

Virtualization. Free yourself from the Office.

December 3, 2015



What is Virtualization?

In technology now, there is a trend toward virtualizing the office. What does that mean? There are 2 types of virtualization.

One type of virtualization is using a computer to create a software environment, where other computers can virtually operate in. This technology is the basis of “the cloud”.

The other type of virtualization is to use technology to bring your office with you anywhere you go. A smart phone, tablet, or laptop can now replace a traditional office by connecting you to the cloud where all your information is stored. Meetings can be conducted by videoconferencing. For example, over Skype or Facetime. We can simply e-mail documents from the cloud instead of mailing or faxing. We can use voice to type out a text message for us instead of calling. We live at an exciting time where digital assistants (Siri, Google Voice, Cortana) can

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help us to manage our communications and our professional lives. Office virtualization can unchain you from your desk. Here are some tools to get you started:



Tools of the Virtual Office

Document Management

Microsoft Mobile Office – Microsoft has made a mobile version of its famous office applications available (free for Android/paid for iOS). Open documents, emails and edit them on the fly. [Click for Android info](#) – [Click for iOS](#)

Google Docs – Google's app allows you to create, edit and collaborate with other users. Some top Fortune 500 companies exclusively use Google Docs instead of Microsoft Office. [Click for Android App](#) – [Click for iOS](#)

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Video Conferencing

Google Hangouts – Great free instant messaging as well as voice and video calls are free to other Hangouts members. A very popular option on [Android](#) and [iOS](#)

Skype – One of the oldest and most trusted video conferencing apps out there. Used by many professionals which makes lots of free calls, video chats and messaging. Download for [Android](#) or [iOS](#)

Cloud Storage

Microsoft OneDrive – Microsoft's storage cloud service. Get 15 Gigs free space by signing up before 2016, after which you only get 5 GB free. [Click here for more info](#)

Google Drive – Google's storage cloud service. Get 15 Gigs free space on signup. Only on Windows, Mac, Android and iOS. [Click here for more info](#)

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Dropbox – The most flexible cloud service. Available on almost any platform, including Kindle and Blackberry. You only get 2 GB free storage on signup though, but you can earn more space by referrals. [Click here for more info](#)



Digital Assistants

Cortana – One of the most intelligent assistants as she is learning fast from desktops around the world. Cortana can send emails, write text messages, schedule events in your calendar and more. She is integrated in Windows 10 devices only.

Siri – One of the oldest assistants around. She does some basic tasks very well such as create appointments, write emails, and text messages. Siri's intelligence is not very advanced though compared to Cortana and Google Voice. Available on Apple iOS devices only.

Google Voice – Almost ties Cortana in intelligence. Google voice has one of the best search engines powering it, however it frequently displays ads in results. Available on Android phones only.

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Password Management

Last Pass – The best bang for your buck at \$12 USD/year. Has a free version with many features like multi-factor authentication and technical support. Fingerprint sensor unlocking on Android makes it fast to get access to your passwords. Supports military grade AES 256 bit encryption. [Click here for more](#)

DashLane – Very similar to Last Pass with even more features. DashLane will also analyze your passwords and notify you which ones are weak or repeated to often. More features and more expensive than Last Pass at \$40 USD per year. [Click here for more](#)

Norton Identity Safe – Backed by Norton and has great multi-platform compatibility across browsers, Android and iPhone devices. Free download from Norton. It also keeps passwords synced across your devices for free. Integrates with other Norton products. [Click here for more](#)

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Thank you for reading our Black Paper. We hope this information and links have been useful for you.

Regards,

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