



# WORKING FROM HOME 101

## A GUIDE TO THE ESSENTIAL TOOLS FOR TELECOMMUTING



### REMOTE DESKTOP TOOLS

- Teamviewer - [www.teamviewer.us](http://www.teamviewer.us) (FREE)
- Splashtop - [www.splashtop.com](http://www.splashtop.com) (Personal version is Free / nominal \$ for ios)
- Microsoft Remote Desktop - (FREE but depends on your version of Windows10)
- Apple Remote Desktop - [www.apple.com/remotedesktop/](http://www.apple.com/remotedesktop/) (\$80)



### REAL-TIME COMMUNICATION APPS

- Slack - [www.slack.com](http://www.slack.com) (FREE version for small teams)
- RocketChat - <https://rocket.chat> (FREE / Pay to access more features)
- Mattermost - <https://mattermost.com/> (FREE trial / \$3.25 per user per month)



### VIDEO CONFERENCING

- Zoom - <https://zoom.us/> - (FREE for 40 minute meetings / \$14.99 for PRO version)
- Google Hangout - FREE but has a limit of 25 participants
- Join.me - <http://join.me/> (FREE trial / \$10 per month for 5 participants / \$20 per month for up to 250 participants)



### OTHER TOOLS

- PROJECT MANAGEMENT - Basecamp - (\$99/year)
- PROJECT MANAGEMENT - Trello - <https://trello.com> (FREE / Tiered pricing)
- TIME MANAGEMENT - Everhour - <https://everhour.com/> (FREE for up to 5 users / Tiered pricing)

Source: <https://www.zdnet.com/article/remote-working-101-professionals-guide-to-the-tools-of-the-trade/>



For more tips and resources, please visit: [www.albanychamber.com](http://www.albanychamber.com)