

# 5 TIPS

## for effective collaboration

Adopting a hybrid work model with the right tools in place can fundamentally change and improve your business - boosting employee productivity, cutting costs, and delivering personalized experiences for your customers.

These helpful tips can smooth the way when evaluating solutions that will drive effective collaboration for your teams.

### 1

#### Make sure video meetings are easy to use

When you can't be in the same room, a great face-to-face meeting experience is the next best thing. Video meetings help foster effective communications instantly, but they need to be:



##### Easy To Use

with one-click sign-on, high quality video, simple screen sharing, and intuitive controls



##### Easy To Integrate

with calendars and the other tools you use so there's less time wasted navigating between apps



##### Intuitive

so you don't miss a beat whether you're using your computer, mobile phone, or connected videoconferencing devices

### 2

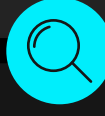
#### Help teams collaborate easily

Make it easy for team members to stay on the same page using a virtual workspace that connects people with each other, and with the information they need. Look for a collaborative workspace that:



##### Offers secure exchange

of messages and files across devices



##### Makes it easy to search

the space to find conversations and files



##### Allows private messaging

1:1 or in groups – with anyone inside or outside your organization



##### Includes a digital whiteboard

for easy brainstorming



##### Integrates with meetings

so you can keep the collaboration going

### 3

#### Never forget about security

Small businesses can't afford to overlook security when setting up effective collaboration. You need to keep your information safe no matter where your employees are located. Look for secure collaboration solutions that:



##### Enable

people to your connect securely, no matter what device they're using



##### Keep

your conversations confidential



##### Verify

users, room devices and compliance with your security policies



##### Protect

your sensitive data with end-to-end encryption

### 4

#### Embrace simplicity

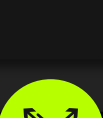
As a small business owner you want smart, secure and flexible IT solutions. To reduce IT complexity, look for solutions that:



Integrate calling, meetings and messaging - all in new app, that works seamlessly



Easy to deploy and manage without the need for onsite IT



Allow you to get up and running with the services you need today and scale up with ease as your business needs change

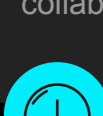


Offer financial flexibility, with pay-as-you-need pricing options

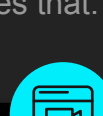
### 5

#### Bring out the best of hybrid work

Intelligent devices play an important role in today's hybrid work model. As people come and go to the office or work remotely, it's easy to support them with devices that improve the collaboration experience. Look for devices that:



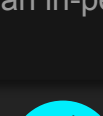
**Reduce barriers, and clutter** with desktop HD devices in personal or shared spaces



**Help reduce video conferencing fatigue** with devices that deliver a 10x better experience than in-person meetings



**Can turn any space into a full functional conference space** supporting immersive experiences



**Are just as easy to setup, use, and manage** as consumer devices such as smart TV's

Today's successful businesses are embracing hybrid and supporting a mix of in-office and remote workers with secure, flexible and affordable collaboration tools.

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