



# COMMUNICATION BASICS

For Working Remotely



# COMMUNICATION MEDIUMS

FOR FREQUENT  
COMMUNICATION  
(OVER CHAT)



# FOR COMMUNICATION

**(OVER CALL)**

IT'S PREFERRED TO ARRANGE MEETINGS  
IN ADVANCE AND SHARE VIA EMAIL WITH  
DEFINED AGENDA.



# Google Meet



DON'T USE  
WHATSAPP FOR  
BUSINESS  
CONVERSATIONS

<https://www.troopmessenger.com/blogs/why-you-shouldnt-use-whatsapp>



FOR CONTRACTS / DOCUMENT SHARING  
(POPULARLY USED)



# Large File Sharing

Put your larger files on drive and share drive link with relevant person.

**\*\*\*Don't forget to add their email\*\*\***

Or make the link public if it doesn't contain sensitive information.



Github



Bitbucket



Gitlab

# CODE SHARING



# Chat Do's and Don'ts



**Kate:** Hi!

**Kate:** I have a question about the meeting we had yesterday

**Kate:** Do we have to fill in that form today?

**Kate:** Or do we just send the data to Alex before we do it?

**Kate:** Do you have any idea?

**Kate:** Thanks a ton in advance for addressing this.



**Kate:** Hi! I just wanted to confirm whether we should send the data to Alex today and then fill out the form? Let me know how to proceed. Thanks in advance for helping me out.



 GetApp

# Remote business etiquette



## Email etiquette

Always proofread

Be polite and professional

Respond in a timely manner

Keep it brief



## Phone etiquette

Don't call unannounced

Use reasonable tone and clarity

Deliver messages promptly

Create a professional voicemail



## Video etiquette

Mute yourself

Engage with your body

Don't interrupt

Dress appropriately

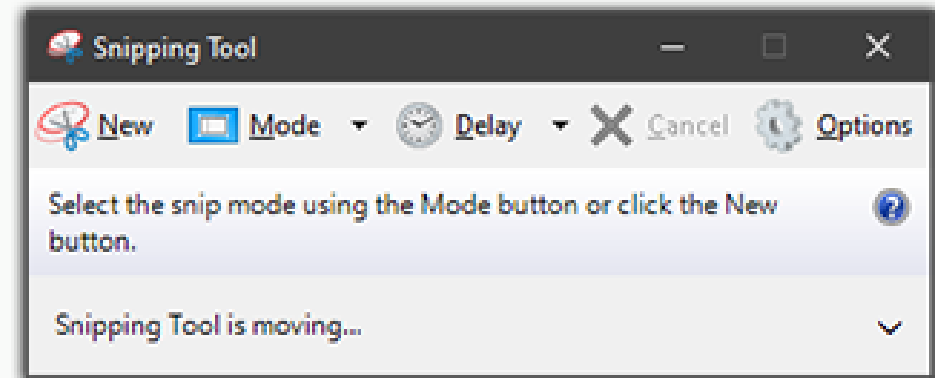


# Taking Screenshots

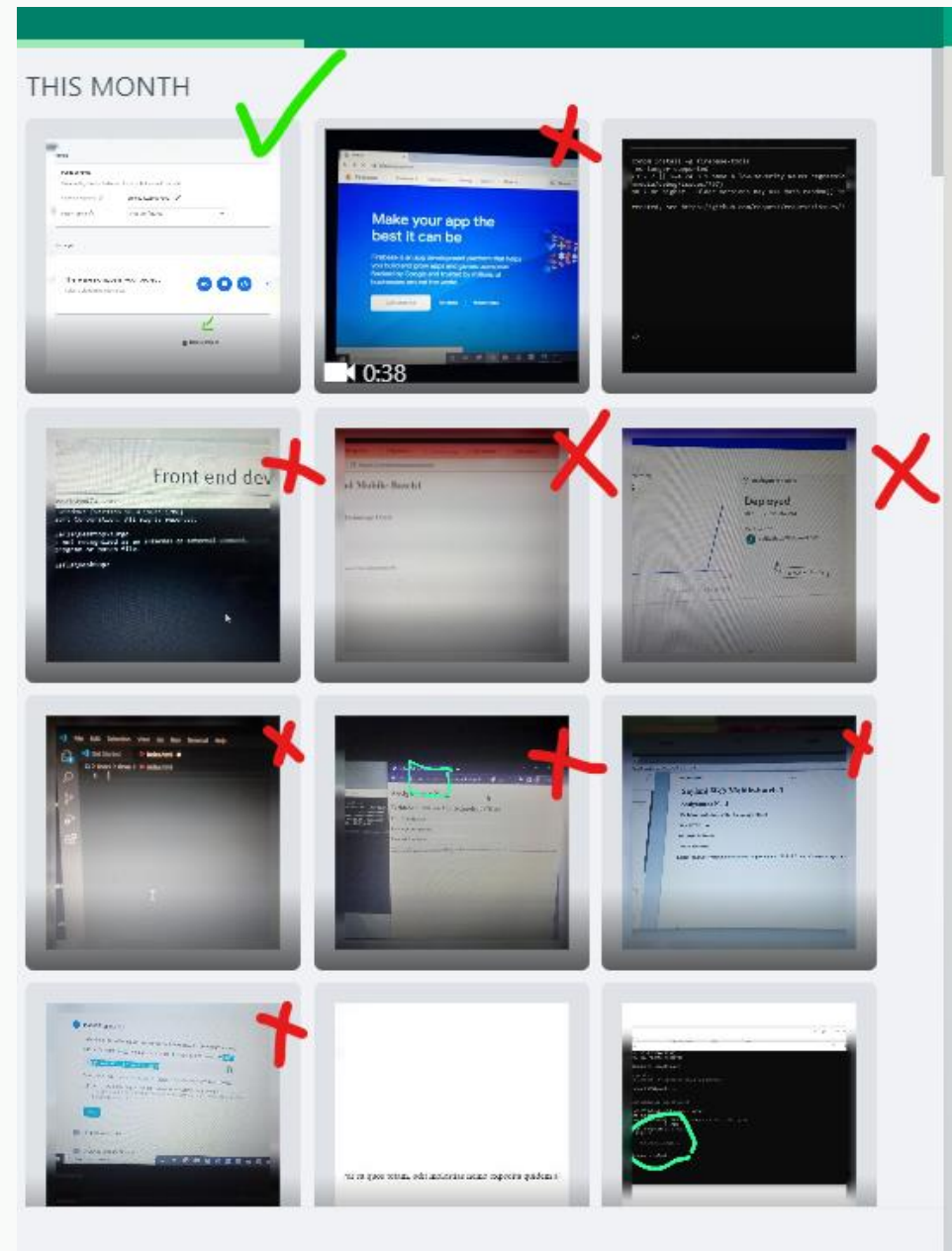
**PrtSc** usually works with “**Windows**” icon or “**Fn**” button. Sometimes PrtSc alone works.  
> Press PrtSc > Open in Paint > CTRL+S > Enter name > Click Save.

**Snipping tool** > New > Select the portion to be captured > CTRL + S > Enter name > Save

## Windows Snipping Tool



**Don't  
capture  
laptop  
screen with  
another  
camera.**



# Screen Recording

Most popular, easily accessible way

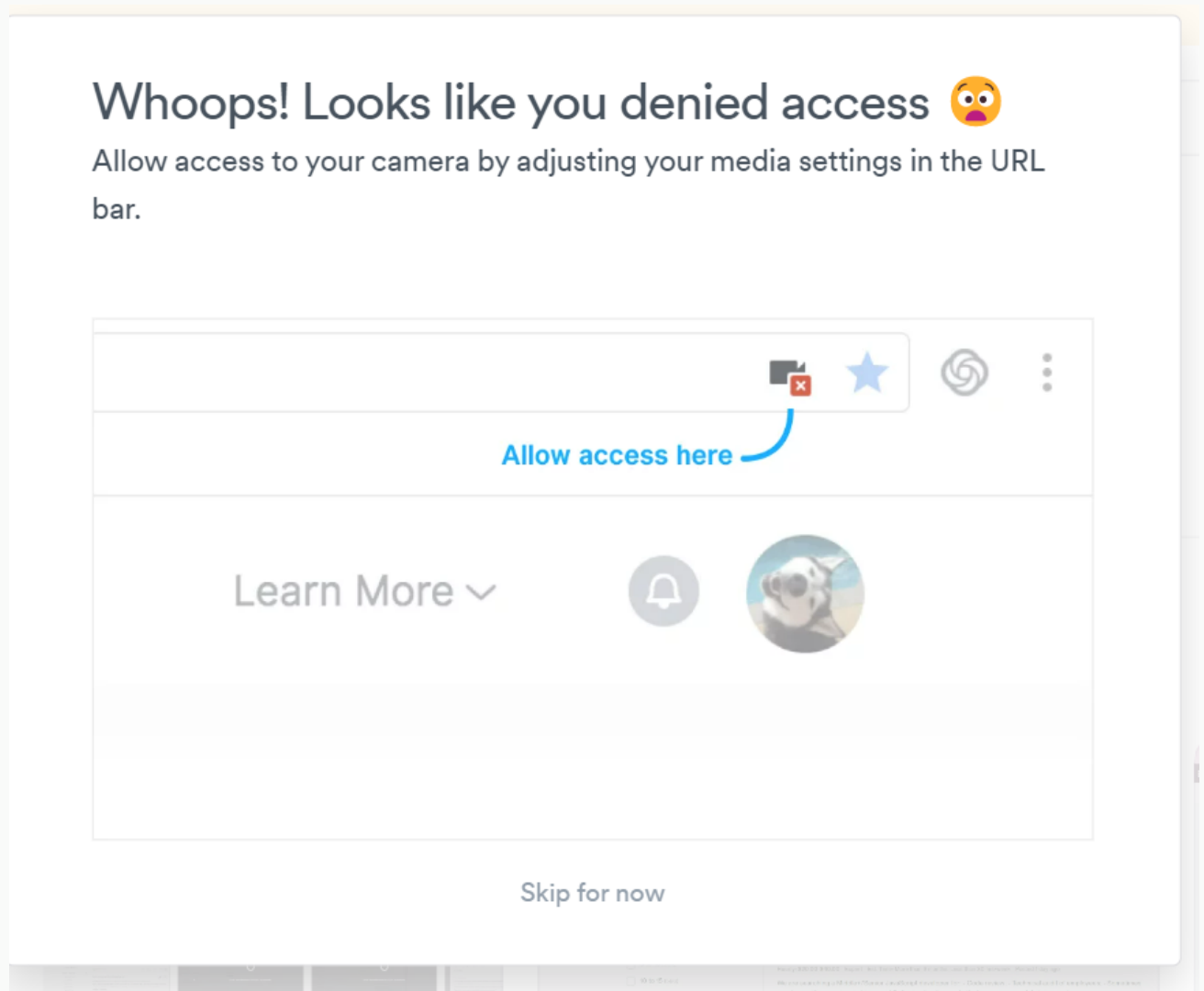
of recording videos is using loom.



## Steps to record video with Loom:

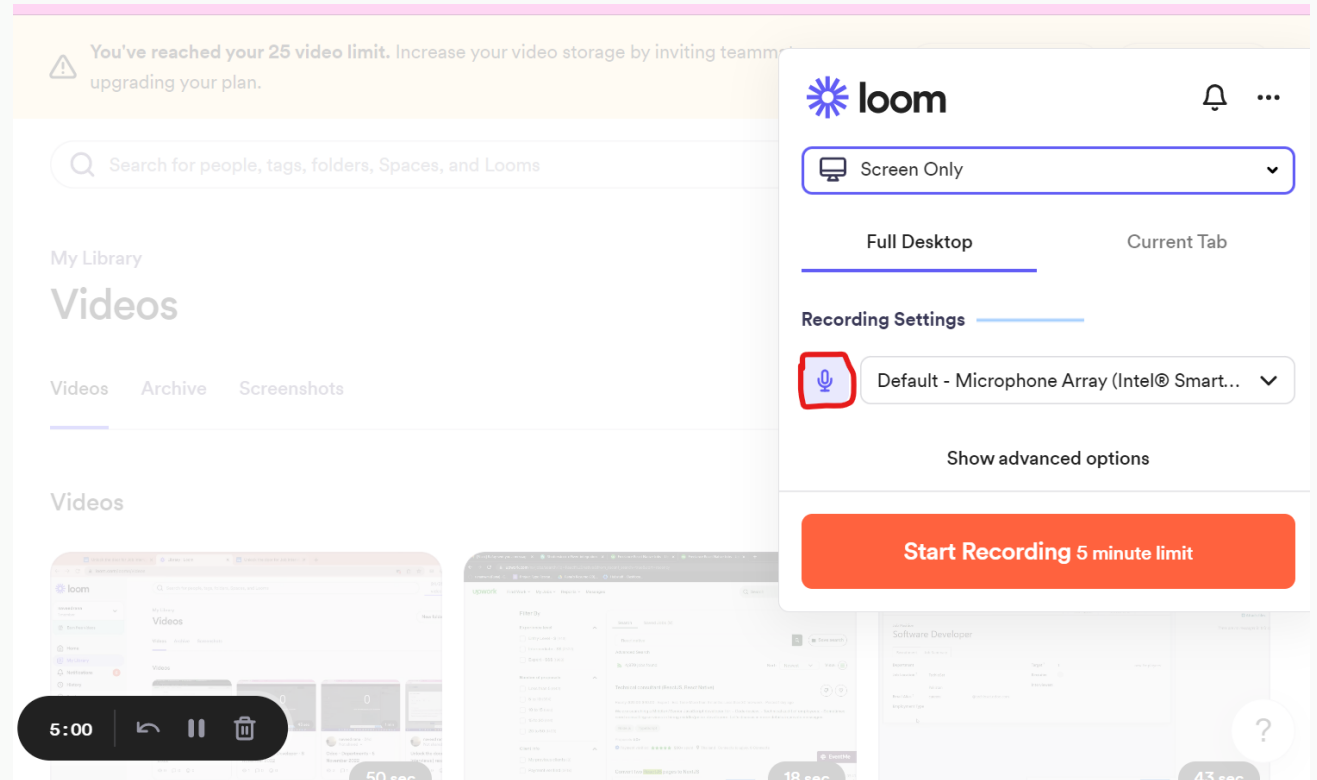
- **Go to: <https://www.loom.com>**
- **Sign up using any > Gmail, Outlook account.**
- **Choose account and continue.**
- **Click on Account icon and Install Chrome extension.**
- **Click on New Video > Record a Video**

**Allow Mic & Camera  
access to your  
browser or skip if  
you don't want to  
use mic/camera.**



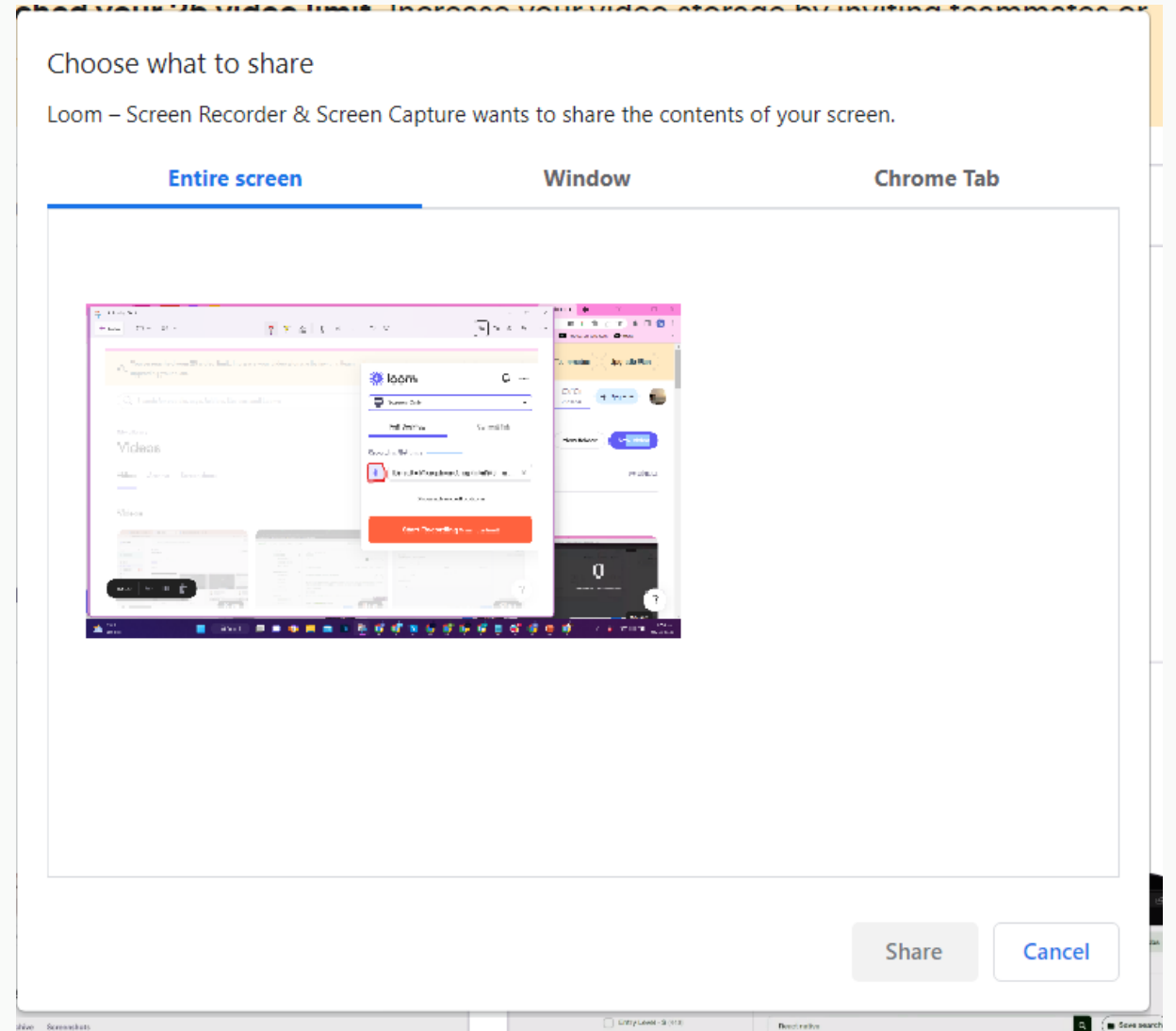
Select suitable option  
from drop down menu.

Turn off the mic you are  
not going to talk while  
recording.





**Choose the area to  
be recorded and  
click share.**



**Click on stop sharing when you're done.**

**Video URL will be copied to your clipboard and can be accessed from your account too.**

**CTRL + V to share recording.**

