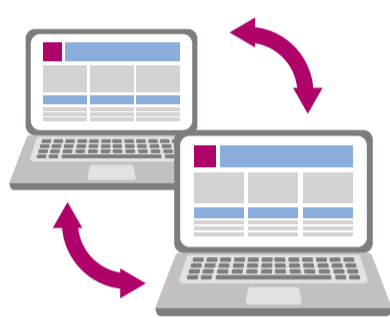


Snapshot of communication and collaboration tools

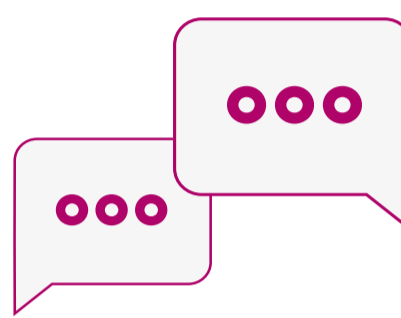
The following web, desktop and app based products can help you stay connected to your colleagues and can also be used for distance recruitment. They all offer:



Audio and video conferencing







Screen sharing



Instant messaging



Recording facility
(paid subscription may be required)

Tool	Product information
<p>Microsoft Teams</p>  <p>Access the web version via Office.com</p> <p>Download the desktop app from: https://teams.microsoft.com/downloads</p>	<ul style="list-style-type: none"> Providers get Teams as part of NHSmail www.digitalsocialcare.co.uk/covid-19-guidance/covid-19-quick-access-to-nhsmail You can download the Microsoft Teams app on your mobile phone Integrates with all Microsoft Products, including One Drive, Planner, Calendar Has an integrated 'Create Teams Meeting' button in Outlook for sending calendar invites Internet Explorer is not supported if using the web version – only Microsoft Edge (successor to IE) or Google Chrome If using the 'share desktop' function, the presenter cannot see the other participants on the video conference Users that don't have a paid subscription need to either download the application or use a web-based version of the application
<p>Whereby</p>  <p>https://whereby.com/</p>	<ul style="list-style-type: none"> Whereby app is available Supports video conferencing if you have a poor broadband speed Once you copy and paste the room link into Chrome, you have instant access to the meeting – no downloads required. Four people can use a free room or 12 for a paid room It can utilise a lot of bandwidth if there are multiple users (more than five or six) using the video conference function simultaneously Your web cam and microphone will need to be enabled to provide full audio and video functionality
<p>Zoom</p>  <p>https://zoom.us</p>	<ul style="list-style-type: none"> Zoom adjusts to your broadband speed for audio and video Once you copy and paste the room link into Chrome, you have instant access to the meeting – no downloads required. The screen share facility allows you to share your screen easily There is a chat function for attendees to post messages when on video calls Zoom works best when using Google Chrome as your browser The free version of Zoom has a time limit of 40 minutes if there are 3 or more participants on the call (unlimited for one to one user conferencing). You can pay for longer meetings.
<p>GoToMeeting</p>  <p>https://support.goto.com/webinar</p>	<ul style="list-style-type: none"> Supports up to 250 simultaneous user connections Easy and intuitive setup for joining webinars New users need to download software in order to participate