**Meeting Schedulers***When you’re trying to find a meeting time that fits everyone’s schedule.*

* **Doodle.com** – simple, easy, and syncs with Outlook and Google calendars. No sign up to use.
* **Xoyondo.com** – also simple and easy to use, and no sign up required. Can include opinion polls on other topics (e.g. where to meet) along with the meeting date/time.

 **Classroom / Program Text Messaging***For communicating with a group of volunteers quickly without using email.*

**Remind.com** – a system for sending text message announcements to a group (volunteers, students, colleagues). Need to tell everyone about a snow day or send a reminder about spring break? Want to invite everyone to a training event? If your group is on Remind, it’s fast and easy. A key feature is that Remind keeps everyone’s cell phone numbers private. Recipients won’t have your phone # or each other’s. Send one message and reach every person who is subscribed to your group. Also available as a smartphone/iPad app. Free!

 **Quick & Easy Video Calling and Screen Sharing***Video calling in your browser with people who don’t use Skype.*

**Talky.io** (<https://talky.io/>). Talky allows you to create video chat rooms and invite anyone who has a webcam to join them (invitation by email or sharing the link for your room). Talky has features for private rooms (requiring a password to enter), screen sharing, and text chat. Nothing to download or install – runs right in your browser. Does not run in Internet Explorer. Available an iOS app. Free!

 **Online File Storage & Sharing***Access documents from anywhere & share them with groups.*

* **Google Drive** - <http://drive.google.com>: 15 GB storage free; 100 GB $2/month; 1 TB $10/month.
* **Dropbox.com**: 2 GB free (plus incentives allow you to earn more); 1 TB $8.25/month.
* **Box.com**: built for groups; 3-10 users and 100 GB storage for $5/month.
* **Amazon Cloud**: [www.amazon.com/clouddrive/home#](http://www.amazon.com/clouddrive/home) - a good option for anyone who is an Amazon Prime subscriber or who uses an Amazon device. Unlimited storage for $60/year.
* **Microsoft OneDrive –** <http://onedrive.live.com>: 5 GB free or 50 GB $2/month includes basic online versions of office (similar to Google Docs). With an Office 365 subscription (full versions of Office programs) 1 TB $7/month. Great option for anyone who wants to get the MS Office suite.

**Calendaring***Stay on top of appointments with a handy calendar that syncs across devices.*

* **Google Calendar** – <http://calendar.google.com> is the go-to option for anyone who already uses other Google products, like Google Drive or Gmail. Google calendar’s interface isn’t always the prettiest, but it’s reliable and always at your fingertips when you’re logged into your Google account.
* **Cal** from Any.do (see below) - <https://www.any.do/cal/>. Cal is a smartphone calendar app that integrates with the to-do list website Any.do. If you’re using Any.do, add Cal to your phone for reminders and on-the-go information.

 **To-do Lists and Task Managers***Keep notes & task lists organized without post-its and paper.*

* **Google Keep –** [www.google.com/keep](http://www.google.com/keep) or <https://keep.google.com>. If you already use Google products, just login with your Google account. You can even convert your to-do lists from Keep into documents in Google Docs.
* **Todoist.com** – keeps an “inbox” and has useful organizing tools, reminders, etc. Designed for use in a workplace, with due dates and group projects. Basic version is free; upgrade for more features.
* **Any.do –** nice, clean interface, plus social media integration and sharing. Designed for personal use.
* **Trello.com –** organize your notes and task lists into “boards.” Designed for teams or group use, you can see who added or changed items by clicking on them.

 **Digital Notebooks***Organize all sorts of information in one place.*

* **Microsoft OneNote** – part of the Microsoft Office Suite, people who use OneNote swear by it. Make notebooks for different uses (work, home, groups, etc.), folders for each, and pages in each of those. Think “digital 3-ring binder.” Add text, pictures, links to websites or videos, etc. Don’t know if you have OneNote? Check the Microsoft Office folder in your Windows Start Menu to see if you have it.

Want to start with OneNote but not sure where to begin? Try this free resource, downloadable as a OneNote file: <http://tinyurl.com/OneNoteToolkit4Teachers>
* **Evernote.com –** a software solution that also helps you organize information into digital notebooks. Easily syncs across devices (tablet, phone, computer). As with OneNote, text, pictures, links, and videos can all be saved to Evernote. With the browser plugin, easily “clip” websites to add to your notebook. Free for basic version including two devices and 60 MB uploads/month; upgrade for more features and more data ($35/year for the “plus” version; $70/year for “premium”).