



IT Fundamentals

Unit - Hardware

Lesson 3.3.2 - Collaboration Software

IT Fundamentals Objectives (FC0-U61)

Objective 3.3 – Explain the purpose and proper use of software

- Collaboration software
 - Email client
 - Conferencing software
 - Instant messaging software
 - Online workspace
 - Document sharing

Grade Level(s)

8, 9

Cyber Connections

- Hardware & Software

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Collaboration Software

Collaboration software is software that helps a group of people work together on the same task(s). The programs allow users to all be working on the same project(s) at the same time from different systems to be more productive. One of the most popular types of collaboration software is email. Email clients send and receive email messages for the users. Common email clients are Gmail, Microsoft Outlook, Yahoo Mail, etc. **Conferencing software** helps control and host webinars where many people can meet virtually. Popular conferencing software includes Zoom, Microsoft Teams, Citrix GoToMeeting, etc.

Instant messaging software allows users to send and receive text messages and communicate instantaneously. These include Microsoft Teams, Skype, Yahoo Messenger, etc. Online Workspaces is a program where multiple users can run, edit, create workspaces that are the same across every device. These are hosted on the cloud. These include Office Online, Google Docs, etc. **Document sharing** is sharing a private document with certain users on a network or cloud. Popular document sharing programs are Microsoft OneDrive, Google Docs, etc.