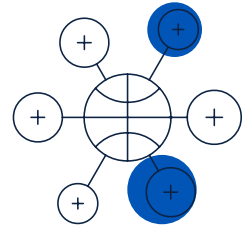


# Working Remotely

## Collaboration Tools to Help You Stay Connected

There are a number of collaboration tools that you can use to stay connected to colleagues, clients, and students while working remotely. Below is a list of UBC IT recommended collaboration tools to get you started:



### Tools for Meetings, Webinars, and Instant Messaging

Visit [www.it.ubc.ca/telecommute](http://www.it.ubc.ca/telecommute) for more information

Tools	What it's Used For	How to Get Started
<b>Skype for Business</b>	<ul style="list-style-type: none"><li>• Sending instant messages to your team</li><li>• Hosting smaller meetings via audio and video conference calls, for groups <i>smaller than 50 people</i></li></ul>	<ul style="list-style-type: none"><li>• Visit <a href="http://www.it.ubc.ca/telecommute">www.it.ubc.ca/telecommute</a> on how to install</li><li>• Contact the IT Service Centre for help (<a href="http://www.it.ubc.ca/helpdesk">www.it.ubc.ca/helpdesk</a>)</li></ul>
<b>Zoom</b>	<ul style="list-style-type: none"><li>• Hosting larger meetings via audio and video conference calls for <i>groups up to 300 people</i></li><li>• Delivering webinars for up to 500 or up to 1000 participants</li></ul>	<ul style="list-style-type: none"><li>• Contact UBC IT AV Help Desk <a href="mailto:av.helpdesk@ubc.ca">av.helpdesk@ubc.ca</a> to create an UBC account. Note: Faculty members will need to provide additional information in their request. Visit <a href="https://keep-teaching.ubc.ca/lectures/">https://keep-teaching.ubc.ca/lectures/</a> for details.</li><li>• Visit <a href="http://www.it.ubc.ca/telecommute">www.it.ubc.ca/telecommute</a> for more information</li></ul>

### Additional tools to consider:

- » Collaborate Ultra: <https://lthub.ubc.ca/guides/web-conferencing/>
- » Bluejeans: <https://youtu.be/tuPflKJR3Lo>
- » Webex: <https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>