

Communication Tools

Instant messaging and chat tools: These tools help teams quickly send chat messages. They are great for quick back-and-forth communication and for asking someone a question about a specific topic. Chat threads can be organized into channels by conversation topic or by team.

- [Slack](#)
- [Microsoft Teams](#)

Video conferencing tools: These tools help you set up video meetings with multiple people, so you can see your team. You can use your phone to call into these meetings when you are on the road or call in directly over your computer. All you need is a camera, which often comes stock on your phone or computer.

- [Google Hangouts](#)
- [Zoom](#)
- [BlueJeans](#)
- [join.me](#)
- [Skype](#)

Formal presentation/meeting tools: These tools allow you to invite many people to a meeting and are used for presentations with larger audiences. They are great for company-wide meetings, large scale trainings, or webinars.

- [GoToMeeting](#)
- [Webex](#)

Culture-building tools: These tools are like Facebook for your business. Teammates can post photos, share updates, and learn more about the human side of each other. Think of this as a place where you can gather around the water cooler and have non-work-related conversations, from anywhere.

- [Yammer](#)

Office presence tools: These tools help you feel more connected to your remote teams. Rather than just seeing a green dot next to a person's name to see if they are available, you can actually see if someone is chatting with another coworker, is busy heads down, or is available to hop into a quick meeting. It acts as a virtual office space when you are not in an office.

- [Sococo](#)