



# An Introduction to Remote Working for Lawyers

## ***Links to Products Mentioned***

As mentioned in the video, I am not recommending any of these products over the others. Check them out yourself and see which best fits your needs. There are also other options available, which will have their own strengths and weaknesses.

The links below are accurate as of March, 2020, but if any should change, a Google or Bing search will locate them. Since locations may change periodically, a few of the links below are to the respective app stores. Just search within the store for the app.

If you have questions, comments or need other information, feel free to contact me at [tech-help@lawsociety.sk.ca](mailto:tech-help@lawsociety.sk.ca)

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## General Equipment and Software

- **Microsoft Office Lens:** Available from the Microsoft Store Download Centre <https://www.microsoft.com/en-ca/download> Versions also available for iOS and Android at the Apple Store and Google Play stores, respectively
- **Microsoft Word:** <https://products.office.com/en-ca/word>
- **Google Docs:** <https://www.google.ca/docs/about/>
- **Apple Pages:** <https://www.apple.com/ca/pages/>
- **Adobe Acrobat:** <https://acrobat.adobe.com/ca/en/acrobat.html?promoid=DMMD1FLC&mv=other>
- **Spreadsheets**
  - **Microsoft Excel:** <https://products.office.com/en-ca/excel>
  - **Google Sheets:** <https://www.google.ca/sheets/about/>
  - **Apple Numbers:** <https://www.apple.com/ca/numbers/>

## Video Meetings

- **Microsoft Skype:** <https://www.skype.com/en/>

- **Facetime:** Your Mac, iPhone or iPad likely already has Facetime installed. If not, visit the Apple App store.
- **Google Hangouts:** <https://hangouts.google.com/>
- **Google Duo:** <https://duo.google.com/about/>
- **GoToMeeting:** <https://www.gotomeeting.com/en-ca>
- **Webex:** <https://www.webex.com/>
- **Zoom:** <https://zoom.us/>

## Using the Cloud

- **Microsoft Office 365:** <https://products.office.com/en-ca/compare-all-microsoft-office-products?&activetab=tab:primaryr1>
- **The Law Society of Saskatchewan's Cloud Guidelines:** <https://www.lawsociety.sk.ca/for-lawyers-and-students/practice-resources/internet-and-technology/>
- **Microsoft OneDrive:** <https://onedrive.live.com/about/en-ca/>
- **iCloud and iCloud Mail:** <https://www.apple.com/ca/icloud/>
- **Google G Suite and Drive:** <https://gsuite.google.com>
- **Dropbox:** <https://www.dropbox.com>
- **Amazon Web Storage:** <https://aws.amazon.com/products/storage/>
- **Microsoft Azure:** <https://azure.microsoft.com/en-ca/>
- **Gmail:** <https://gmail.com>
- **Microsoft Outlook:** <https://products.office.com/en-ww/outlook/email-and-calendar-software-microsoft-outlook?market=af>

## Group Collaboration

- **Slack:** <https://slack.com/intl/en-ca/>
- **Microsoft Teams:** <https://products.office.com/en-ca/microsoft-teams/group-chat-software>

## Odds & Ends

- **Adobe digital signing:** <https://acrobat.adobe.com/ca/en/sign.html>
- **Docu-Sign:** <https://www.docusign.com/>

## Security

- **Anti-Malware:** There are many free and low-cost packages available, including:
  - **Windows Defender:** Installed by default in Windows 10, but more information is at <https://www.microsoft.com/en-ca/windows/comprehensive-security>
  - **Avast:** <https://www.avast.com/en-ca/index#pc>
  - **AVG:** <https://www.avg.com/en-us/homepage#pc>
  - **BitDefender :** <https://www.bitdefender.com/solutions/>
- **LastPass:** <https://www.lastpass.com/>
- **1Password:** <https://1password.com/sign-up/ca/?gclsrc=ds>
- **Dashlane:** <https://www.dashlane.com/>

- **Two Factor Authentication (2FA):** Individual sites will handle things differently, so follow their directions. Some may need a separate authenticator app, such as:
  - **Google Authenticator:** Available at the Google Play Store.
  - **Microsoft Authenticator:** <https://www.microsoft.com/en-us/account/authenticator>
- **Virtual Private Network (VPN):** Your office may already have a VPN set up or available through your server (e.g. Microsoft Server can provide VPN services). There are also many free or low-cost third-party VPN's to enhance remote security, including:
  - **NordVPN:** <https://nordvpn.com/offer/brand/>
  - **Private Internet Access:** <https://www.privateinternetaccess.com/>
  - **ExpressVPN:** [https://www.expressvpn.com/ca/2?refID=CA\\_SE](https://www.expressvpn.com/ca/2?refID=CA_SE)