

Sample Technologies for Communication

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

