

# VIRTUAL COLLABORATION

## INTRO: WHAT ARE WE ACTUALLY TRYING TO ACCOMPLISH?

- What would you like to do?
- What are you currently doing to collaborate online?
- Do you have any specific questions about?

## WHY USE VIRTUAL COLLABORATION TOOLS?

### PROS:

- Save travel time
- Improved communication
- Meet at a moment's notice
- Gain partners and clients that would be otherwise location prohibitive

### CONS:

- Time to learn new technology
- Helping others use and understand tools
- Added costs
- Fear of losing a document

*Maxim: "Keep the solutions as simple as possible until it's clear that it won't handle the situation"*

## TOPIC 1: MEETING SOFTWARE & PLATFORMS

### MEETING PLATFORMS

- GoToMeeting (\$49 per month)
- Skype (Free)
- Google Talk (Free)
- Join.Me (Free)

### SCHEDULING TOOLS

- Doodle.com
- Outlook integration (GoToMeeting)

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## TOPIC 2 – COLLABORATIVE DOCUMENTS

### GOOGLE DOCS

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#### SHARING A DOCUMENT

##### Levels of sharing

- Private
- View only
- Editor
- Public

**Creating a URL** Google automatically creates a URL link to your document

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#### TYPES OF DOCUMENTS

- Google Spreadsheets – *Example: Project Timeline*
- Documents – *Example: Meeting Agenda*
- Presentations – *Example: Business Plan*
- Forms – *Example: Meeting Sig up Sheet*

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#### BENEFITS

- Simultaneous Editing
- Free
- Easy sharing
- Instant save
- Access to past versions

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## TOPIC 3 - SHARING AND STORING INFORMATION

### TIPS FOR SUCCESS

- Establish a naming convention and folder structure
- Pay attention to user permission levels
- Choose a system that is very easy to access for all users
- Do not keep other versions of the documents outside the preferred location

### DROPBOX VS. GOOGLE DOCS

	Google Docs	Dropbox
Storage:	1GB	2GB
File type:	Convert to docs	Any
System:	Mac or PC	Mac or PC
Mobile App:	Yes	Yes
Sharing:	Yes	Yes
Account Required:	Yes	Yes
Simultaneous Editing:	Yes	No

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