50 Tech Tips list with links from LSNTAP.org

50 practical technology tips for working remotely crowd sourced from the LSNTAP email list and community. This is a special working from home edition of one of our most popular webinars.

In this webinar you'll learn about:

• Online Free and Low cost web apps for legal work

• Who is offering free Versions of the best tools during this crisis

• Ways to collaborate better online

There will be a takeaway list of all tips with links available also

Compiled by Sarterus Rowe

LSNTAP Email List: https://docs.google.com/forms/d/e/1FAIpQLSfqlhH3el3SCOyl6X-Y-eiUSYLvOsXmw3zmX4Mi1NJohiZa7Q/viewform

1. Search for “X Product / service” + Covid
2. PandaDoc Free Covid

Video

1. Jitsi - private and secure video conferencing - meet.jit.si or jitsi.org
2. Jitsi self Install
   1. Git Hub <https://github.com/jitsi/jitsi-meet/blob/master/doc/quick-install.md>
   2. How to <https://www.howtoforge.com/tutorial/how-to-create-your-own-video-conference-using-jitsi-meet-on-ubuntu-1804/>
   3. Forums <https://community.jitsi.org/c/install-config>
3. Zoom Security Toolbar -
   1. <https://blog.zoom.us/wordpress/2020/04/08/zoom-product-updates-new-security-toolbar-icon-for-hosts-meeting-id-hidden/> 4-8-2020
   2. zoom.us
4. Discord text chat, and audio chat, free noise suppression <https://discordapp.com/> 4-10-2020
5. Marco Polo - Video messages <https://www.marcopolo.me/> Apple and Android
6. Loom Free Screen Recording Chrome Extension, very easy to use. Loom.com
7. Open Broadcast Studio OBS - Free Streaming software for any platform <https://obsproject.com/>
8. How to stream to facebook live <https://brightspark-consulting.com/facebook-live-via-obs/>

Collaborating

1. Slack collaborative work space <https://slack.com/>
2. Box <https://www.box.com/resources/downloads> Secure file sharing with lots of integrations
3. Microsoft Teams, all in one internal collaborations, chat, video and much more <https://products.office.com/en-us/microsoft-teams/group-chat-software>
4. KanbanFlow -Free agile project management software very easy to use and track tasks.<https://kanbanflow.com/board/6XWeSw>
5. Monday - Robust project management with lots of steps and easy to use https://monday.com/

Leaning online

1. Tech Soups Courses - Free nonprofit track that includes Teams how to
   1. <https://techsoup.course.tc/catalog/track/coronavirus-mitigation-track>
   2. <https://page.techsoup.org/covid-19-resources>
2. Pluralsight - high quality online training courses Free in April
   1. Pluralsight.com
3. Tech & Learning - classic blog focusing on technology and learning tools. Lots of helpful tips, quick reads with practical takeaways. Techlearning.com
   1. Article on avoiding pain at home techlearning.com/how-to/how-to-teach-from-home-pain-free
4. Meetup online - Use MEetup to create and promote online learning events
   1. https://www.meetup.com/
   2. https://help.meetup.com/hc/en-us/articles/360040609112

Home Office

1. Chair
   1. Adjustable height
   2. Back Support
   3. Arm support
2. Noise Cancelling Headphones
   1. $70 to $300
3. Shredder @Home 10 sheets plus
4. Docking station
   1. Video / Second or better monitor
   2. Storage
   3. Ethernet port optional
   4. Extra USB
   5. Power
5. Phone Book -Foot rest
6. Work Only profile -
   1. Windows <https://www.webucator.com/how-to/how-create-second-user-account-windows-10.cfm>
   2. Apple https://support.apple.com/guide/mac-help/set-up-other-users-on-your-mac-mtusr001/mac
7. Ring Doorbell - get your door bell on your phone with video, save time not having to answer the door for deliveries. https://ring.com/
8. 1Password- Indefinite trails great password management and sharing,[https://1password.com](https://1password.com/)
9. SignRequest signrequest.com Simplefast signatures 10 free per month <https://signrequest.com/#/>
10. Ring Central All in one phones, video, team messaging with e-fax built in <https://www.ringcentral.com/home_u.html>
    1. Free Covid NPO <https://www.ringcentral.com/lp/covid19-offer.html>
11. RedFax - Faxes to and from email starting at $5 a month, stand alone lower cost solution https://www.redfax.com/landing-2/

Sanity

1. Digital Minimalism by Cal Newport Book and how to deal with our digital lives, calnewport.com/books/digital-minimalism/
2. Attention Merchants by Tim Wu, law economics and a little phycology on the new digital addictions including cell phones and social media <http://www.timwu.org/AttentionMerchants.html>
3. Daywise - Notification control for your phone - https://getdaywise.com/

It Support

1. Connectwise - Remotely control uen users computer for IT
   1. <https://www.connectwise.com/software/control/pricing>
2. Splashtop - Remote PC Access From Tablet, Smartphone & Computer. Very price competitive <https://www.splashtop.com/>
3. Microsoft Learn free classes for IT intro and IT Support <https://docs.microsoft.com/en-us/learn/>
4. MicrosoftDirect Access - Unified Remote Access, is a VPN-like technology, that provides intranet connectivity to client computers when they are connected to the Internet https://docs.microsoft.com/en-us/windows-server/remote/remote-access/directaccess/directaccess

Security

1. Signal - Free secure private messaging including video calls and disappearing messages.
2. Antivirus is a must! Sophos Home Free Reliable, <https://home.sophos.com/en-us.aspx>
3. Carbonite - Reasonable costed, reliable backup. https://www.carbonite.com/
4. G Cloud - 10 GB free of storage for your phone https://gcloud.zoolz.com/Account/Login
5. Lock away a physical copy of your one time password
6. LastPass - one time passwords https://support.logmeininc.com/lastpass/help/use-temporary-one-time-passwords-lp030002

Get the Word Out

1. Transcend Legal Icons - free legal icons - https://transcend.net/legal-icons.html
2. YouTube - Create a Channel! Sample channel
   1. Northwest Justice project
   2. https://www.youtube.com/user/IllinoisLegalAid/videos
3. YouTube Creators Academy Quick Start Guide https://creatoracademy.youtube.com/page/course/bootcamp-foundations?hl=en
4. Unsplash Beautiful Free Photos - <https://unsplash.com/>
5. **GroupMe.com**
6. **Scanbot.io**
7. **Philips LiveSpeech.com**

Next Webinar

**Digital Signatures and How to Scan Docs from Home**

**Register:** <https://attendee.gotowebinar.com/register/3215916886233515021>

**Date:** Thursday, April 21th, **Time:** 10 a.m. PT | 1 p.m. ET

**Round-table 2 Remote Work & Remote Legal Services Small Group Q&A**

**Register:** <https://attendee.gotowebinar.com/register/8249815369726620173> **Date:** Thursday, April 23rd, **Time:** 10 a.m. PT | 1 p.m. ET