

Type of tool	Key features	Examples of products
Emails or webmail	<ul style="list-style-type: none"> ▶ Send emails to an individual, a group or a mailing list ▶ Send attachments 	<ul style="list-style-type: none"> ▶ Thunderbird (email client that requires installation) ▶ Outlook (to be installed or online) ▶ Gmail
Phone, video call or instant-messaging apps	<ul style="list-style-type: none"> ▶ Make audio calls ▶ Make video calls ▶ Speak with one person or a group ▶ Screen sharing ▶ Chat function ▶ Chairing, polls and games 	<ul style="list-style-type: none"> ▶ Google Meet ▶ WhatsApp ▶ Messenger ▶ Skype ▶ Zoom ▶ Whereby ▶ Kahoot!
Online calendars	<ul style="list-style-type: none"> ▶ Add meetings ▶ Import external calendars ▶ Sync with external calendars ▶ Allow others to see your availability ▶ Send event invites to individuals 	<ul style="list-style-type: none"> ▶ Doodle ▶ Google Calendar ▶ Timify
Project-management apps	<ul style="list-style-type: none"> ▶ Put teams together ▶ Assign, manage and share tasks ▶ Manage deadlines ▶ Produce reports 	<ul style="list-style-type: none"> ▶ Trello ▶ Asana ▶ Monday ▶ GanttProject ▶ ClickUp ▶ Kantree

Professional social networks	<ul style="list-style-type: none"> ▶ Have an online presence ▶ Create discussion groups ▶ Share information ▶ Chat ▶ Send direct messages ▶ Follow different people and/or topics 	<ul style="list-style-type: none"> ▶ LinkedIn ▶ Twitter ▶ Slack ▶ Workplace ▶ Discord
Spaces to save links or information	<ul style="list-style-type: none"> ▶ Save an article, image, video or website ▶ Add labels or sort into tables to find them more easily ▶ Find out about current trends ▶ Run a vote or a poll 	<ul style="list-style-type: none"> ▶ Pocket ▶ Industry-related podcasts ▶ Pinterest ▶ Google Forms ▶ Kahoot!
Teamwork and communication platforms	<ul style="list-style-type: none"> ▶ Aim to reproduce the “open plan” atmosphere in offices ▶ Facilitate synchronous or asynchronous working ▶ Share news and updates quickly and easily. ▶ Create private workrooms with different roles and access rights ▶ Screen streaming 	<ul style="list-style-type: none"> ▶ Slack ▶ Discord ▶ Notion ▶ GitLab
File storage and sharing	<ul style="list-style-type: none"> ▶ Store files on the cloud (remote servers) ▶ Share files and folders ▶ Offline document access (office automation tools) 	<ul style="list-style-type: none"> ▶ Google Drive ▶ Dropbox ▶ Notion
Apps to help with concentration or motivation	<ul style="list-style-type: none"> ▶ Listen to music to boost concentration ▶ Play calming background noise ▶ Receive news updates and learn about current trends ▶ Alternate sprints with breaks for maximum efficiency 	<ul style="list-style-type: none"> ▶ Noisli ▶ Pomodoro Tracker ▶ Podcasts