

## Quick Solutions for Telecommunicating During Lockdown

Information for each recommended product is listed in greater detail below.

1. Meetings to update groups of individuals, online meeting that can host 100's of participants at once or one on one with potential clients.
2. Host meetings, chat and voice options with internal teams, and collaboration with files and other data all hosted online in once place. Primarily for continuing work when you need to communicate internally in groups.
3. Working directly with applications and data that are only available on your work computer. This allows you to remote in to work directly on your office computer.

1. Hosted meetings:



Zoom for video,  
conference rooms  
& phone.

<https://zoom.us/webinar>

Easily create web meetings with a call-in bridge to share your message with groups or one on one with clients. Our clients overwhelmingly love Zoom for it's ease of use and we love its dependability.

Cost is \$15 per month per user that needs to host, participants do not require licenses. Some add-ons for increasing the max number of clients

Pros:

- Easy to use
- Meet one on one or large groups easily with invitations sent by email
- Desktop or application sharing from your computer to all participants
- Host up to 100 participants with their base offering
- Dial-in or use your computer speakers and microphone
- Video sharing for participants

Cons:

- One-way collaboration – primarily for delivering information
- Documents can be shared by webinar but are not persistent, any changes or edits require email or file sharing outside of the application
- Chat is for web meeting use only

Joining a Zoom meeting:

[https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1)

## Microsoft Teams

Work remotely without feeling remote.

<https://products.office.com/en-us/microsoft-teams/group-chat-software>

True collaboration tool for internal teams. If you need to share documents and ideas with internal teams to edit and comment about this tool is perfect for your situation. You can host meetings with all users in the organization, even if you don't have a license. You can sign up for free here:

<https://products.office.com/en-us/microsoft-teams/compare-microsoft-teams-options>

If you already have Office 365 licenses for Business Essentials or higher you can use Teams currently just download and install or access the application on the web to get started. Calling and conference bridge options require E3 and up licensing, feel free to contact us for questions.

Teams is also an internal chat system giving you insight into availability. Direct calling from your mobile is also available by installing the mobile app on your device. Your Outlook Calendar is available to schedule meetings or call and you can build Channels for projects or other collaborative work for storing files, chats, and Wiki's directly within the application. Files are synced to SharePoint automatically.

If you are a current customer, you likely already have Office 365. Reach out to us for assistance to get your Teams up and running.

Pricing is free for the basic chat and collaboration tool and is included in every level of O365 licensing.

Pros:

- Easy to get setup and going
- Persistent files and communications all in one place vs. email responses and attachments
- Instant one on one or group webinars for all internal employee
- Chat and person to person VOIP calling included. Messages are retained in chats (vs. Skype for Business).
- Can be used as a VOIP phone service by porting existing numbers over. Desktop phones, mobile phones, or soft phones (computer application with headset) can be leveraged.

Cons:

- Free version is limited to meetings and chat
- Conference bridging for web meetings for both employee and clients require E5 licenses for each person that wants to host. E3 and E1 licenses can add conference lines for a small fee per month.
- Requires license provisioning for non-current Office 365 users

Quick Video Overview: <https://support.office.com/en-us/article/video-welcome-to-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12>

Fast, simple, secure remote computer access for individuals and teams.



<https://www.splashtop.com/business>

For users that primarily rely on applications or files that reside inside on internal servers and databases. Accountants, Engineers, and other siloed workers that need to access their work computer for getting things done will appreciate Splashtop. It gives you an easy way to log in to your computer remotely and work directly on your device as if you were sitting in the office. If only you could have it grab your prints and send them over... It doesn't get any easier and it has an easy licensing model and interface than either TeamViewer or LogMeIn Pro.

If you are an existing customer and need help installing this on your work desktop, please reach out to our helpdesk team for assistance.

There are several options for their pricing model. Business Access Solo is best for under 10 users, Business Access Pro add functionality for dual monitors if you have that configuration at work, if not stick with Solo. The final options Business Access Pro Volume Licensing is best for any organization that requires more than 10 users.

Solo version is \$60 per year.

Pros:

- It's your work computer, from home. All the productivity and none of the lugging a huge desktop home from the office.
- Inexpensive

Cons:

- Not a collaborative tool. You'll need a chat or voice solution to communicate with peers. Teams would be a great companion to Splashtop to meet that need.
- Organizations need to think about how they want to leverage this product long term. Not everyone wants end-users to have access to their desktops at work around the clock. This is a short-term solution for getting work done.

Tutorial: <https://support-splashtopbusiness.splashtop.com/hc/en-us/articles/360015781911-Splashtop-Installation-Tutorial>