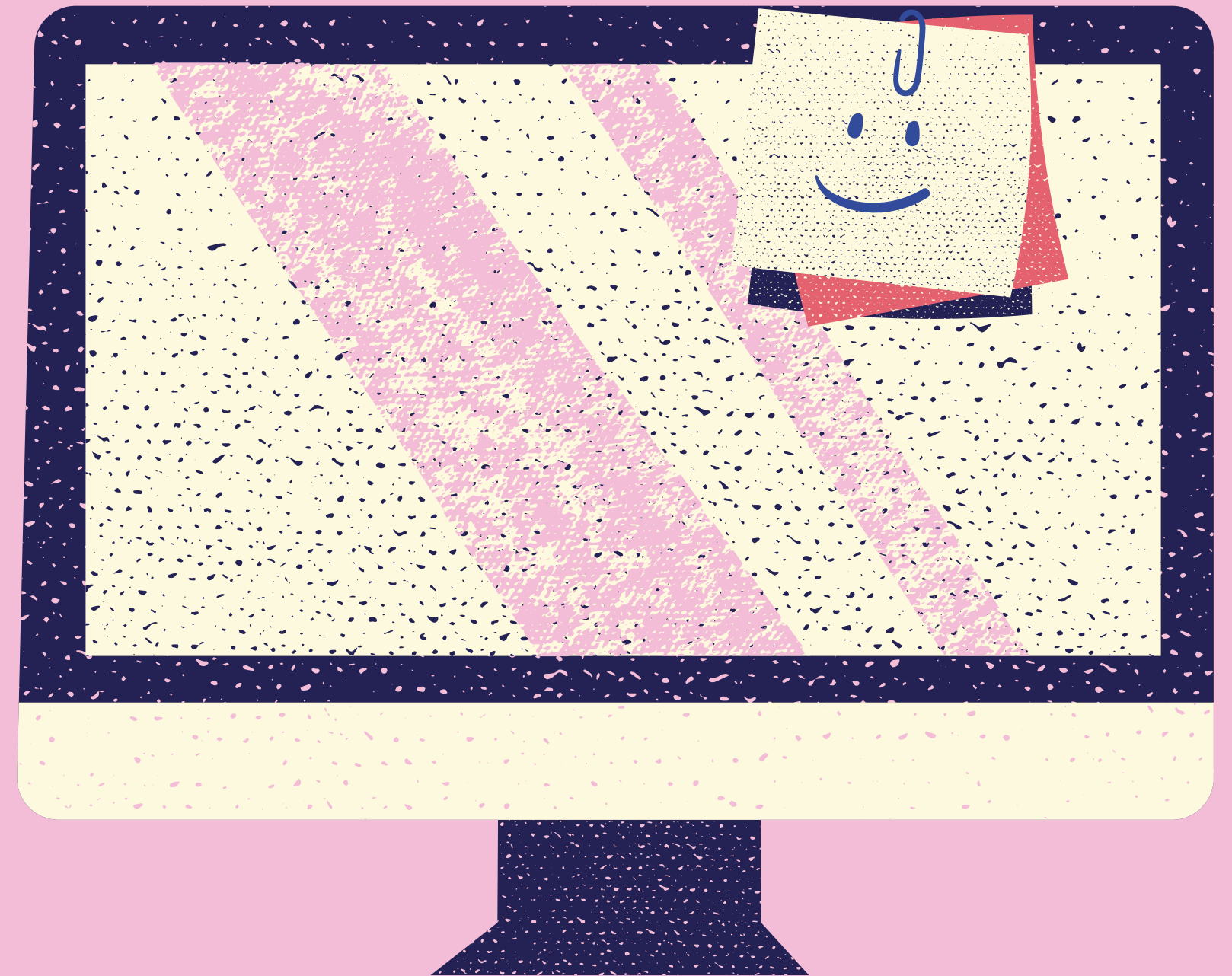


**Flexible hours, rearranged
offices, a new way of organising work. In just
two words, this is smart working**

Here
we suggest some smart working tools that will help you to plan the
following
events, training session and activities.

CALL AND VIDEO CONFERENCE

- Skype
maximum people involved 50
- Google Hangout
Up to 150 people can participate
in a Google Hangout, though a
video
call is limited to 25 participants.



Professional tools

The professional tools always require the payment a monthly fee for access to the service.

Payment is only required for users who organize meetings, while the access is free of charge for the other participants.

The professional solutions allow the organization of videocalls with hundreds of participants. Furthermore, participants can take part in the call via the Internet via browser, application or mobile app, or by telephone.

The most popular professional video calling tools are

- **Google Hangouts meet**

is available for those who have a professional account in Google Suite. The cost of the entire google professional suite, called G-suite, is 4.68 Euros / month per account.

- **Zoom**

is a very popular video conferencing tool.

Cost of the system

There is free plan that allows one-to-one meetings of unlimited duration. This plan also allows meetings of a number of participants that can reach 100, which however can last a maximum of 40 minutes.

The professional plans have a cost that starts from 13.99 Euro / month per host and allow meetings of arbitrary duration with increasing numbers of participants (100 for pro contract, 300 for business contract, 500 for enterprise contract).

- **Cisco Webex**

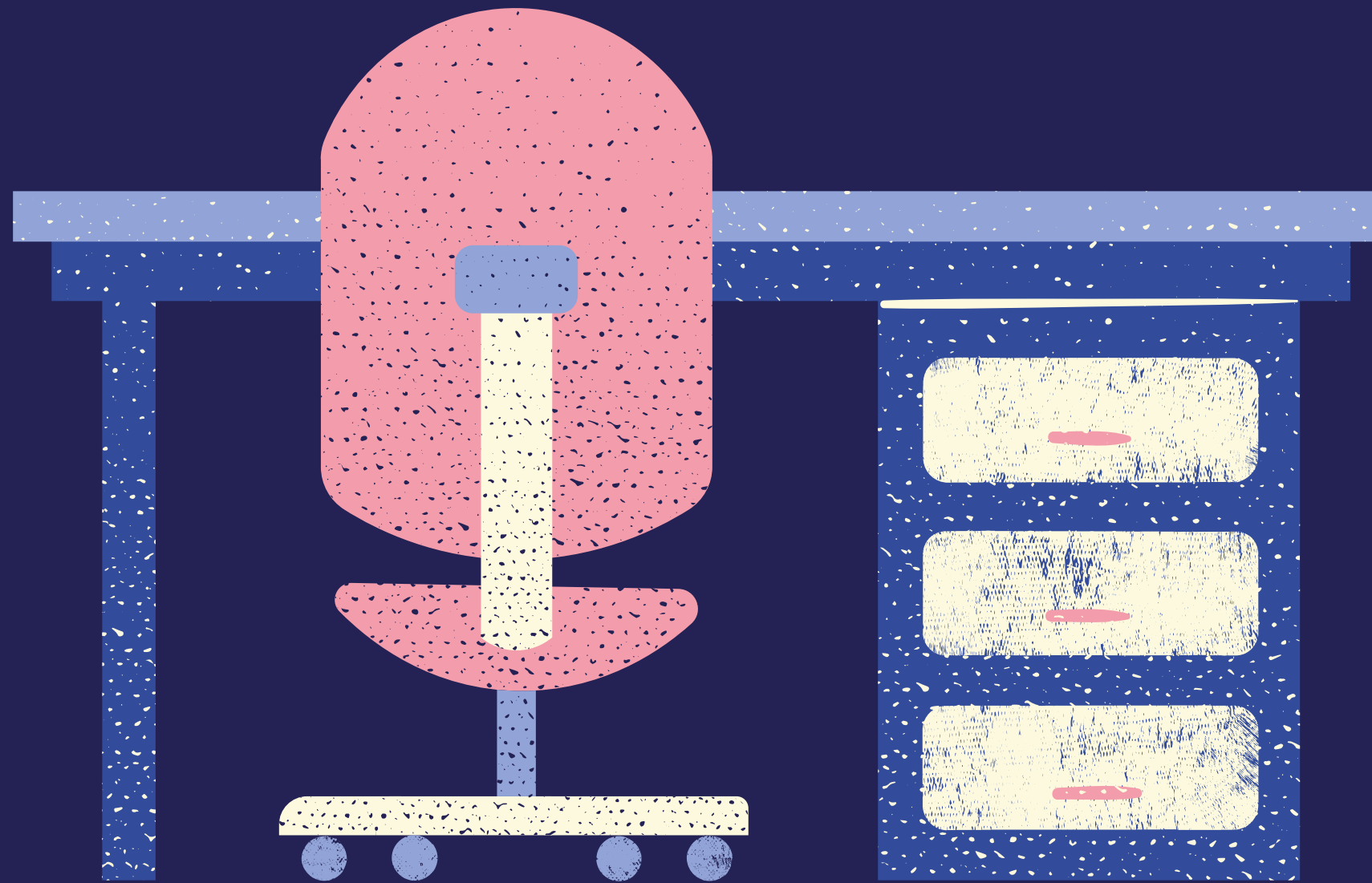
is a very popular solution in professional environments and allows good quality video conferences by phone or via Internet.

There are also different prices:

the offer for personal services is free and allows videoconferences of unlimited duration with up to 100 participants but is not integrated with telephony services.

The professional starts from 12.85 Euros / month and allows meetings of arbitrary duration (both via Internet and via telephone) starting from 50 participants.

COLLABORATIVE EDITING

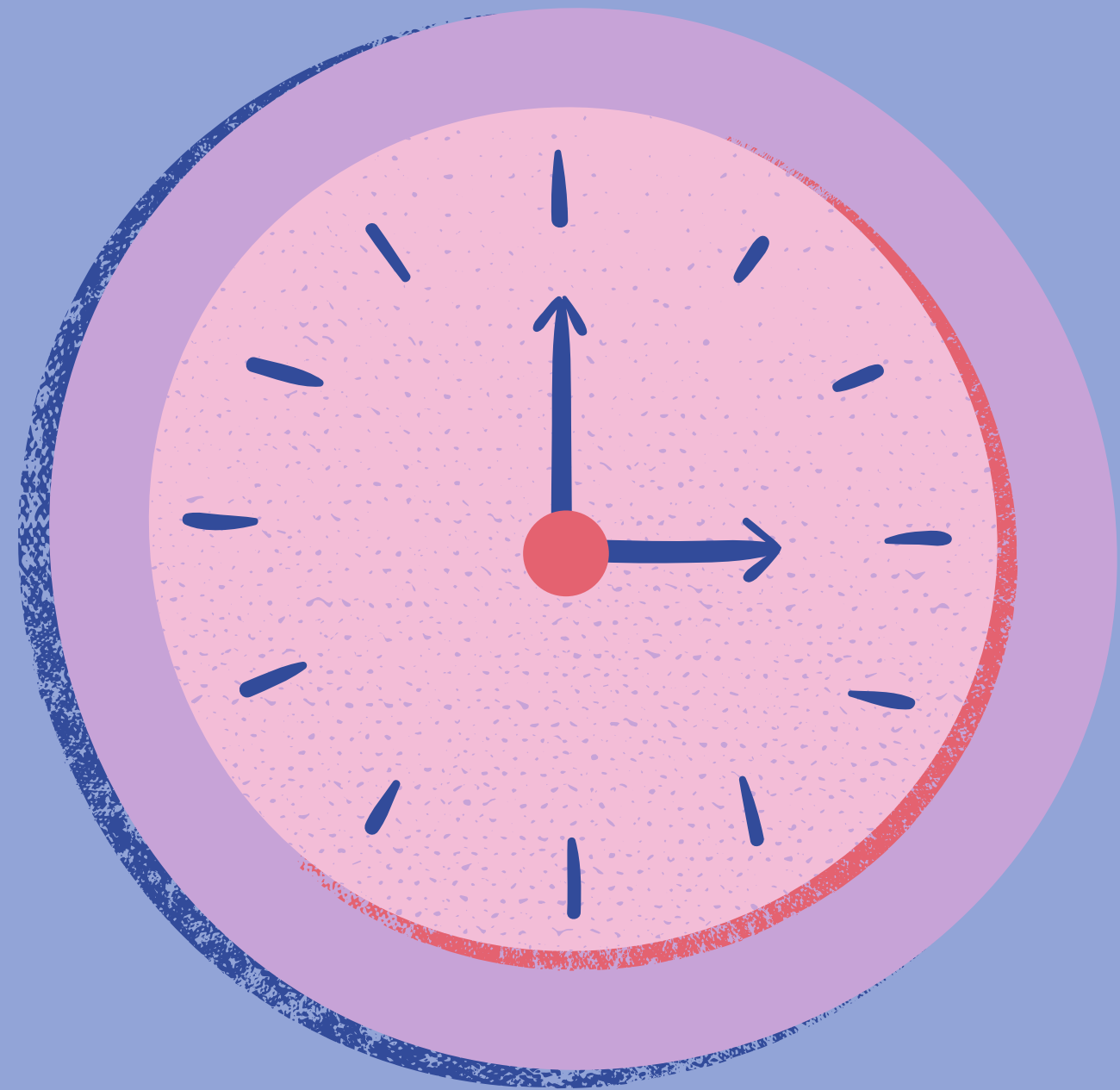


There are many tools that provide support for collaborative editing of text documents, slides and spreadsheets.

The tools allow multiple colleagues to work simultaneously on the same document and to export the work in the most common formats (e.g. doc, docx, odt, ppt, pptx, etc.).

Collaborative editing tools

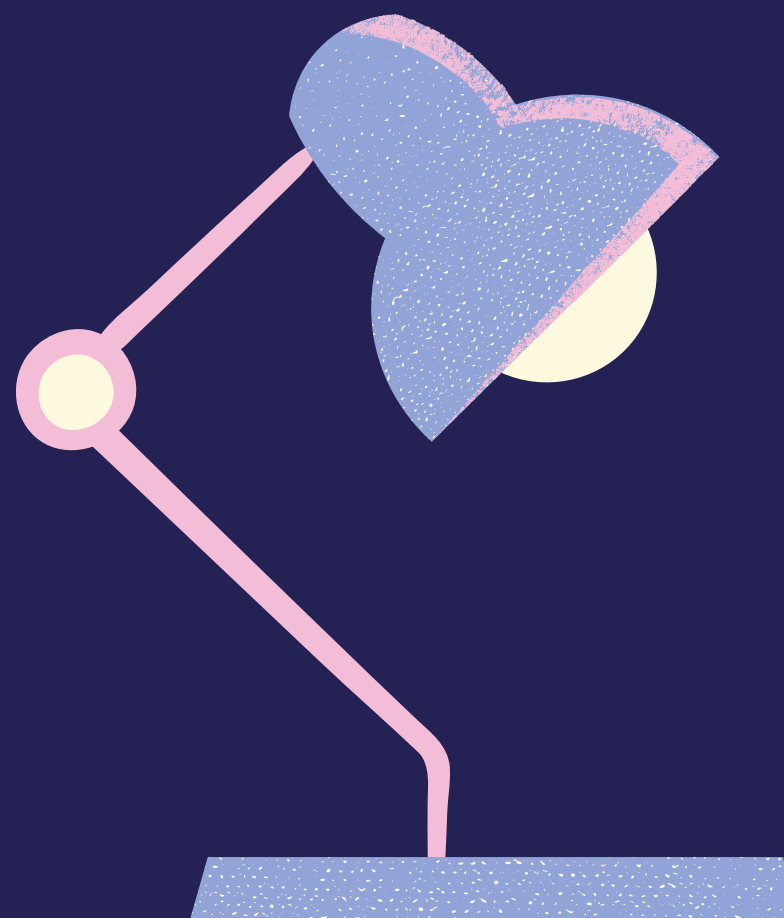
- Google G Suite
- Microsoft Office 365
- Zoho Docs
- Collabora
- Etherpad
- Ethercalc



Storage on cloud

There are many tools that can be used for file sharing. Professional solutions require the payment of a small monthly fee. The most common are listed below:

- [Dropbox](#)
- [Google Drive](#)
- [Amazon WorkDocs](#)
- [NextCloud](#)



Take your time.

Going from face-to-face meetings to online meetings can be a big adjustment for the whole team. A supportive environment is key in helping everyone transition to the new way of collaborating.