

## Sample Technologies for Communication

Tool	Use	Major Features	Constraints
<a href="#"><u>Slack</u></a>	Team communication and collaboration	Instant messaging, commenting, status updates, file sharing	Voice and video calls limited to two people in free version
<a href="#"><u>WhatsApp</u></a>	International messaging and calls	Group chat, text, voice and video calls; end-to-end encryption	Can only call those who also have the app
<a href="#"><u>Google Hangouts</u></a>	Voice and video conferencing, instant messaging	Instant messaging, voice and video calls	Voice and video calls up to 15 people
<a href="#"><u>WebEx</u></a>	Voice and video conferencing	Voice and video calls, screen sharing, whiteboard, meeting recording	Voice and video calls up to 3 people in free version
<a href="#"><u>Mailchimp</u></a>	Marketing and email newsletters	Newsletter templates, signup forms, data analytics	Free version limited to 2,000 subscribers and 12,000 emails per month
<a href="#"><u>Hootsuite</u></a>	Social media management	Social media account integration, post scheduling, team collaboration for social media content	Up to 5 social media channels with free plan
<a href="#"><u>Canva</u></a>	Graphic design	Templates, images, charts, drag and drop interface	1GB storage, custom font upload available in paid version
<a href="#"><u>Piktochart</u></a>	Infographics	Templates, images, charts	Cannot download charts as PDF or remove Piktochart watermark without paid version

