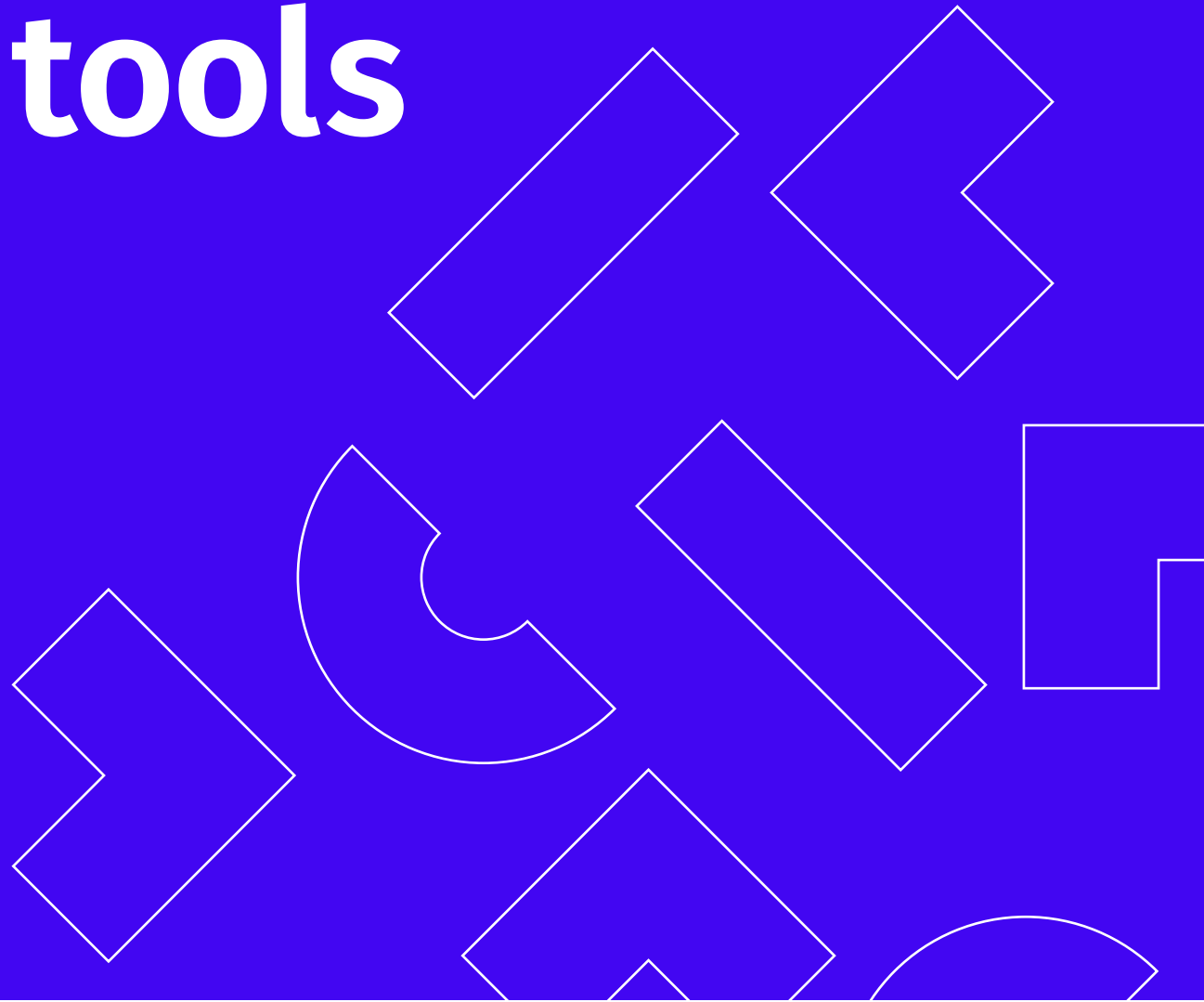




































Manifesto tools





































Choose the best tool for your needs

Scenario	 Google Drive	 Slack	 Gmail	 Google calendar	 Wiki	 Google Hangouts	 Zoom	 Trello	 Mural
Find news, policies, guidelines and tools									
Make a written announcement across locations									
Initiate a video call									
Initiate an audio call									
Host an internal virtual meeting or webinar									
Host an external virtual meeting or webinar									
Collaborate and share files with colleagues in your team with a digital working space									
Collaborate with team members through online workshops									
Access your calendar and book meetings									

 Key
  Best choice
  Recommended

Choose the best tool for your needs

Scenario	 Google Drive	 Slack	 Gmail	 Google calendar	 Wiki	 Google Hangouts	 Zoom	 Trello	 Mural
Access a shared calendar and book meetings									
Store and share project documents with colleagues									
Store private documents									
Share documents with external parties									
Store and share files with internal and external users with advanced permission control									
Initiate a real time chat with a colleague									
Invite colleagues to a social activity									
Access Google products – online									
Share, track and collaborate on documents with internal team									

 Key  Best choice  Recommended