**2.7 I can connect and configure the combination of IT tools and devices needed for a collaborative task**

In preparation for a remote meeting, in the past much was involved in connecting and configuring hardware and IT systems. To a computer may be plugged in an ethernet cable to be able to communicate over the web, as well as a keyboard and mouse to use for much communication. To communicate visually and verbally would also require a USB camera and a microphone, connected through usb or into a 3.5mm hole on the device. Once each thing was inserted into a device for the first time you would need to download the relevant drivers from the website of the manufacturers. This needed doing again if the operating system of the device was updated to any large extent, or if the manufacturers released a number of updates.

Once all equipment was successfully connected and installed, one would need to install the software being used to communicate, such as AOL or Skype, and an account would need to be created. You could then communicate with another person with similar equipment and an internet connection who had created an account themselves. Calendar systems were not linked with the collaborative tool as much as is the case now, too, which meant more resources were spent on organising a meeting.

Nowadays however, laptops are much more common which have integrated keyboard, mouse, webcam, microphone, and Wi-Fi. Wi-Fi is much more accessible and reliable than it has been in the past, so no longer one is restricted to sitting next to or near the router/ modem. If a device is plugged into a modern computer, drivers tend to download very quickly and automatically, hence the *plug and play* idea. Modern collaborative tools don’t need as much information to create an account, which is now more secure than it was, and meetings can be launched with a moment’s notice. Software like Microsoft Teams has an inbuilt calendar which integrates well with Outlook, which makes the organising of and attending meetings much more straightforward.