

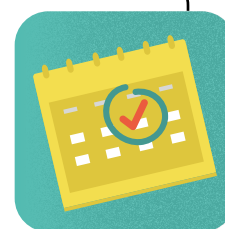
## Ways to work with others

The COVID-19 pandemic accelerated the ways organisations use technology to work together. Here are some of the most common digital ways of working collaboratively.

1

### Calendars

Calendars can be used to see other people's availability and book in meetings at a time that suits them.



2

### File sharing

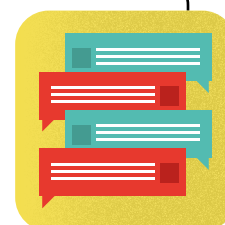
There are a huge number of different tools for file sharing, and often organisations will use more than one method. It's helpful for everyone to access the file in the same place to keep one version rather than sending it back and forth on email.



3

### Instant messaging

An easy way to send a quick question to a colleague without filling their email inbox. Instant messaging tools are often paired with video conferencing and screen sharing too.



4

### Document synchronization

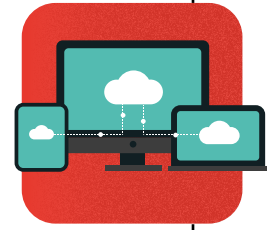
This is a way of editing two documents in different places, but they're matched up to synchronize any edits and updates. It helps to ensure everyone has the most up to date version.



5

### Cloud storage

One of the benefits of using the cloud is the ability to access your files on almost any internet device and share access to your files so you can collaborate with colleagues on one version of the document.



6

### Video conferencing

In-person meetings can be replaced with video conferences so the team still get to see each other as they communicate. One of the biggest benefits of video conferencing is that you can easily connect with people all over the world.



7

### Whiteboards

Online whiteboards allow colleagues to communicate visual information via text, drawings and graphics. It can be saved and revisited, and easily edited like a real whiteboard.

