

RESOURCE GUIDE

Virtual Meetings

Video Conferencing

Google Hangouts



Free Version Available

Free Limitations:

User Limit: 10

Time Limit: n/a



Recording Available

[How To](#)



**Screen Share Available
(Paid Version Only)***

[How To](#)

*If you have the Hangouts Chrome extension installed so that your chats pop up on your desktop, you might want to disable it or snooze your notifications before you present your whole screen.

WebEx



Free Version Available

Free Limitations:

User Limit: 150

Time Limit: n/a



Recording Available*

[How To](#)



Screen Share Available

[How To](#)

*When using video recording feature, certain selections need to be made in order to ensure that audio is recorded as well : [Read Here For More Information](#)

Virtual Meetings

Video Conferencing

Zoom

✓ **Free Version Available**

Free Limitations:

User Limit: 100

Time Limit: 40 minutes



Recording Available

[How To](#)



Screen Share Available

[How To](#)

Microsoft Teams

✓ **Free Version Available***

Free Limitations:

User Limit: n/a

Time Limit: n/a



Recording Available

[How To](#)



Screen Share Available

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*Microsoft has lifted the Microsoft Teams free version limitations for three-months.

Digital File Sharing

Watermarks

Microsoft
Word

[How To](#)

PowerPoint

[How To](#)

Adobe-PDF

[How To](#)

Digital File Sharing

Cloud Services



Box.Com

- ✓ **Free Version Available**
Free Limitations:
Data Limit: 10GB



File Protection and Download Blocking
[How To](#)

Dropbox

- ✓ **Free Version Available**
Free Limitations:
Data Limit: 2GB



File Protection and Download Blocking
[How To](#)

Google Drive

- ✓ **Free Version Available**
Free Limitations:
Data Limit: 15GB



File Protection and Download Blocking
[How To](#)

Sharepoint

Office 365 Product



File Protection and Download Blocking
[How To](#)

Digital File Sharing



Digital Signatures

[Adobe Fill and Sign](#)

✓ Free for ios and Android  **iOS**

[Adobe Send For Signature](#)

[Online Signature By EverSign](#)

✓ Free Version Available

Free Limitations:

Limit: 3 per month

[Hello Sign](#)

✓ Free Version Available

Free Limitations:

Limit: 3 per month

[DocuSign](#)

✓ Free Version Available

Free Limitations:

Limit: 5 per month

PDF Functions

- [Prevent Printing](#)
- [Redact Files](#)

Digital File Sharing

Scanning

[Adobe Scan](#)



Free for ios and Android



iOS

[iPhone Notes App](#)

[Scannable By Evernote](#)



Free Version Available

Evidence

Screen Recordings

Screen Recordings

[Example](#)

iOS [How To](#)



[How To](#)