



# TOOLBOX

## Collection of good digital tools

Digitalisation has emerged as a significant trend, influenced in part by the pandemic but extending far beyond it. The move towards digital technologies has fundamentally transformed the operations of non-governmental organisations (NGOs), highlighting the importance of remote work, online collaboration, and virtual communication. This trend mirrors a broader societal shift where technology plays a central role in various aspects of our lives, including how NGOs approach issues such as volunteer management, education and social initiatives.

Through the project **“ProVol Digital- Professional volunteer management and training through digitalisation”** we are offering this recommendation guide for NGOs and volunteer coordinators to stay up to date. The aim of this guide is to equip NGOs and volunteer coordinators with digital expertise and to adapt their skills in dealing with technology to the current standards. Through this tool we want to inspire and empower other organisations to enter the digital sphere as well.

“ProVol Digital” is a European project implemented by the following organisation: Gemeinsam Leben und Lernen in Europa – Germany, Eb Projektmanagement – Austria, Dobrovolnické Centrum, z.s., Ústí Nad Labem – Czech Republic, Centrul de Voluntariat Cluj-Napoca – Romania.

The project it is funded by the **EU-program Erasmus +**.

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*Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.*



Co-funded by  
the European Union

breeze



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	English
Previous knowledge/Degree of complexity:	(Basic or advanced) breeze is very easy and intuitive to use.
Link:	<a href="https://www.breeze.pm/">https://www.breeze.pm/</a>
Provider:	breeze is hosted by Heroku, owned by Salesforce.com
Brief description:	breeze is a web-based project management software that allows users to organise, plan and track the progress of projects (task management, task lists, time tracking, calendar, scheduling, reporting, etc.)
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	breeze can be used free of charge as a full version for 14 days and is then subject to a charge. Depending on the number of users, 4 versions can be purchased. The data can be saved. Breeze can be integrated into common tools such as Slack, Google Drive, Dropbox, Toggl, Harvest, Evernote and others.
Instructions/Tutorials:	<a href="https://www.breeze.pm/breeze-tutorial-video">https://www.breeze.pm/breeze-tutorial-video</a> <a href="https://www.youtube.com/watch?v=HsRig7letQA">https://www.youtube.com/watch?v=HsRig7letQA</a>

# Dropbox



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and 20 other languages)
Previous knowledge/Degree of complexity	Easy use.
Link:	<a href="https://www.dropbox.com/en_GB/">https://www.dropbox.com/en_GB/</a>
Provider:	Dropbox
Brief Description:	Dropbox is a simple way of sharing data, especially large amounts of data. One can create different files containing different data for different groups of people.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	There are different versions one can use, ranging from a free of charge version to versions that costs between 10 and 18 euro a month. There are also personal and business versions.
Instructions/Tutorials	<a href="https://help.dropbox.com/de-de/learn/video-tutorials">https://help.dropbox.com/de-de/learn/video-tutorials</a> <a href="https://www.youtube.com/watch?v=4Nan6Zt6bzw">https://www.youtube.com/watch?v=4Nan6Zt6bzw</a>



## Google Drive

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input checked="" type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
Language:	English (and a lot of other languages)
Previous knowledge/Degree of complexity	Easy use. No previous knowledge needed.
Link:	<a href="https://www.google.com/intl/en-GB/drive/">https://www.google.com/intl/en-GB/drive/</a>
Provider:	Google
Brief Description:	You can upload your own data like documents, photos or videos, synchronise them with various devices and share them with others. Your data can then be accessed simultaneously by various devices.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Free of Charge
Instructions/Tutorials	<a href="https://www.youtube.com/watch?v=gdrxAoqfvbA">https://www.youtube.com/watch?v=gdrxAoqfvbA</a>

## Jira Software



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and 12 other languages)
Previous knowledge/Degree of complexity	Training needed.
Link:	<a href="https://www.atlassian.com/software/jira/features">https://www.atlassian.com/software/jira/features</a>
Provider:	Atlassian
Brief Description:	It is a web application used for error management, troubleshooting and project management.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	There is a free version and several fee required versions, ranging from 7 to 14 dollars per month per user. (There can be up to 20.000 users per version.)
Instructions/Tutorials	<a href="https://www.youtube.com/watch?v=nHuhofjfeUY">https://www.youtube.com/watch?v=nHuhofjfeUY</a>



# Mindmeister

Information about the tool	
Target group: Management	<input checked="" type="checkbox"/> Administration/ <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input checked="" type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input checked="" type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	English
Previous knowledge/Degree of complexity:	MindMeister© is available for beginners and for mind mapping professionals. With the help of the free courses and tutorials of the MindMeister© Academy, no more stumbling blocks on the way of successful mind mapping.
Link:	<a href="https://www.mindmeister.com/de">https://www.mindmeister.com/de</a>
Provider:	MeisterLabs GmbH
Brief description:	The online tool can be used for mind mapping, project planning, meeting management, brainstorming or monitoring learning content.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<ul style="list-style-type: none"> <li>- Online version and free apps for iPhone, iPad and Android</li> <li>- 3 maps are free of charge</li> <li>- Compatible with Google Workspace and MS Teams</li> </ul>
Instructions/ Tutorials:	Tutorial: <a href="https://www.youtube.com/playlist?list=PL7IGVRbeQIXlyhb2swLnB_gpmMYup0qXS">https://www.youtube.com/playlist?list=PL7IGVRbeQIXlyhb2swLnB_gpmMYup0qXS</a>



# Notion



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English and Korean
Previous knowledge/Degree of complexity	basic
Link:	<a href="https://www.notion.so/">https://www.notion.so/</a>
Provider:	Notion Labs, Inc.
Brief Description:	Notion is a project management and note-taking software. Notion is software designed to help members of a company or organization coordinate deadlines, objectives, and assignments for the sake of efficiency and productivity.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Web, Windows, MacOs, iOS, Android. Free plan available, pricing starting at 4 USD per month.
Instructions/Tutorials:	<a href="https://www.notion.so/help/guides">https://www.notion.so/help/guides</a> <a href="https://youtu.be/lrlAmq80VEE">https://youtu.be/lrlAmq80VEE</a>



# MS-OneDrive



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and all commonly spoken languages)
Previous knowledge/Degree of complexity	Very easy. No previous knowledge needed.
Link:	<a href="https://www.microsoft.com/en-gb/microsoft-365/onedrive/online-cloud-storage">https://www.microsoft.com/en-gb/microsoft-365/onedrive/online-cloud-storage</a>
Provider:	Microsoft
Brief Description:	OneDrive provides an easy way to upload data into Microsoft cloud. That way all your data is stored in an external cloud and can be accessed through all of your devices (phone, tablet, laptop...).
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>There is a basic version for free and several different versions ranging from 20 up to 80 Euro per year. They all differ in the amount of data that can be uploaded. There are also versions for home and some for business. The price also varies between those versions.</p> <p>OneDrive can be used in a browser and as a mobile version on smartphone or tablets.</p>
Instructions/Tutorials	<a href="https://www.youtube.com/watch?v=hkf1p1Y6rFQ">https://www.youtube.com/watch?v=hkf1p1Y6rFQ</a>

## Trello



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and 20 other languages)
Previous knowledge/Degree of complexity	Easy use, no previous knowledge needed
Link:	<a href="https://trello.com/en-GB">https://trello.com/en-GB</a>
Provider:	Atlassian Pty Ltd
Brief Description:	Trello is a project management software. Easy management of tasks teams and projects.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Trello is free. It can be used in the web browser or as a smartphone application
Instructions/ Tutorials	<a href="https://www.youtube.com/watch?v=geRKHfzTxNY">https://www.youtube.com/watch?v=geRKHfzTxNY</a>

# Airtable



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English only
Previous knowledge/Degree of complexity	basic
Link:	<a href="https://www.airtable.com/">https://www.airtable.com/</a>
Provider:	Formagrid, Inc.
Brief Description:	Airtable is a spreadsheet-database hybrid, with the features of a database but applied to a spreadsheet. The fields in an Airtable table are similar to cells in a spreadsheet, but have types such as 'checkbox', 'phone number', and 'drop-down list', and can reference file attachments like images.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Free for up to 5 editors and 2GB storage space, pricing plans beginning at 10 USD per month, available on MacOS (10.10+), Windows (7+), iOS, Android
Instructions/Tutorials:	<a href="https://support.airtable.com/">https://support.airtable.com/</a> <a href="https://youtu.be/gyr-H3Soh7w">https://youtu.be/gyr-H3Soh7w</a>

# Asana



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English + 12 other languages.
Previous knowledge/Degree of complexity	medium
Link:	<a href="https://asana.com/">https://asana.com/</a>
Provider:	Asana, Inc.
Brief Description:	Asana is a cloud-based task management solution that allows businesses to manage, collaborate, communicate, and organise their tasks and projects. It is specialised for handling multiple projects at one time.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Free basic profile, monthly plans beginning at 10.99 USD / month. Available on MacOS, Windows, iOS, Android.
Instructions/Tutorials:	<a href="https://asana.com/guide">https://asana.com/guide</a> <a href="https://youtu.be/uCDftAtr9tI">https://youtu.be/uCDftAtr9tI</a> <a href="https://www.wikihow.life/Use-Asana">https://www.wikihow.life/Use-Asana</a>



# Gmail

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	109 languages
Previous knowledge/Degree of complexity:	Gmail is the absolute pioneer in the user-friendliness of free email programmes.
Link:	<a href="https://www.google.com/intl/de/gmail/about/">https://www.google.com/intl/de/gmail/about/</a>
Provider:	Google LLC
Brief description:	<p>Gmail is an advertising-financed e-mail service of the US company Google.</p> <p>When you create a free email account, you receive a Gmail address. These addresses usually have the extension @gmail.com. With Gmail, mails from foreign languages can be translated directly. Companies can rent Gmail with extended business functions. (Google Workspace)</p>
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>In addition to webmail access, retrieving emails is also possible via the official Gmail app (for Android and iOS) and third-party email programmes via POP3 and IMAP4.</p> <p>Gmail is free of charge. The free memory is for a 15 GB data volume.</p>
Instructions/ Tutorials:	<a href="https://www.youtube.com/watch?v=0D7H4p_luvs">https://www.youtube.com/watch?v=0D7H4p_luvs</a>

# Messenger



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input checked="" type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	English (and 110 other languages)
Previous knowledge/Degree of complexity:	Basic
Link:	<a href="https://www.messenger.com/?locale=en_GB">https://www.messenger.com/?locale=en_GB</a>
Provider:	Meta Platforms, Inc.
Brief description:	Messenger is a proprietary instant messaging app and platform used to send messages and exchange photos, videos, stickers, audio, and files, and also react to other users' messages and interact with bots. The service also supports voice and video calling.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	Messenger is free of charge, available on Google Play and Apple Store for mobiles, as well as a desktop app for Windows and macOS. Can be used separately from the Facebook app.
Instructions/Tutorials:	<a href="https://www.facebook.com/help/messenger-app">https://www.facebook.com/help/messenger-app</a> <a href="https://www.youtube.com/watch?v=By2dZw3eYwU">https://www.youtube.com/watch?v=By2dZw3eYwU</a>

# Signal



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	22 languages
Previous knowledge/Degree of complexity:	Signal's user interface is plain and simple, which makes it quite easy to use. Signal support is clear and comprehensive.
Link:	<a href="https://support.signal.org/hc/en-us">https://support.signal.org/hc/en-us</a>
Provider:	Privacy Signal Messenger, LLC 650 Castro Street, Suite 120-223 Mountain View, CA 94041
Brief description:	The messenger app Signal is considered one of the most secure communication programmes in the world. If data protection is important to you, you can benefit from the messenger's many privacy settings.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	The Signal app is available for Android and iOS devices. It can also be used on iPad and Mac as well as Windows and Linux.  It is free of charge.
Instructions/ Tutorials:	<a href="https://support.signal.org/hc/en-us/categories/360000674771-Getting-Started">https://support.signal.org/hc/en-us/categories/360000674771-Getting-Started</a>





## Slack

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and several other languages)
Previous knowledge/Degree of complexity	Easy to use, flexible.
Link:	<a href="https://slack.com">https://slack.com</a>
Provider:	Slack Technologies
Brief Description:	Slack is a communication software (messaging app) organised into channels that helps users collaborate. It is an app that supports asynchronous work and information can be shared with all channel members at once.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Slack has free and various paid plans, used on desktop or as mobile app. It can be used by creating a profile, using an e-mail address.
Instructions/Tutorials	<a href="https://slack.com/help/categories/360000049063#slack-101">https://slack.com/help/categories/360000049063#slack-101</a> <a href="https://slack.com/help/articles/360059976673-Slack-video-tutorials">https://slack.com/help/articles/360059976673-Slack-video-tutorials</a>



## Telegram Messenger

Information about the tool		
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers	
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application	<input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing	<input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and other various languages)	
Previous knowledge/Degree of complexity	Easy to use	
Link:	<a href="https://telegram.org">https://telegram.org</a>	
Provider:	Telegram FZ LLC, Telegram Messenger Inc.	
Brief Description:	Telegram is a messaging app that can be used to send messages, photos, videos and files, and creating groups or channels for communication.	
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	It can be used for free by signing up with an phone number or a username. It can be used as a mobile app, but also as a cloud-based and desktop messaging app or on a web browser.	
Instructions/Tutorials	<a href="https://telegram.org/faq">https://telegram.org/faq</a>	

# Thunderbird



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
Language:	English (and various other languages)
Previous knowledge/Degree of complexity	Easy use, no previous knowledge needed. The e-mail needs to be set up once at the beginning.
Link:	<a href="https://www.thunderbird.net/en-GB/">https://www.thunderbird.net/en-GB/</a> )
Provider:	MZLA Technologies Corporation
Brief Description:	Thunderbird is an e-mail program. But it can do more than just manage e-mails. It also has a calendar and if needed and wanted, many add-ons.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	It is free. Normally it is installed as software on the computer. A valid e-mail address is needed to use the program.
Instructions/Tutorials	<a href="https://www.youtube.com/watch?v=aFM966cxQHA">https://www.youtube.com/watch?v=aFM966cxQHA</a> <a href="https://www.youtube.com/watch?v=uYPIKSYO1ls">https://www.youtube.com/watch?v=uYPIKSYO1ls</a>

# Twitter



Information about the tool			
Target group:	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers		
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others		
Work area:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Project Management  <input checked="" type="checkbox"/> Communication Management  <input type="checkbox"/> Video Conferencing  <input type="checkbox"/> Collaboration/Team Work  <input type="checkbox"/> Self-Management  <input checked="" type="checkbox"/> Marketing               </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Personnel Management  <input type="checkbox"/> E-Learning/Knowledge Management  <input type="checkbox"/> Financial Management  <input type="checkbox"/> Presentations/LearningMaterial Development  <input checked="" type="checkbox"/> Others               </td> </tr> </table>	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing	<input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/LearningMaterial Development <input checked="" type="checkbox"/> Others
<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing	<input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/LearningMaterial Development <input checked="" type="checkbox"/> Others		
Language:	28		
Previous knowledge/Degree of complexity	basic		
Link:	<a href="https://twitter.com/">https://twitter.com/</a>		
Provider:	Twitter, Inc.		
Brief Description:	Twitter is a microblogging and social networking service on which users post and interact with messages known as "tweets". Registered users can post, like, and retweet tweets, while unregistered users only have a limited ability to read public tweets.		
Access and usage Information (Charge, requirements cloud based, mobile usability,...)	PC, Android, iOS, Mac, free of charge		
Instructions/Tutorials:	<a href="https://www.wikihow.com/Category:Twitter">https://www.wikihow.com/Category:Twitter</a>		

# Big Blue Button



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <span style="float: right;"> <input type="checkbox"/> (Social) Network  <input type="checkbox"/> App  <input type="checkbox"/> Others         </span>
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <span style="float: right;"> <input type="checkbox"/> Personnel Management  <input checked="" type="checkbox"/> E-Learning/Knowledge Management  <input type="checkbox"/> Financial Management  <input type="checkbox"/> Presentations/Learning Material Development  <input type="checkbox"/> Others         </span>
Language:	English
Previous knowledge/Degree of complexity	Easy use.
Link:	<a href="https://bigbluebutton.org/">https://bigbluebutton.org/</a>
Provider:	BigBlueButton Inc.
Brief Description:	BigBlueButton can be used to create a virtual classroom. There are different functions available, e.g. a whiteboard, desktop sharing.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	It is free of charge.
Instructions/ Tutorials	<a href="https://www.youtube.com/watch?v=K9YnfnLnTkvo">https://www.youtube.com/watch?v=K9YnfnLnTkvo</a>

BlueJeans



BlueJeans  
by Verizon

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and several other languages)
Previous knowledge/Degree of complexity	Easy to use, general video conferencing platforms knowledge needed. One can join as guest or with account after registering with email.
Link:	<a href="https://www.bluejeans.com">https://www.bluejeans.com</a>
Provider:	Verizon
Brief Description: platform.	BlueJeans is a video, audio and web conferencing platform.
Access and usage Information (Costs, requirements, cloud based, mobile usability, ...)	<p>It can be used for free as a guest (without signing in or creating an account)</p> <p>It has various paid plans (depending on plan features)</p> <p>It can be used as a software on computer, but also as a mobile app.</p>
Instructions/ Tutorials	<a href="https://support.bluejeans.com/s/topic/0TO2R000000kaifWAA/videos">https://support.bluejeans.com/s/topic/0TO2R000000kaifWAA/videos</a>

# Google Meet



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	149 languages + translated of captions spoken English into French, German, Portuguese, Spanish
Previous knowledge/Degree of complexity	basic
Link:	<a href="https://meet.google.com/">https://meet.google.com/</a>
Provider:	Google
Brief Description:	Google Meet is the new business-oriented version of Google Hangouts used for video conferencing. Google Meet can be used for any sized business, whether that be for work or school, and enables users to make video calls with up to 30 different people. It is also available for personal use for users with a Google account, as well as ones without it.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Meet supports the current version and the 2 previous major releases of the operating systems listed: Apple macOS, Microsoft Windows, Chrome OS, Ubuntu and other Debian-based Linux distributions, Android, iPhone and iPad. It is free of charge.
Instructions/Tutorials:	<a href="https://support.google.com/meet/?hl=en#topic=7306097">https://support.google.com/meet/?hl=en#topic=7306097</a> <a href="https://www.wikihow.com/Use-Google-Meet">https://www.wikihow.com/Use-Google-Meet</a>



# Microsoft Teams



Information about the tool			
Target group:	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers		
Category:	<input checked="" type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others		
Work area:	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <input checked="" type="checkbox"/> Project Management  <input checked="" type="checkbox"/> Communication Management  <input checked="" type="checkbox"/> Video Conferencing  <input checked="" type="checkbox"/> Collaboration/Team Work  <input type="checkbox"/> Self-Management  <input type="checkbox"/> Marketing               </td> <td style="vertical-align: top; width: 50%;"> <input checked="" type="checkbox"/> Personnel Management  <input checked="" type="checkbox"/> E-Learning/Knowledge Management  <input type="checkbox"/> Financial Management  <input checked="" type="checkbox"/> Presentations/Learning Material Development  <input type="checkbox"/> Others               </td> </tr> </table>	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing	<input checked="" type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing	<input checked="" type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others		
Language:	English + 44 other languages		
Previous knowledge/Degree of complexity	basic		
Link:	<a href="https://www.microsoft.com/cs-cz/microsoft-teams/group-chat-software">https://www.microsoft.com/cs-cz/microsoft-teams/group-chat-software</a>		
Provider:	Microsoft		
Brief Description:	Microsoft Teams is a proprietary business communication platform offering workspace chat and videoconferencing, file storage, and application integration.		
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Microsoft Teams is available for Windows, Linux, macOS, iOS, Android and Web. Microsoft account is required.		
Instructions/ Tutorials:	<a href="https://teamsdemo.office.com/TipsAndTricks/index.html#/0/0">https://teamsdemo.office.com/TipsAndTricks/index.html#/0/0</a> <a href="https://www.wikihow.com/Create-a-Microsoft-Team">https://www.wikihow.com/Create-a-Microsoft-Team</a>		

# Microsoft Skype



Information about the tool	
Target group: Management	<input checked="" type="checkbox"/> Organisation/ <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Platform <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and 30 other commonly spoken languages)
previous knowledge/Degree of complexity	Easy use. Might require a short introduction.
Link:	<a href="https://www.skype.com/en/">https://www.skype.com/en/</a>
Provider:	Microsoft
Brief Description:	Skype is an Internet based instant messaging service. It was launched in 2003 and has been owned by Microsoft since 2011. The service offers video calling, video conferencing, IP telephony, instant messaging, file transfer and screen sharing.
Access and usage Information (Costs requirements cloud based, mobile usability, ...)	Skype can be connected with other Microsoft services. There is a desktop version available as well as a mobile smartphone or tablet version. Skype is free of charge.
Instructions/Tutorials	<a href="https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype">https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype</a>



# WebEx

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	25 languages (differs with individual services)
Previous knowledge/Degree of complexity	basic
Link:	<a href="https://www.webex.com/">https://www.webex.com/</a>
Provider:	Cisco Systems
Brief Description:	Cisco Webex is a video conferencing and collaboration product suite. It is comprised of software including Webex Meetings, Webex Teams and Webex Devices.
Access and usage Information (Charge, requirements cloud based, mobile usability, ...)	Cloud-based, free version available, with up to 100 participants on calls, 1 GB of cloud storage and each call is limited to 50 minutes. Available on Web Browser, Android, iOS, Mac, Windows Desktop App (10 or later)
Instructions/Tutorials:	<a href="https://help.webex.com/en-us">https://help.webex.com/en-us</a> <a href="https://www.wikihow.tech/Join-a-Webex-Meeting-on-PC-or-Mac">https://www.wikihow.tech/Join-a-Webex-Meeting-on-PC-or-Mac</a> <a href="https://www.wikihow.tech/Join-a-WebEx-Meeting-on-Android">https://www.wikihow.tech/Join-a-WebEx-Meeting-on-Android</a>

# Zoom



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input checked="" type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	Chinese (simplified or traditional), English, French, German, Italian, Japanese, Korean, Polish*
Previous knowledge/Degree of complexity:	Zoom is easy to use.
Link:	<a href="https://zoom.us/">https://zoom.us/</a>
Provider:	Zoom Video Communications, USA, San José
Brief description:	Zoom is a video conferencing system that can be used to hold HD video meetings or webinars via webcam, live chats and VoIP phone calls. The secure and reliable video platform meets many communication needs, including meetings, chat, phone, webinars and online events
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	Zoom can be used free of charge with some restrictions. Unlimited subscriptions are available from € 140/year/user up.  A Zoom Desktop Client for macOS, Windows, Linux and Chrome PWA as well as the Zoom Mobile App for iOS and Android are available.
Instructions/Tutorials:	<a href="https://learning.zoom.us/learn">https://learning.zoom.us/learn</a>

# AnswerGarden



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input checked="" type="checkbox"/> Others
Language:	English
Previous knowledge/Degree of complexity:	Creating an AnswerGarden is really easy. No special knowledge necessary.
Link:	<a href="https://answergarden.ch/">https://answergarden.ch/</a>
Provider:	CreativeHeroes, Netherlands
Brief description:	AnswerGarden is a feedback tool and applicable for real-time audience participation, online brainstorming and feedback in the course room. The web tool collects short answers, ideas and feedback. The display of the entered terms appears in real time in the form of a word cloud.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	AnswerGarden is free. No Registration! However, in order to be able to make changes afterwards, an administrator password should be entered during creation.
Instructions/Tutorials:	<a href="https://answergarden.ch/Quickstart-Guide/">https://answergarden.ch/Quickstart-Guide/</a> <a href="https://answergarden.ch/create/">https://answergarden.ch/create/</a>

## Connecteam



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and 13 other languages)
Previous knowledge/Degree of complexity	No previous knowledge needed. A short introduction could be necessary.
Link:	<a href="https://connecteam.com/">https://connecteam.com/</a>
Provider:	Connecteam.com
Brief Description:	Connecteam is a tool that can be used for managing teams. You can distribute tasks, create to-do lists, assign employees to projects, organize schedules and much more.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Connecteam can be used on the web browser, but also as an app on a smartphone or tablet.  There are different versions at different prices, starting with a free version up to a version for 159 euros per month.
Instructions/Tutorials	<a href="https://www.youtube.com/watch?v=4anbBOSLo1U">https://www.youtube.com/watch?v=4anbBOSLo1U</a> (how to use basic functions) <a href="https://www.youtube.com/c/ConnecteamApp/videos">https://www.youtube.com/c/ConnecteamApp/videos</a> (connecteam Youtube channel explaining every little detail in various videos)

# Doodle



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input checked="" type="checkbox"/> Others
Language:	31 languages
Previous knowledge/Degree of complexity:	Doodle is user-friendly and very easy to use.
Link:	Appointment scheduler: <a href="https://doodle.com/meeting/organize/groups">https://doodle.com/meeting/organize/groups</a> <a href="https://doodle.com/en/">https://doodle.com/en/</a>
Provider:	Doodle is a part of the Swiss media group TX Group - and headquartered in Zurich
Brief description:	Doodle is a tool that allows you to create simple surveys or appointments online quickly and easily. The free appointment scheduler software is particularly practical, allowing both private users and companies to make their appointments online.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	The scheduling software is free of charge. The tool can be purchased for about € 8/person/month. The online service can be used anonymously and optionally with or without registration.
Instructions/Tutorials:	<a href="https://doodle.com/de/resources/video-tutorial/">https://doodle.com/de/resources/video-tutorial/</a>





## Google Docs

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	173 languages (including variants and artificial languages)
Previous knowledge/Degree of complexity:	The web application is very similar to common word processing programmes. Google Docs is also only suitable for simple documents.
Link:	<a href="https://www.google.com/intl/de/docs/about/">https://www.google.com/intl/de/docs/about/</a>
Provider:	Google LLC
Brief description:	Google Docs is a text editor that is part of Google's free web-based Google Docs Editors Suite. With Google Docs, online documents can be created on any device and edited collaboratively in real time. Google Docs can be used to write reports, create collaborative project proposals and keep track of meeting notes.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>The service can be used free of charge online in the web browser or offline as an application for Google Chrome, Android and iOS. Google Docs can be used via access code without an account or the file can be accessed with a link.</p> <p>Up to 100 people with viewing, editing or commenting rights can work on a file in Google Docs, Google Spreadsheets or Google Presentations at the same time.</p>
Instructions/Tutorials:	<a href="https://www.google.com/intl/de_at/docs/about/">https://www.google.com/intl/de_at/docs/about/</a>



## Jamboard

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and several other languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://jamboard.google.com">https://jamboard.google.com</a>
Provider:	Google
Brief Description: collaborations.	Jamboard is a digital whiteboard for real time
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Jamboard can be used on the web browser or as a mobile app for free.
Instructions/Tutorials	<a href="https://edu.google.com/jamboard/">https://edu.google.com/jamboard/</a> <a href="https://support.google.com/jamboard/#topic=7383644">https://support.google.com/jamboard/#topic=7383644</a>

# Mentimeter



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
Language:	English (and various other languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://www.mentimeter.com">https://www.mentimeter.com</a>
Provider:	Mentimeter AB
Brief Description:	Menti is an audience engagement platform that includes presentations, interactive polls, quizzes and word clouds.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Mentimeter has free and various paid plans, used by signing up with an e-mail address. It can be used on the web browser or as a mobile app.
Instructions/Tutorials	<a href="https://www.mentimeter.com/how-to">https://www.mentimeter.com/how-to</a> <a href="https://www.mentimeter.com/webinars">https://www.mentimeter.com/webinars</a>



## miro

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and various other languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://miro.com">https://miro.com</a>
Provider:	Miro
Brief Description:	Miro is an online collaborative whiteboard platform where teams can work together
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Miro has free and various paid plans, used on desktops or as a mobile app. It can be used by signing up with an email address.
Instructions/Tutorials	<a href="https://academy.miro.com">https://academy.miro.com</a> <a href="https://help.miro.com/hc/en-us/categories/360001415214-Getting-Started">https://help.miro.com/hc/en-us/categories/360001415214-Getting-Started</a>

# MURAL



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and various other languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://www.mural.co">https://www.mural.co</a>
Provider:	Tactivos, Inc.
Brief Description:	Mural is a virtual tool that enables teams to collaborate visually using a digital whiteboard.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Mural has free and various paid plans. It can be used on desktop or as a mobile app, by signing up with an e-mail address.
Instructions/Tutorials	<a href="https://learning.mural.co">https://learning.mural.co</a>



## Google Tasks

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/LearningMaterial Development <input type="checkbox"/> Others
Language:	English (and a lot of other languages)
Previous knowledge/Degree of complexity	Easy use.
Link:	<a href="https://play.google.com/store/apps/details?id=com.google.android.apps.tasks">https://play.google.com/store/apps/details?id=com.google.android.apps.tasks</a> <a href="https://apps.apple.com/de/app/google-tasks/id1353634006">https://apps.apple.com/de/app/google-tasks/id1353634006</a>
Provider:	Google
Brief Description:	Tasks can be managed, collected and worked on anytime and anywhere. To-do lists are synchronised on all connected devices. Google mail and google calendar can also be synchronised with Google Tasks.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Can be used as a web browser or as an app, e.g. on smartphones. It is integrated in the Google calendar and other google products.
Instructions/Tutorials	<a href="https://support.google.com/tasks/answer/7675772?co=GENIE.Platform%3DiOS&amp;hl=en&amp;oco=1">https://support.google.com/tasks/answer/7675772?co=GENIE.Platform%3DiOS&amp;hl=en&amp;oco=1</a> , <a href="https://www.youtube.com/watch?v=dkGalVfNYRw">https://www.youtube.com/watch?v=dkGalVfNYRw</a>



## Microsoft To Do

Information about the tool		
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers	
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application	<input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing	<input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and various other languages)	
Previous knowledge/Degree of complexity	Easy to use, no previous knowledge needed.	
Link:	<a href="https://www.microsoft.com/ro-ro/microsoft-365/microsoft-to-do-list-app?rtc=1">https://www.microsoft.com/ro-ro/microsoft-365/microsoft-to-do-list-app?rtc=1</a>	
Provider:	Microsoft	
Brief Description:	Microsoft To Do is a cloud-based task management application (as a smart daily planner), that allows the creation of to do lists which can synchronise on several devices.	
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	It is a cloud-based application that can be used on a computer, phone or tablet and the web. It is available for free.	
Instructions/Tutorials	<a href="https://youtu.be/EkPJLge7Dw">https://youtu.be/EkPJLge7Dw</a>	





## Mindmeister

Information about the tool	
Target group: Management	<input checked="" type="checkbox"/> Administration/  <input checked="" type="checkbox"/> Coordinators  <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input checked="" type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input checked="" type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	English
Previous knowledge/Degree of complexity:	MindMeister© is available for beginners and for mind mapping professionals. With the help of the free courses and tutorials of the MindMeister© Academy, no more stumbling blocks on the way of successful mind mapping.
Link:	<a href="https://www.mindmeister.com/de">https://www.mindmeister.com/de</a>
Provider:	MeisterLabs GmbH
Brief description:	The online tool can be used for mind mapping, project planning, meeting management, brainstorming or monitoring learning content.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<ul style="list-style-type: none"> <li>- Online version and free apps for iPhone, iPad and Android</li> <li>- 3 maps are free of charge</li> <li>- Compatible with Google Workspace and MS Teams</li> </ul>
Instructions/ Tutorials:	Tutorial: <a href="https://www.youtube.com/playlist?list=PL7IGVRbeQIXlyhb2swLnB_gpmMYup0qXS">https://www.youtube.com/playlist?list=PL7IGVRbeQIXlyhb2swLnB_gpmMYup0qXS</a>

# Rescue Time



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English
Previous knowledge/Degree of complexity	basic
Link:	<a href="https://www.rescuetime.com/">https://www.rescuetime.com/</a>
Provider:	RescueTime
Brief Description:	RescueTime is an app you install on your computer and mobile devices that automatically pays attention to the apps you use, which files you open, and what websites you visit. It logs how much time you spend in each of them.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Requires macOS Sierra 10.12 or newer, Windows 10 or 11 (or 7 or 8 with extended security updates), Android, iOS. Free trial, premium plans start at \$6.50 a month.
Instructions/Tutorials:	<a href="https://newrescuetime.helpscoutdocs.com/">https://newrescuetime.helpscoutdocs.com/</a>

# Serene



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
Language:	English
Previous knowledge/Degree of complexity	basic
Link:	<a href="https://sereneapp.com/">https://sereneapp.com/</a>
Provider:	Venture Harbour Ltd.
Brief Description:	Serene is designed to help remote workers focus by blocking digital distractions and increase focus through an optimal work structure. Its feature include website blocker, app blocker, to-do list, day planner, focus music, phone silencer.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	MacOS, 4 USD per user per month, all features
Instructions/Tutorials:	<a href="https://sereneapp.com/category/tutorials/">https://sereneapp.com/category/tutorials/</a>

# Todoist



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
Language:	English (and 18 other languages)
Previous knowledge/Degree of complexity	Easy use.
Link:	<a href="https://todoist.com/">https://todoist.com/</a>
Provider:	Doist Inc
Brief Description:	Todoist can be used to create and manage tasks for projects. The created tasks can then be filtered by dates, urgency or labels. Date and time can be set as due and recurring.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>Todoist can be used as a web browser or as an app on the smartphone or tablet.</p> <p>Can be connected to your email-account, your calendar and your files.</p> <p>Pricing ranges from a free version to a version for 6 Euro per month per user.</p>
Instructions/ Tutorials	<a href="https://www.youtube.com/watch?v=aNnNS1dxDHk">https://www.youtube.com/watch?v=aNnNS1dxDHk</a>

# Toggl



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English
Previous knowledge/Degree of complexity	Very easy use. No previous knowledge required.
Link:	<a href="https://toggl.com/">https://toggl.com/</a>
Provider:	Toggl
Brief Description:	Toggl Track is a time tracking software by Toggl, based in Tallinn, Estonia, which provides online time tracking and reporting services, as well as mobile and desktop applications through its website. Toggl Track tracks blocks of time, optionally identified with a task, project and tags.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>Toggl can be used as a desktop version, in the browser or as an app on the smartphone or tablet.</p> <p>There are different pricing ranges available ranging from a free of charge version to a version for 18 dollars per month.</p> <p>Toggl can be synced with other tools. e.g. Jira.</p>
Instructions/ Tutorials	<a href="https://www.youtube.com/watch?v=em_39EIBT-4">https://www.youtube.com/watch?v=em_39EIBT-4</a> <a href="https://www.youtube.com/watch?v=e_SKyiGqilg">https://www.youtube.com/watch?v=e_SKyiGqilg</a> <a href="https://www.youtube.com/watch?v=VzeEkWMn5cU">https://www.youtube.com/watch?v=VzeEkWMn5cU</a>



# Google Chrome Bookmark bar

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	173 languages
Previous knowledge/Degree of complexity:	Saving bookmarks in Google Chrome is simple and so is managing them.
Link:	<a href="https://www.google.com/chrome/">https://www.google.com/chrome/</a>
Provider:	Google LLC
Brief description:	<p>Google Chrome can be used, among other things, to call up web pages and load PDFs and HTML5-based content.</p> <p>The fastest web browser has a bookmark manager and an optionally usable bookmark bar. Interesting and frequently visited websites can be saved with this. Bookmarks can be opened by clicking on them in the bookmark bar</p>
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>Registration is required to use the bookmarks bar. (Google Account) Google Chrome as a desktop application is available for Windows, Linux and Mac. In addition to a version for Android devices, there is a slightly adapted app for iPhone and iPad.</p> <p>If synchronisation with Chrome is activated, bookmarks, passwords and other data can be accessed on all your devices. The bookmarks bar must be activated for this. (three-point menu)</p>
Instrutions/ Tutorials:	<p><a href="https://support.google.com/chrome/answer/188842?hl=en&amp;co=GENIE.Platform%3DDesktop">https://support.google.com/chrome/answer/188842?hl=en&amp;co=GENIE.Platform%3DDesktop</a></p> <p><a href="https://www.youtube.com/watch?v=dVuJMJIOPXY">https://www.youtube.com/watch?v=dVuJMJIOPXY</a></p>



## Active Campaign

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English, Spanish, French, Italian, Portuguese and German
Previous knowledge/Degree of complexity	Easy use. No previous knowledge needed.
Link:	<a href="https://www.activecampaign.com/">(https://www.activecampaign.com/)</a>
Provider:	Better Business Bureau
Brief Description:	ActiveCampaign can be used to create e-mail newsletters and campaigns. There are helpful tools available to use.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	ActiveCampaign is used as a web browser. There are a lot of different versions available ranging from 9 to 549 Euro per month.
Instructions/ Tutorials	<a href="https://www.youtube.com/watch?v=aM_4x9H7Xr4">https://www.youtube.com/watch?v=aM_4x9H7Xr4</a> (6 Mins) <a href="https://www.youtube.com/watch?v=tc1kru1iwlw">https://www.youtube.com/watch?v=tc1kru1iwlw</a> (step by step 1 hour 14 mins)





# Canva

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input checked="" type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	100 languages available
Previous knowledge/Degree of complexity:	No design experience required. Very intuitive to use and flyers or business cards are designed with just a few clicks.
Link:	<a href="https://www.canva.com">https://www.canva.com</a>
Provider:	Canva Pty Ltd
Brief description:	Canva is an online design tool that allows any user to create simple or complex graphics. The software works according to the drag-and-drop principle and already contains countless templates, images, fonts and graphic elements that can be used by the users.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>The basically free design tool with 5 GB cloud storage is also available in purchasable subscriptions with even more premium features for professionals and cloud storage up to 1TB. However, registration is necessary. For non-profit organizations, there is a special free version of Canva.</p> <p>Canva is available for MAC, PC, IOS and Android.</p>
Instructions/ Tutorials:	<a href="https://www.canva.com/designschool/tutorials/">https://www.canva.com/designschool/tutorials/</a>

# facebook



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	English, Spanish, German, French, Chinese and 79 other languages
Previous knowledge/Degree of complexity:	No special previous knowledge required.
Link:	<a href="https://www.facebook.com/">https://www.facebook.com/</a>
Provider:	Meta Platforms, Inc.
Brief description:	Facebook is a social network. It allows the creation of personal profiles, business or artistic presence pages, and groups to discuss common interests. The profiles can be networked with each other through friend requests or subscriptions (max. 5000). In addition, Facebook offers a messenger.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>No fees are charged for using Facebook. However, a free registration is necessary.</p> <p>Facebook can be installed as an app on Android, IOS and Windows. But it also works with a web browser. Approved from 13 years!</p>
Instructions/ Tutorials:	<a href="https://www.youtube.com/watch?v=KYKh2SFQIEA">https://www.youtube.com/watch?v=KYKh2SFQIEA</a> <a href="https://www.youtube.com/watch?v=uVSdCJCvzag">https://www.youtube.com/watch?v=uVSdCJCvzag</a>

# Get Response



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
Language:	English (and 13 other languages)
Previous knowledge/Degree of complexity	Easy use. No previous knowledge needed.
Link:	<a href="https://www.getresponse.com/">https://www.getresponse.com/</a>
Provider:	GetResponse
Brief Description:	It is an easy tool for marketing automation, sending (automated) e- mails and creating web pages.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	It is used on the web browser. Prices depend on the amount of contacts one has. For up to 500 contacts GetResponse is free of charge. For more than 500 contacts pricing ranges between 13 and 86 Euro per month.
Instructions/ Tutorials	<a href="https://www.youtube.com/watch?v=yalfo_ysZI">https://www.youtube.com/watch?v=yalfo_ysZI</a>



## Instagram

Information about the tool		
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers	
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application	<input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing	<input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and other various languages)	
Previous knowledge/Degree of complexity	Easy to use	
Link:	<a href="https://www.instagram.com">https://www.instagram.com</a>	
Provider:	Meta Platforms	
Brief Description:	Instagram is a photo and video sharing social networking service.	
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>It can be used for free by signing up with an email address or phone number.</p> <p>It can be used as a mobile app for full features, and on a web browser with limited features.</p>	
Instructions/Tutorials	<a href="https://help.instagram.com">https://help.instagram.com</a>	



# Mailchimp

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English, Spanish, French, Italian, Portuguese, German
Previous knowledge/Degree of complexity	Easy use. No Previous knowledge needed.
Link:	<a href="https://mailchimp.com/">https://mailchimp.com/</a>
Provider:	Rocket Science Group
Brief Description:	Mailchimp can be used to easily manage and set up mailing lists and mailing campaigns. It is an all-in-one marketing platform.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	There are different versions of mailchimp one can purchase. One of them is free and the others range from 11 dollars up to 299 dollars per month.
Instructions/Tutorials	<a href="https://www.youtube.com/watch?v=IWeCs6oNeks">https://www.youtube.com/watch?v=IWeCs6oNeks</a>

# YouTube



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
Language:	English (and other various languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://www.youtube.com">https://www.youtube.com</a>
Provider:	Alphabet, Inc.
Brief Description:	YouTube is an online video sharing social media platform.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	It can be used for free by signing up with an email address. It can be used as a mobile app and on a web browser.
Instructions/Tutorials	<a href="https://support.google.com/youtube/answer/11616410?visit_id=637969481230543889-2456557568&amp;rd=1">https://support.google.com/youtube/answer/11616410?visit_id=637969481230543889-2456557568&amp;rd=1</a>

# Calendly



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	8 languages including English
Previous knowledge/Degree of complexity	basic
Link:	<a href="https://calendly.com/">https://calendly.com/</a>
Provider:	Calendly
Brief Description:	Calendly is a virtual availability and booking app used to schedule meetings, appointments, and events for individuals and organisations. Rather than email chains, instructional teams can use Calendly to share their calendars
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	free Basic plan, other plans beginning at 8 USD per month. Desktop app for Mac and PC, iOS and Android.
Instructions/Tutorials:	<a href="https://help.calendly.com/hc/en-us">https://help.calendly.com/hc/en-us</a> <a href="https://help.calendly.com/hc/en-us/p/video-tutorials">https://help.calendly.com/hc/en-us/p/video-tutorials</a>

# Google Workspace

Google Workspace



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Presentations/LearningMaterial Development <input checked="" type="checkbox"/> Others
Language:	Google Workspace is available in 62 languages
Previous knowledge/Degree of complexity	basic
Link:	<a href="https://workspace.google.com/intl/en/">https://workspace.google.com/intl/en/</a>
Provider:	Google
Brief Description:	Google Workspace is a collection of cloud computing, productivity and collaboration tools, software and products such as Gmail, Contacts, Calendar, Meet and Chat for communication; Currents for employee engagement; Drive for storage; and the Google Docs suite for content creation. An Admin Panel is provided for managing users and services. Depending on edition Google Workspace may also include the digital interactive whiteboard Jamboard. The education edition adds a learning platform Google Classroom and today has the name Workspace for Education.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Online / cloud access, pricing starting at 6 USD per user per month. Supported browser— Chrome Browser. At least 4 Windows server machines: Platform server—One Windows Server with at least 4 cores, 16 GB of RAM, and 200 GB SSD. Database servers—2 Windows Servers, each with at least 16 cores, 64 GB of RAM, and a separate SSD for the database data.
Instructions/ Tutorials:	<a href="https://support.google.com/a/topic/10029062?hl=en&amp;ref_topic=4388346">https://support.google.com/a/topic/10029062?hl=en&amp;ref_topic=4388346</a> <a href="https://youtu.be/jZjJ54ehgrM">https://youtu.be/jZjJ54ehgrM</a>





# iFlow

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	Romanian and English
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://iflow.ro">https://iflow.ro</a>
Provider:	S.C. Electronista S.R.L.
Brief Description: application.	iFlow is the most flexible work timekeeping and attendance, and HR application.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	iFlow can be used on the web browser or as a mobile app by employees. A paid subscription is available for employers.
Instructions/Tutorials	<a href="https://iflow.ro/?td_source=ads&amp;td_medium=iflow_pontaj&amp;td_campaign=roiflow&amp;gclid=CjwKCAjwmJeYBhAwEiwAXIq0Abzj74HcDjYkn9-lalaJiC1tEjFAQm65nBOqf_vaTdwEo0CIWzvs7hoCtR8QAvD_BwE">https://iflow.ro/?td_source=ads&amp;td_medium=iflow_pontaj&amp;td_campaign=roiflow&amp;gclid=CjwKCAjwmJeYBhAwEiwAXIq0Abzj74HcDjYkn9-lalaJiC1tEjFAQm65nBOqf_vaTdwEo0CIWzvs7hoCtR8QAvD_BwE</a>

# nTask



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English + 6 other languages
Previous knowledge/Degree of complexity	medium
Link:	<a href="https://www.ntaskmanager.com/">https://www.ntaskmanager.com/</a>
Provider:	nTask
Brief Description:	nTask is a cloud-based task management solution that caters to small businesses and individuals. It provides users with tools that enable collaboration with team members, task management, meeting scheduling and more.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Free 14-day trial, monthly plans begin at 3 USD per month. Available for Android and iOS, online for Mac and PC.
Instructions/Tutorials:	<a href="https://support.ntaskmanager.com/portal/en/home">https://support.ntaskmanager.com/portal/en/home</a> <a href="https://www.youtube.com/watch?v=2Fv60ay9CIU">https://www.youtube.com/watch?v=2Fv60ay9CIU</a>



## Telegram Messenger

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and other various languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://telegram.org">https://telegram.org</a>
Provider:	Telegram FZ LLC, Telegram Messenger Inc.
Brief Description:	Telegram is a messaging app that can be used to send messages, photos, videos and files, and creating groups or channels for communication.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>It can be used for free by signing up with an phone number or a username.</p> <p>It can be used as a mobile app, but also as a cloud-based and desktop messaging app or on a web browser.</p>
Instructions/Tutorials	<a href="https://telegram.org/faq">https://telegram.org/faq</a>

# WhatsApp



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/LearningMaterial Development <input type="checkbox"/> Others
Language:	WhatsApp is available in over 40 languages on iPhone and up to 60 on Android.
Previous knowledge/Degree of complexity	basic
Link:	<a href="https://www.whatsapp.com/">https://www.whatsapp.com/</a>
Provider:	Meta Platform
Brief Description:	WhatsApp, is an internationally available freeware, cross-platform centralised instant messaging (IM) and voice-over-IP (VoIP) service. WhatsApp's client application runs on mobile devices, and can be accessed from computers. The service requires a cellular mobile telephone number to sign up.
Access and usage Information (Charge, requirements cloud based, mobile usability, ...)	free of charge, phone number required, system requirements for desktop app: Windows 8.1 or newer, macOS 10.11 or newer
Instructions/Tutorials:	<a href="https://youtu.be/y3EdIJeTXk">https://youtu.be/y3EdIJeTXk</a> <a href="https://faq.whatsapp.com/">https://faq.whatsapp.com/</a>

# Coursera

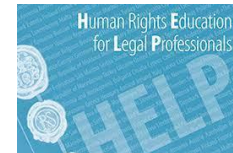
Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <span style="float: right;"> <input type="checkbox"/> (Social) Network  <input type="checkbox"/> App  <input type="checkbox"/> Others         </span>
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <span style="float: right;"> <input type="checkbox"/> Personnel Management  <input checked="" type="checkbox"/> E-Learning/Knowledge Management  <input type="checkbox"/> Financial Management  <input type="checkbox"/> Presentations/Learning Material Development  <input type="checkbox"/> Others         </span>
Language:	English and several other languages
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://www.coursera.org">https://www.coursera.org</a>
Provider:	Coursera Inc.
Brief Description:	<p>Coursera is a massive open online course platform which offers access to online courses and degrees on a wide variety of subjects and different levels.</p> <p>Following course content can be done for free; issued Certificate for a course can be acquired by purchasing it for a fee.</p>
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>Coursera offers free courses and certifications and degrees can be received upon paying a fee.</p> <p>Signing up can be easily done with an e-mail address.</p> <p>It can be used on a web browser or as a mobile app.</p>
Instructions/Tutorials	<a href="https://www.coursera.support/s/learner-help-center?language=en_US">https://www.coursera.support/s/learner-help-center?language=en_US</a>



## Google Search

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	173 languages (including variants and artificial languages)
Previous knowledge/Degree of complexity:	Google makes it easy to find the information you need. With a few tips and tricks, the search is quick and successful.
Link:	<a href="https://www.google.com">https://www.google.com</a>
Provider:	Google LLC
Brief description:	Google is an internet search engine of the US company Google. Consistent statistics show Google as the market leader among internet search engines and the most visited website in the world for worldwide search queries.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<ul style="list-style-type: none"> <li>• Registration: Google account optional but not necessary</li> <li>• Service is free of charge</li> <li>• Google App is available for Android and IOS</li> </ul>
Instructions/Tutorials:	<a href="https://support.google.com/websearch/answer/134479?hl=en&amp;ref_topic=3036132">https://support.google.com/websearch/answer/134479?hl=en&amp;ref_topic=3036132</a> <a href="https://support.google.com/websearch/?hl=en#topic=3378866">https://support.google.com/websearch/?hl=en#topic=3378866</a>

# HELP – Human Rights Education for Legal Professionals



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English and several other languages
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://help.elearning.ext.coe.int">https://help.elearning.ext.coe.int</a>
Provider:	Council of Europe
Brief Description:	HELP (Human Rights Education for Legal Professionals) is an e-learning platform that provides online courses for self-study (with free access in the HELP platform) and tutored in groups organised in cooperation with institutions.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Self-learning resources are accessible to any use who created an account on the HELP platform. It can be used on a web browser.
Instructions/Tutorials	<a href="https://www.coe.int/en/web/help/help-online-platform-videos">https://www.coe.int/en/web/help/help-online-platform-videos</a>





## Sofatutor



Information about the tool	
Target group:	<input type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	DE & EN
Previous knowledge/Degree of complexity	Kein Vorwissen nötig. Einfach zu bedienen.
Link:	<a href="https://www.sofatutor.com/">https://www.sofatutor.com/</a>
Provider:	Sofatutor
Brief Description:	Sofatutor ist eine Applikation, die beim Lernen und Lehren unterstützt. Es ist für Schüler jeder Klassenstufe entworfen worden. Die Schüler können in jedem beliebigen Fach themenspezifische Aufgaben machen, Lernvideos ansehen, Übungen bearbeiten, Lernspiele machen, Vokabeln lernen und jederzeit Fragen zum Thema stellen, die ihnen zeitgleich beantwortet werden.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Sofatutor kann im Browser oder als App auf Smartphone oder Tablet verwendet werden.  Es gibt zwei verschiedene Versionen: eine Basis Version für 20 Euro pro Monat und eine weitere Versionen mit mehr Optionen für 25 Euro im Monat. Der erste Monat ist immer kostenfrei. Es können bis zu drei Kinder/ Geschwister zeitgleich unter demselben Account lernen.
Instructions/ Tutorials	<a href="https://www.youtube.com/watch?v=UYNiwL-BpMw">https://www.youtube.com/watch?v=UYNiwL-BpMw</a> <a href="https://www.youtube.com/watch?v=8bO6dxoCmXU">https://www.youtube.com/watch?v=8bO6dxoCmXU</a>



## Udemy

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English and several other languages
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://www.udemy.com">https://www.udemy.com</a>
Provider:	Udemy Inc.
Brief Description:	Udemy is a for-profit massive open online course platform aimed at professional adults and students. It is a platform that allows instructors to build online courses on their preferred topics.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Udemy courses can be followed upon paying a fee. Signing up can be easily done with an e-mail address. It can be used on a web browser or as a mobile app.
Instructions/Tutorials	<a href="https://support.udemy.com/hc/en-us">https://support.udemy.com/hc/en-us</a>



# Wikipedia



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input checked="" type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	DE & EN (alle weiteren Sprachen)
Previous knowledge/Degree of complexity	Einfache Bedienung. Kein Vorwissen nötig.
Link:	<a href="https://de.wikipedia.org/wiki/Wikipedia:Hauptseite">https://de.wikipedia.org/wiki/Wikipedia:Hauptseite</a>
Provider:	Wikipedia
Brief Description:	Wikipedia ist eine online Enzyklopädie, auf der man zu fast allen Dingen, Ereignissen, Gegenständen und Personen etwas erfahren kann. Für den ersten Einstieg in ein neues Thema kann man es gut verwenden, jedoch nicht zur Vertiefung.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Wikipedia ist kostenlos und frei zugänglich. Es wird im Web Browser genutzt.
Instructions/Tutorials	<a href="https://de.wikipedia.org/wiki/Wikipedia:Tutorial">https://de.wikipedia.org/wiki/Wikipedia:Tutorial</a>

# DocuSign



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personel Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/LearningMaterial Development <input type="checkbox"/> Others
Language:	English and 43 other languages
Previous knowledge/Degree of complexity	Medium
Link:	<a href="https://www.docusign.com/">https://www.docusign.com /</a>
Provider:	DocuSign, Inc.
Brief Description:	DocuSign mobile app is available free of charge, and runs on Apple iOS, Google Android and Windows Phone operating systems. DocuSign Ink allows users to sign and annotate documents by attaching a stored signature, which may be created in graphic design software, captured from an image of a paper document or selected from a variety of prefabricated signatures based on the user's legal name.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Free 30-day trial. Multiple plans (for 10 / 25 / 40 USD per month + special offers). DocuSign has a full suite of mobile apps available on iPad, iPhone and Android devices as well as on MacOS and Windows.
Instructions/Tutorials:	<a href="https://www.wikihow.com/Use-DocuSign-on-PC-or-Mac">https://www.wikihow.com/Use-DocuSign-on-PC-or-Mac</a> <a href="https://www.wikihow.tech/Use-Docusign-on-iPhone-or-iPad">https://www.wikihow.tech/Use-Docusign-on-iPhone-or-iPad</a> <a href="https://www.wikihow.com/Add-a-Digital-Signature-in-an-MS-Word-Document">https://www.wikihow.com/Add-a-Digital-Signature-in-an-MS-Word-Document</a>

# Freelo



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personell Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English, Czech, Slovakian
Previous knowledge/Degree of complexity	medium
Link:	<a href="https://www.freelo.io/en">https://www.freelo.io/en</a>
Provider:	Freelo Bay s.r.o.
Brief Description:	Freelo is an online application with the aim of facilitating project management and increasing the efficiency of entrepreneurs and companies. Freelo's main features include Projects, To-Do Lists, Discussions, Calendar and Finance. The goal is to facilitate the financial management of the project. The system records work hours and calculates payroll.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	Available on iPhone, iPad, iOS, Android, Desktop app.
Instructions/Tutorials:	<a href="https://www.freelo.io/en/webinars">https://www.freelo.io/en/webinars</a>



## Google Sheets

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <span style="float: right;"> <input type="checkbox"/> (Social) Network  <input checked="" type="checkbox"/> App  <input type="checkbox"/> Others         </span>
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <span style="float: right;"> <input type="checkbox"/> Personnel Management  <input type="checkbox"/> E-Learning/Knowledge Management  <input checked="" type="checkbox"/> Financial Management  <input type="checkbox"/> Presentations/Learning Material Development  <input type="checkbox"/> Others         </span>
Language:	English (and other 82 languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://docs.google.com/spreadsheets/u/0/">https://docs.google.com/spreadsheets/u/0/</a>
Provider:	Google
Brief Description: Workspace.	Google Sheets is a spreadsheet program part of Google
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>It can be used for free within the Google account.</p> <p>It can be used as a mobile app, but also as a cloud-based and desktop app or on a web browser.</p>
Instructions/ Tutorials	<a href="https://support.google.com/a/users/answer/9282959?hl=en">https://support.google.com/a/users/answer/9282959?hl=en</a>

Lexware



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Organisation/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Platform <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input checked="" type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	German
previous knowledge/Degree of complexity	Knowledge about accounting and finances necessary. Introduction into the software necessary..
Link:	<a href="https://www.lexware.de/">https://www.lexware.de/</a>
Provider:	Lexware
Brief Description:	Lexware helps individuals and businesses with their financial, accounting and payroll needs.
Access and usage Information (Charge, requirements cloud based, mobile usability, ...)	Prices vary depending on the desired service and are between 5 and 55 euros per month. Lexware is available in the browser and as downloadable software.
Instructions/ Tutorials	No English tutorial available.



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<https://creativecommons.org/licenses/by/4.0/deed.de>





# Pohoda



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Orga/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personell Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	Czech and English (available with an add-on)
Previous knowledge/Degree of complexity	medium
Link:	<a href="https://www.stormware.cz/pohoda/">https://www.stormware.cz/pohoda/</a>
Provider:	Stormware, s.r.o.
Brief Description:	The POHODA economic system is intended for the processing of financial accounting of small, medium and large companies. It supports both the processing of accounting for business entities or non-profit and contributory organizations, as well as simple accounting and tax records. Relevant accounting principles and procedures are followed in the programme. POHODA enables monitoring of costs and revenues.
Access and usage Information (Costs requirements cloud based, mobile usability, ...)	The POHODA economic system is intended for the processing of financial accounting of small, medium and large companies. It supports both the processing of accounting for business entities or non-profit and contributory organizations, as well as simple accounting and tax records. Relevant accounting principles and procedures are followed in the programme. POHODA enables monitoring of costs and revenues.
Instructions/Tutorials:	Windows 10, Windows 8/8.1 CZ a Windows 7 SP1 CZ (English version with add-ons)





## Quickbooks

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and 9 other languages)
Previous knowledge/Degree of complexity	Previous knowledge about accounting and finances are helpful. A short introduction might be necessary.
Link:	<a href="https://quickbooks.intuit.com/global/">https://quickbooks.intuit.com/global/</a>
Provider:	intuit
Brief Description:	Quickbooks is financial and accounting software created especially for small businesses. You can adjust bills, track expenses, run reports, keep books and much more. Synchronizations with the bank account or other apps are also possible.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Quickbooks is used via the Internet browser and resides on the cloud, so it can be used from different devices.  There are three different versions at different prices, starting at 8 euros and going up to 16 euros per month. With each version there is a free 30-day trial.
Instructions/Tutorials	<a href="https://www.youtube.com/watch?v=jOtsT91SZ2A">https://www.youtube.com/watch?v=jOtsT91SZ2A</a>



## Splitwise

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	Dutch, English, French, German, Indonesian, Italian, Japanese, Portuguese, Spanish, Swedish, Thai
Previous knowledge/Degree of complexity:	Splitwise is very easy to use.
Link:	<a href="https://www.splitwise.com/">https://www.splitwise.com/</a>
Provider:	Splitwise, Inc
Brief description:	The app Splitwise is a clever expense calculator for a group. First, each group member downloads the app and then simply enters their payments and at the end the app calculates all the entries against each other and spits out who owes how much to whom.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>The app is available free of charge for Android and iOS. Additional features are available with the paid pro version.</p> <p>Registration is required. After installing the app and logging in using your Google account, mobile phone number or email address, you can start right away.</p>
Instructions/Tutorials:	<a href="https://www.wikihow.com/Use-Splitwise">https://www.wikihow.com/Use-Splitwise</a>

## Better Place



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input checked="" type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
Language:	English and German
Previous knowledge/Degree of complexity	Easy to use. No previous knowledge required.
Link:	<a href="https://www.betterplace.org/en">https://www.betterplace.org/en</a>
Provider:	Betterplace.org
Brief Description:	Betterplace.org is the largest donation platform in Germany. Non-profit organizations and associations with various concerns can register and, after verification, people can give donations to specific projects via the website. Additional marketing campaigns also support the projects.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Betterplace.org is a website used in the browser. It is freely accessible and free of charge.
Instructions/Tutorials	not available in English

# Confluence



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English + 20 other languages
Previous knowledge/Degree of complexity	medium
Link:	<a href="https://www.atlassian.com/software/confluence">https://www.atlassian.com/software/confluence</a>
Provider:	Atlassian
Brief Description:	Confluence is a collaboration wiki tool used to help teams to collaborate and share knowledge efficiently. With Confluence, we can capture project requirements, assign tasks to specific users, and manage several calendars at once with the help of Team Calendars add-on.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	online platform, required OS Microsoft Windows (except Nano), Linux (except Alpine), MacOS (limited access), iOS 11 or later, Android 4.4 or later.
Instructions/ Tutorials:	<a href="https://www.atlassian.com/software/confluence/guides">https://www.atlassian.com/software/confluence/guides</a> <a href="https://youtu.be/23tzKPBxpO8">https://youtu.be/23tzKPBxpO8</a> <a href="https://confluence.atlassian.com/doc/supported-platforms-207488198.html">https://confluence.atlassian.com/doc/supported-platforms-207488198.html</a>

# Ilias



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Organisation/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Platform <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input checked="" type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input checked="" type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input checked="" type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	English (and German)
Previous knowledge/Degree of complexity	Short introduction necessary.
Link:	<a href="https://www.ilias.de/en/about-ilias/">https://www.ilias.de/en/about-ilias/</a>
Provider:	Ilias
Brief Description:	Ilias can be used for online teaching, for example learning modules, surveys, exams and tests, blogs, portfolios, and wikis.
Access and usage Information (Charge, requirements cloud based, mobile usability, ...)	Ilias is free of charge. It can be used in a web browser or as a mobile version on a smartphone or tablet.
Instructions/ Tutorials	No English tutorial available



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<https://creativecommons.org/licenses/by/4.0/deed.de>





# Miro

Information about the tool	
Target group: Management	<input checked="" type="checkbox"/> Administration/ <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input checked="" type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input checked="" type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	English, French, Dutch, Spanish
Previous knowledge/Degree of complexity:	Miro is a very fast and easy-to-use tool.
Link:	<a href="https://miro.com/de/">https://miro.com/de/</a>
Provider:	Miro, San Francisco, USA
Brief description:	Miro is an online platform for collaborative whiteboards. Collaboration with team members is possible anytime and anywhere. Miro is very suitable for brainstorming, project management or strategic planning. You can integrate a video chat into the whiteboard to exchange ideas with colleagues in real time and work together on a project.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	Miro offers a limited free version with 3 editable boards. The full paid version of Miro is available starting at \$ 8/month. Miro can be deployed for: Cloud, SaaS, web-based, Mac (desktop), Windows (desktop), Android (mobile), iPhone (mobile), iPad (mobile). Registration is required.
Instructions/Tutorials:	<a href="https://miro.com/de/online-whiteboard/">https://miro.com/de/online-whiteboard/</a> <a href="https://academy.miro.com/">https://academy.miro.com/</a>

# Moodle



Information about the tool	
Target group:	<input type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input checked="" type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	English and over 100 language packages
Previous knowledge/Degree of complexity:	Creating good Moodle courses is demanding for the teacher and requires a lot of preparation time in addition to digital know-how.
Link:	<a href="https://moodle.org/">https://moodle.org/</a>
Provider:	It's a global software development project.
Brief description:	Moodle is a free course management system and learning platform. The software provides virtual course rooms. Working materials and learning activities are provided in these.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>Moodle is a freely available open-source software.</p> <p>Moodle can be installed on any computer that can process PHP and supports an SQL database. The software can run on Windows, Mac and Linux servers. There are many recognised Moodle partners who also host a Moodle installation.</p> <p>The Moodle Mobile App is available for Android and iOS.</p>
Instructions/Tutorials:	<a href="https://docs.moodle.org/400/en/Main_page">https://docs.moodle.org/400/en/Main_page</a> <a href="https://moodle.academy/enrol/index.php?id=46">https://moodle.academy/enrol/index.php?id=46</a>

# Padlet



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input checked="" type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input checked="" type="checkbox"/> Others
Language:	English
Previous knowledge/Degree of complexity:	Padlet is a suitable software for a low-threshold introduction to a collaborative form of work.
Link:	<a href="http://www.padlet.com">www.padlet.com</a>
Provider:	Wallwisher Inc., USA.
Brief description:	Padlet offers software that creates a digital pinboard on which information (texts, images, videos, links, voice recordings, screen recordings and drawings) can be made available in a structured way and, in addition, can be used collaboratively
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>Padlet can be used as an app or web-based. Registration is required.</p> <p>The basic version is free, but only includes the creation of a maximum of 3 padlets and allows the upload of files up to 10 MB. The Pro version costs 8 € per month, but includes an unlimited number of padlets, files up to 250 MB and the possibility to sort pinboards into folders.</p> <p>In some cases, the Padlet is not considered to comply with data protection regulations.</p>
Instructions/Tutorials:	<a href="https://www.youtube.com/padlet">https://www.youtube.com/padlet</a>



# Wakelet

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <span style="float: right;"> <input type="checkbox"/> (Social) Network  <input type="checkbox"/> App  <input type="checkbox"/> Others         </span>
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <span style="float: right;"> <input type="checkbox"/> Personnel Management  <input checked="" type="checkbox"/> E-Learning/Knowledge Management  <input type="checkbox"/> Financial Management  <input type="checkbox"/> Presentations/Learning Material Development  <input type="checkbox"/> Others         </span>
Language:	English (and several other languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://wakelet.com">https://wakelet.com</a>
Provider:	Wakelet
Brief Description:	Wakelet is a digital curation platform that allows the organisation of mixed content for easy access in a creative way.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>It can be used for free by signing up with email address.</p> <p>It can be used on the web browser or as a mobile app, including as a browser extension.</p>
Instructions/Tutorials	<a href="https://help.wakelet.com">https://help.wakelet.com</a>

*Actionbound*

## Actionbound

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <span style="float: right;"> <input type="checkbox"/> (Social) Network  <input type="checkbox"/> App  <input type="checkbox"/> Others         </span>
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <span style="float: right;"> <input type="checkbox"/> Personnel Management  <input type="checkbox"/> E-Learning/Knowledge Management  <input type="checkbox"/> Financial Management  <input checked="" type="checkbox"/> Presentations/Learning Material Development  <input type="checkbox"/> Others         </span>
Language:	English and German
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://en.actionbound.com">https://en.actionbound.com</a>
Provider:	Actionbound GmbH
Brief Description:	Actionbound is an app for playing digitally interactive scavenger hunts, paper chase or interactive quizzes using smartphones or tablets.
Access and usage Information (Costs, requirements cloud based, mobile usability, )	<p>It can be used for free for personal use, and for educational and business use there are paid plans.</p> <p>It can used (to play) an a mobile device. On the web browser the bounds can be created.</p>
Instructions/ Tutorials	<a href="https://en.actionbound.com/faq">https://en.actionbound.com/faq</a>

# Kahoot!

## Kahoot

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <span style="float: right;"> <input type="checkbox"/> (Social) Network  <input type="checkbox"/> App  <input type="checkbox"/> Others         </span>
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <span style="float: right;"> <input type="checkbox"/> Personnel Management  <input type="checkbox"/> E-Learning/Knowledge Management  <input type="checkbox"/> Financial Management  <input checked="" type="checkbox"/> Presentations/Learning Material Development  <input type="checkbox"/> Others         </span>
Language:	English and several other languages
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://kahoot.com">https://kahoot.com</a>
Provider:	Kahoot! ASA
Brief Description: tool.	Kahoot is a game-based learning platform, used as an educational tool.
Access and usage Information (Costs, requirements, cloud based, mobile usability, ...)	Kahoot can be used on a web browser, but also as a mobile device app. It can be used with different paid plans.
Instructions/ Tutorials	<a href="https://kahoot.com/business/resources/user-guides/">https://kahoot.com/business/resources/user-guides/</a>

# LearningApps



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input checked="" type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	German, English, Spanish, French, Italian and Polish
Previous knowledge/Degree of complexity:	Getting started with app creation is very easy. After just a few minutes, you can create your own content. A sound knowledge of JavaScript and HTML is necessary to develop your own templates for apps.
Link:	<a href="https://learningapps.org/">https://learningapps.org/</a>
Provider:	Association LearningApps - interactive learning modules, Switzerland
Brief description:	LearningApps.org is a website/platform where you can find a huge selection of different interactive, multimedia learning modules/learning apps from all known subjects. These modules can be easily created, edited and used online. Formats available include multiple choice, matching exercises and cloze tests.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>LearningApps is free of charge. It is web-based and does not require any software to be installed, i.e. it enables location-independent access. The apps created can be easily integrated into other websites or an LMS via code snippets.</p> <p>A created app can only be saved with registration.</p>
Instructions/Tutorials:	<a href="http://learningapps.org/about.php">http://learningapps.org/about.php</a> .



# LearningSnacks



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input checked="" type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	German, English, French, Russian
Previous knowledge/Degree of complexity:	The application can be used without much training.
Link:	<a href="http://www.learningsnacks.de">www.learningsnacks.de</a>
Provider:	Learning Snacks GmbH, Ingolstadt
Brief description:	LearningSnacks is a platform for creating interactive, short learning units in a messenger format. For example, knowledge modules, exercise questions and multimedia content (YouTube videos, links) and images can be inserted. Numerous learning units from other OER creators are also free to use.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>LearningSnacks can be accessed free of charge on all devices with internet access.</p> <p>In order to be able to create LearningSnacks free of charge, registration with an e-mail address (account) is required.</p>
Instructions/Tutorials:	<a href="https://www.learningsnacks.de/#/welcome?channel=Learning%20Snacks&amp;filter&amp;q=learning%20snack">https://www.learningsnacks.de/#/welcome?channel=Learning%20Snacks&amp;filter&amp;q=learning%20snack</a> <a href="https://www.learningsnacks.de/#/welcome?channel=Learning%20Snacks&amp;filter&amp;q=learning">https://www.learningsnacks.de/#/welcome?channel=Learning%20Snacks&amp;filter&amp;q=learning</a>



# Microsoft PowerPoint



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input checked="" type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input checked="" type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	All languages
Previous knowledge/Degree of complexity:	Basic knowledge of Microsoft Office programme interfaces, structuring and independent preparation of content (e.g. in the form of mind maps etc.)
Link:	<a href="https://www.microsoft.com">https://www.microsoft.com</a>
Provider:	Microsoft Corporation
Brief description:	Microsoft PowerPoint is a presentation programme from Microsoft. In PowerPoint, any content can be created on slides and presented to an audience. Extensive design options range from simple text slides to slides with graphics and tables to slides with multimedia content such as film and sound.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>PowerPoint is available in the desktop version for Windows and macOS, and in the mobile version as an app for Android and iOS.</p> <p>PowerPoint is sold both individually (Microsoft PowerPoint 2021 Windows Microsoft 59.90 €) and as part of the various Microsoft Office packages (e.g. with Microsoft 365 is from € 7 up/month).</p>
Instructions/Tutorials:	<a href="https://support.microsoft.com/en-gb/office/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36">https://support.microsoft.com/en-gb/office/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36</a>



## Prezi

Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <span style="float: right;"> <input type="checkbox"/> (Social) Network  <input type="checkbox"/> App  <input type="checkbox"/> Others         </span>
Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <span style="float: right;"> <input type="checkbox"/> Personnel Management  <input type="checkbox"/> E-Learning/Knowledge Management  <input type="checkbox"/> Financial Management  <input checked="" type="checkbox"/> Presentations/Learning Material Development  <input type="checkbox"/> Others         </span>
Language:	English and several other languages
Previous knowledge/Degree of complexity	Easy to use
Link:	<a href="https://prezi.com">https://prezi.com</a>
Provider:	Prezi Inc.
Brief Description:	Prezi is a multimedia video and presentation tool, which includes Prezi Video, Prezi Present and Prezi Design.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>Prezi is a web-based tool.</p> <p>It can be used for free, but it also has paid plans with different features.</p>
Instructions/Tutorials	<a href="https://prezi.com/learn/product-tutorials/">https://prezi.com/learn/product-tutorials/</a>

# YouTube



Information about the tool	
Target group:	<input type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
Category:	<input type="checkbox"/> Online tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input checked="" type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input checked="" type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	YouTube is available in 76 different language versions.
Previous knowledge/Degree of complexity:	Videos can be watched easily and at any time. Having your own YouTube channel takes time and advanced digital skills.
Link:	<a href="https://www.youtube.com/">https://www.youtube.com/</a>
Provider:	YouTube, LLC
Brief description:	YouTube is a video portal. On the portal, video clips can be viewed, rated, commented on and uploaded free of charge. A YouTube channel is the individual area of a YouTube user.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	The videos can be viewed online as a stream in a web browser without registration. To save or comment on videos, registration is required (free Google account). With YouTube Studio you can create and upload videos yourself (YouTube channel). In addition to the desktop portal, YouTube is also available as an app for mobile devices.
Instrutions/ Tutorials:	<a href="https://support.google.com/youtube/answer/7548152?hl=de">https://support.google.com/youtube/answer/7548152?hl=de</a> <a href="https://www.youtube.com/watch?v=4dFcT4DbkI0">https://www.youtube.com/watch?v=4dFcT4DbkI0</a>