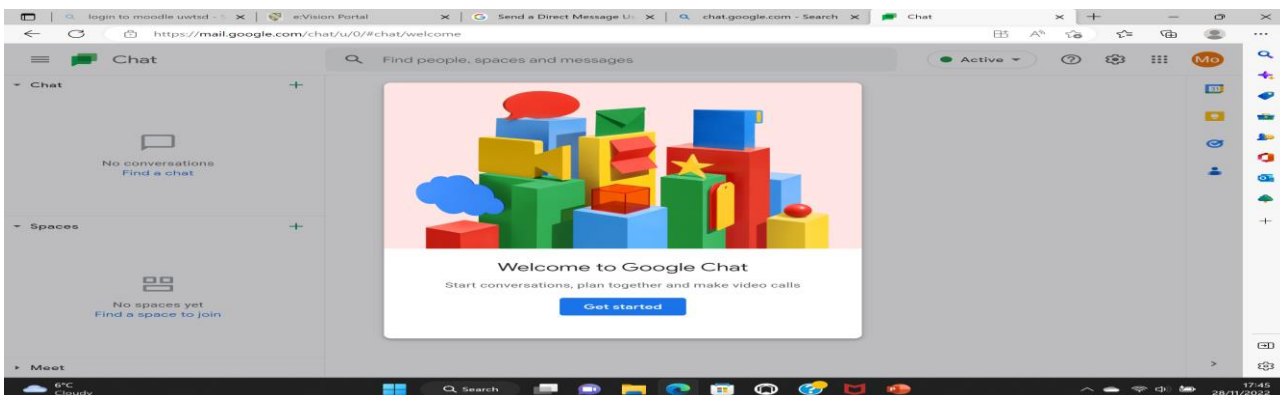


❖ Connect and collaborate from anywhere with digital tools.

- There are so many ways to connect and collaborate from anywhere with digital tools.
- Despite of the world is bigger but the digital tools made it smaller.

☐ Direct message using google chat.

- Direct message is a private conversation between you and someone else. Chatting is useful when you have a quick question, sending and receiving direct messages makes communication much faster.
- **How to access Chat?**
- To access Chat, you will need a paid Google workplace account and to ask your domain administrator to enable Chat for your team.
- If you do not have a paid Google workplace account, you can try it for free on a trial basis.
- To begin, go to google and type chat.google.com. You can also download the app to your device laptop or mobile. Find someone to chat with and you can use filters or you can make a group team for work.



Useful photo to show how you can download A Chat app

- ☐ **Google Drive:** a free service that enables you to store files online instead of taking up space on your computer. The files you add to Drive can be reached from any smartphone, tablet, or computer connected to the internet. When you are using Google Drive, you can organized your files, access and collaborate on the same files. You can contribute to the project, collect valuable feedback and make your work more successful.

How to use Google Drive

