Please note many of the programs and apps below require a license or paid subscription. Try them out by using the free versions they offer!

Storage

Dropbox
- Cloud storage
- Can organize files into multiple folders
- Syncs across multiple devices

Google Drive
- File storge and synchronization service
- Hosts multiple apps – Google Sheets, Google Docs, etc
- Can assign different access levels to users

OneDrive
- Microsoft – cloud storage and file syncing storage
- Included with Windows 10 and 11
- Works seamlessly with Microsoft Office Apps (license required) and Microsoft Office 365

SharePoint
- Web based collaborative platform
- Users can share file, news, data, and resources
- Can customize your SharePoint site
- NOTE: You cannot run an Excel file with macros on SharePoint online. You must download the file.

Surveys

Google Forms
- App to create forms, surveys and quizzes
- Can drag and drop to create your surveys
- You can receive a downloadable summary of the results

Survey Monkey
- Free and paid versions
- Can implement A/B testing
- Can create multilingual surveys

Microsoft Forms
- Create a survey or quiz
- Users can complete online or on their mobile form
- Has built-in analytics for your reporting

Emails

Gmail
- Uses tabs to filter your primary inbox from promotions, social updates, etc
- Uses labels in place of folders

Outlook
- Offers a calendar view and can view your contacts at a glance
- Uses a folder system

Task Management

Trello
- Project management tool
- Uses the Kanban framework
- Share boards and cards across users and teams

Asana
- Cloud based project management software
- Ideal for organizations of all sizes
- Has lists, charts, Gantt charts, etc

Microsoft Planner
- Lightweight mobile and web-based software
- Can make plans, assign tasks, discuss assignments across teams
- Use the Planner Hub view to see your organizations projects and tasks at once

Catch the [Replay](#) or browse our [free resources](#). Ready for the next step? Register for [Microsoft 365: The Essentials](#) or [Outlook Level 1 (Basic)](#) and [Outlook Level 2 (Advanced)](#) today!

Additional Resources:
Dropbox: https://www.trustradius.com/products/dropbox/reviews#comparisons

Drive: https://www.trustradius.com/compare-products/dropbox-business-vs-google-drive

OneDrive Pricing: https://www.microsoft.com/en-ca/microsoft-365/onedrive/compare-onedrive-plans?activetab=tab%3aprimaryr1

SharePoint: https://youtu.be/5nrxp7lc0so

Forms: https://www.capterra.ca/software/1025299/microsoft-forms

How to use Forms: https://youtu.be/ouFKWHQMxtQ

How to add a header or logo in Microsoft Forms: https://www.youtube.com/watch?v=3aJOggwRAZk

Pros & cons: https://thebusinessblocks.com/2021/08/09/microsoft-forms-best-online-form-builder/

Google Forms: https://www.trustradius.com/products/google-forms/reviews#faqs

Google Forms vs. Microsoft Forms: https://www.alphr.com/google-forms-vs-microsoft-forms/

Outlook vs. Outlook.com: https://www.msoutlook.info/question/780

Gmail vs Outlook: What's the Best Email Service? https://www.spikenow.com/blog/team-collaboration/gmail-vs-outlook-whats-the-best-email-service/

Outlook.com vs. Gmail: https://www.lifewire.com/outlook-com-review-2483268#toc-composing-email-gmail-allows-more-space

Trello vs. Planner: https://awecomm.com/Blog/pros-and-cons-microsoft-planner-vs-trello/

Asana vs. Planner: https://hevodata.com/learn/microsoft-planner-vs-asana/#intro

Trello vs. Asana vs. Planner: https://www.getapp.com/resources/microsoft-planner-vs-trello-vs-asana-small-business-project-collaboration-apps-compared/