

# 25 FREE TOOLS ESSENTIAL FOR REMOTE TEAMS

EMAIL	<ul style="list-style-type: none"><li>• <a href="#">Levitate</a></li><li>• <a href="#">Mailchimp</a></li></ul>	<p>Send mass emails that look like an email from Microsoft Outlook.</p> <p>Basic templates for professional emails with included Marketing CRM</p>
TASK MANAGEMENT	<ul style="list-style-type: none"><li>• <a href="#">Slack</a> or <a href="#">Meister Task</a></li></ul>	<p>Online task management for teams in a customizable environment that adapts to individual needs.</p>
VIDEO CONFERENCING	<ul style="list-style-type: none"><li>• <a href="#">Skype</a>, <a href="#">Zoom</a>, or <a href="#">Mikogo</a></li></ul>	<p>Easy, reliable cloud platform for video and audio, collaboration, chat, and webinars across any device.</p>
FILE EDITORS	<ul style="list-style-type: none"><li>• <a href="#">PDF Compressor</a></li><li>• <a href="#">PDF to PNG</a></li></ul>	<p>Simply drag-and-drop PDFs to compress, download, and share.</p> <p>Converts PDF file to images. The resolution is a lot better.</p>
PROJECT MANAGEMENT	<ul style="list-style-type: none"><li>• <a href="#">Trello</a></li><li>• <a href="#">Zapier</a></li></ul>	<p>Organize and prioritize projects in a fun, flexible and rewarding way.</p> <p>Connect apps and automatically move data between them.</p>
PASSWORD MANAGER	<ul style="list-style-type: none"><li>• <a href="#">Dashlane</a></li><li>• <a href="#">Password Generator</a></li></ul>	<p>Keeps passwords safe and easy for employees to log into tools.</p> <p>A secure password generator to prevent being hacked.</p>
FILE MANAGEMENT	<ul style="list-style-type: none"><li>• <a href="#">Google Drive</a> or <a href="#">Dropbox</a></li></ul>	<p>Digital file management for users to securely access and share files anywhere.</p>
SOCIAL MEDIA	<ul style="list-style-type: none"><li>• <a href="#">Bit.ly</a></li><li>• <a href="#">Hootsuite</a></li></ul>	<p>Change any website link to customized recognizable short links.</p> <p>Organize &amp; build posts. Includes 3 profiles, and 30 scheduled posts</p>
GEOGRAPHICAL DISTANCE	<ul style="list-style-type: none"><li>• <a href="#">World Time Buddy</a></li></ul>	<p>Simply add up to 4 geographical locations then drag and drop the slider to find a good time to meet teammates.</p>
STOCK PHOTOS	<ul style="list-style-type: none"><li>• <a href="#">Unsplash</a>, <a href="#">Pexels</a> or <a href="#">Burst</a></li></ul>	<p>The internet's source of copyright-free and high-resolution images. Powered by creators everywhere.</p>
SCREEN TIME	<ul style="list-style-type: none"><li>• <a href="#">Just Get Flux</a></li></ul>	<p>Modify compute display color, bright for day, warm tones at night - helps with staring at your screen for long periods</p>
PHOTO EDITORS	<ul style="list-style-type: none"><li>• <a href="#">Canva</a>, <a href="#">Pixlr</a> or <a href="#">PicMonkey</a></li><li>• <a href="#">Infogram</a></li></ul>	<p>Design professional social media posts, Flyers, Business Cards, and Presentations.</p> <p>Beautiful data visualizations - infographics, reports, slides, charts, etc.</p>

These tools are great resources, but we are here to help you come up with a long-term game plan for your remote users. Let us know if you would like information on business-grade solutions or pricing.