Digital Office 101

This document provides a brief overview of the tools we use to manage our "Digital Office."

Google Suite, free
(there are many features, but here's what we use on a daily basis)
Gmail for nonprofits - custom email domains and easy to manage email distribution lists.
Google Drive - cloud based archive of documents that can be easily shared, edited, and download by many people.
Google Calendar - manage each staff person's individual calendar as well as team events.
Google Forms - create surveys and contact forms for anything.

Zoom, cost varies
Video conferencing software. We run almost every meeting and workshop through Zoom. Our Annual Meeting 2020 was conducted via Zoom.

Elevate UC, VOIP
Elevate is our new voice over internet phone solution. We use the Elevate computer desktop app to send and receive phone calls, as well as transfer calls as if we were in an office. Includes text messaging and transcribed voicemail. Smart phone app is also available so you can receive work calls on your mobile phone without having to give out your personal cell phone number.

BOX, $25 per user
Long term, secure, cloud based document storage.
We are scanning in physical records and other docs that we want to preserve.

Hive, $12 per user
Project Management software with assignable tasks, deadlines, chat, and document sharing. Great for managing big projects with lots of moving pieces, like search and call or annual meetings.

Eventbrite, free (with fees for paid event tickets)
Easy event registration portal. Free for free events, fees charged on paid events.
You can customize almost everything.

Tithely
We accept donations, OCWM payments, and more through Tithely. Easy to share on your webpage.

Wordpress, cost varies
Our website is hosted by WordPress. It's easy to update and post information.

MailChimp, free
eNewsletter templates that are very easy to put together with custom branding. We send a newsletter every other week.