



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:	https://www.google.com/intl/de/gmail/about/
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:	https://www.youtube.com/watch?v=0D7H4p_luvs

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:	https://www.messenger.com/?locale=en_GB
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:	https://www.facebook.com/help/messenger-app https://www.youtube.com/watch?v=By2dZw3eYwU

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:	https://support.signal.org/hc/en-us	
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:	https://support.signal.org/hc/en-us/categories/360000674771-Getting-Started	



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:	https://slack.com
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	https://slack.com/help/categories/360000049063#slack-101 https://slack.com/help/articles/360059976673-Slack-video-tutorials



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:	https://telegram.org
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	https://telegram.org/faq

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:	https://www.thunderbird.net/en-GB/)
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	https://www.youtube.com/watch?v=aFM966cxQHA https://www.youtube.com/watch?v=uYPIKSYO1Is

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"> <tr> <td> <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> <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 </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/Learning Material 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/Learning Material Development <input checked="" type="checkbox"/> Others		
Language:	28		
Previous knowledge/Degree of complexity	basic		
Link:	https://twitter.com/		
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:	https://www.wikihow.com/Category:Twitter		

