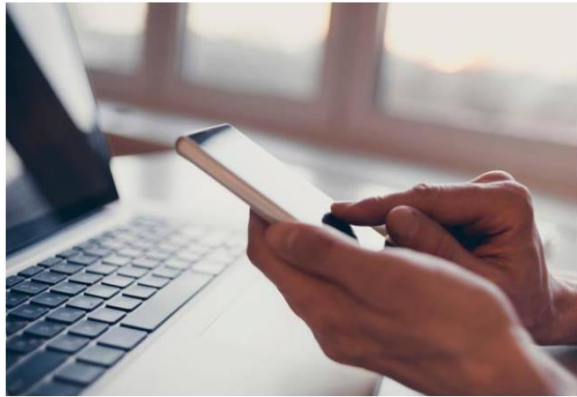


 > Media & Marketing

Simplify your workday

Five free applications to make working from home easier

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While working from home, several applications can make your days more efficient.



IN several countries, governments are encouraging company employees to work remotely, whenever possible, to limit physical contacts in office spaces in order to reduce the spread of Covid-19. And there are a multitude of apps available online that are becoming part of many of these home office workers' everyday lives, whether for simplifying professional communication among colleagues, organising video meetings or sharing important documents.

Slack

If it wasn't already part of one's set-up, this software became a must-have for many during the lockdowns taking place at the beginning of the year and is now a staple for home office workers. This collaborative application allows users to keep in contact with every employee from one's company and works as both instant messaging application (direct messages or in group) and a tool for sharing documents. Also note that Slack is compatible with a slew of other applications (Google Calendar, Zoom ...) which can be integrated into the app.

Google Drive

With Drive, Google offers a handy tool, for private individuals and professionals alike to stock and share files and documents with the contacts of your choice. In a company ecosystem, it allows several people to work on the same documents simultaneously, to modify them and validate them from one's computer, smartphone or tablet.

Zoom

2020's star application, Zoom video-conferencing has become mainstream. It allows anyone to organise conferences from home with up to 100 participants. The best part is you don't need to have the application installed to use it, nor do you need an account, a connection link will simply suffice.

Microsoft To Do



To organise your days, especially when working alone from home, it is good to have a set of to-do lists. Microsoft To Do focuses on managing these tasks where you can create, modify and follow the evolution of several thematic task lists. You can also programme reminders.

Evernote

Evernote is a leading application in notetaking. From simple texts to videos, vocal memos, photos or Web pages, every type of document can be recorded online for future reference. The application allows you to sort your notes with labels and to share documents with your contacts. – AFP-Relaxnews



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