

# Keeping your teams connected in a remote working environment

Tips for driving productivity and innovation with distributed teams



## Introduction

# The way we work has changed.

Over the last five years there's been a **44% increase in remote working**, and the trend is still on the rise. As a result, we've seen accelerated adoption of collaboration tools to connect teams and drive productivity. However, as we introduce new tools to enable distributed work, they often don't work well together and cause friction in team collaboration. Dropbox's mission is to eradicate this unnecessary complexity and make it easy for teams to work together, using tools they love, from anywhere.

Research has shown employees switch between as many as **35 apps per day**, are drowning in micro-decisions, fatigued, and struggling to track down the content they need to do their work.

In order to solve the productivity problem and enable distributed work, we need to re-imagine the workplace. We must empower teams to stay focused and do their best work, wherever they are based.

It is this new way of working where customers around the world are quickly realizing the value Dropbox brings to distributed work. And, according to our State of Collaboration **research**, 85% of business leaders believe a connected workspace for content, tools, and team collaboration will help them improve business results.

In this eBook we'll look at the business case for a connected workspace, and how Dropbox enables distributed work:

- Bring teams, content and tools together to streamline workflows and enhance collaboration
- Provide a platform which fuels creativity and drives innovation from anywhere, anytime
- Empower teams to work productively across any device using the tools they love most

# Table of Contents

|  |           |
|--|-----------|
| <b>Chapter 1</b>                                       |           |
| Connecting your distributed teams to keep work flowing | <b>04</b> |
| <b>Chapter 2</b>                                       |           |
| Connecting your SaaS tools to maximize productivity    | <b>08</b> |
| <b>Chapter 3</b>                                       |           |
| Aligning your content to power remote collaboration    | <b>13</b> |
| <b>Conclusion</b>                                      |           |
| The business case for a distributed workforce          | <b>17</b> |

# Connecting distributed teams and the broader business to keep work flowing



### Current situation

You've got teams working from different locations, and using their preferred tools to get work done. Conversations are happening over email and multiple messenger applications, and content is being shared on multiple platforms. Finding the latest version of content, collaborating on it, and keeping the project on track may prove to be difficult.

### Dropbox Business

Bring teams together in a single workspace to collaborate on projects, giving everyone the context they need, alongside the content and tools they require to be productive and keep projects on track no matter where they do work.

## Chapter 1

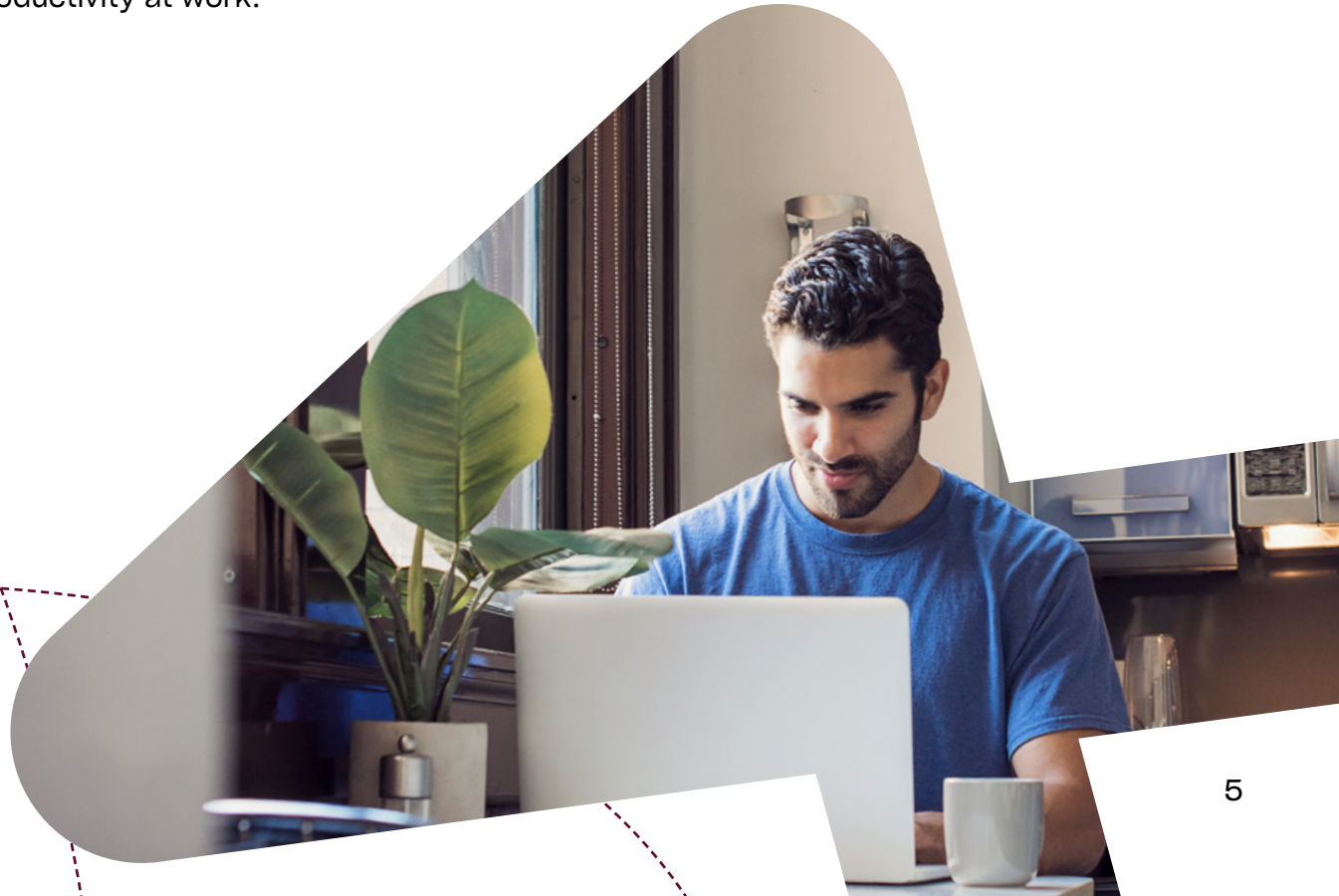
# There's no argument that digital innovation is an exciting change for business.

Promising automation, accelerated delivery, new efficiencies and productivity gains, digital technology represents a significant step forward in how we work and a landmark in human evolution. The problem is that the pace of innovation, and the need to adapt to a more remote working style, is flooding the workplace with new tools, adding unnecessary complexity, hindering collaboration, and reducing productivity at work.

So, to help teams get their time back and stay focused no matter if they're an essential worker in a physical office space, or someone working virtually at home, we've re-imagined virtual collaboration with features like shared folders to transform productivity. Dropbox Spaces brings your content, tools, and teams together in one collaborative space to help your team stay focused and keep projects on track.

According to our research, over a quarter (29%) of people's time at work is spent on tasks which don't add direct value to the business.

That's over a week, every month, for every one of your employees.



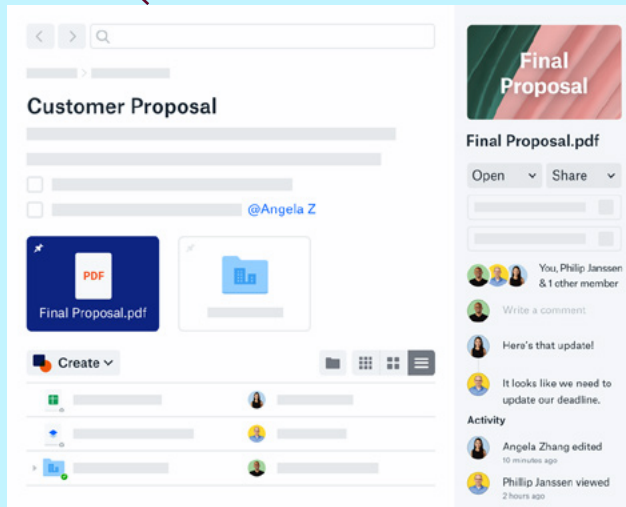
# Here is some of the functionality we've built in to help you connect teams from anywhere ↓

### Keep track of project progress from anywhere

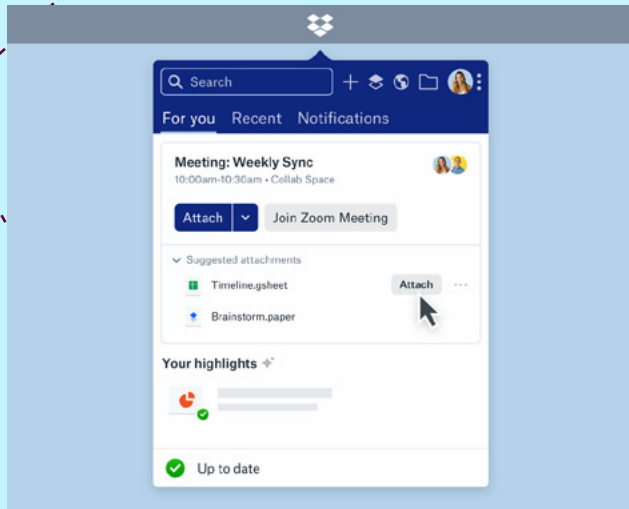
- **With Dropbox Spaces**, folders are no longer places to store work, they're your one-stop shop for collaborating on projects. Put projects in motion by writing overview descriptions, to-dos, pinning important content, and adding key milestones right in the folder. Not only does it make team actions easier to find, but also helps everyone stay aligned around objectives and project progress. This is key when a large portion of your workforce is working remotely.

### Get a single view of team activity from any device

- **Enhanced folder activity** allows you to have visibility to how your team is collaborating, including showing how content has been edited, shared in tools like Slack and Zoom, and what to-dos have been checked off. This means you can be up to speed on project progress in seconds, and teams are better aligned on next steps no matter where they are working.



# Chapter 1



## Access real time team notifications

- **Bring context** to your team's content with real time access to notifications. Even with team members working across timezones, Dropbox provides pertinent notifications - whether to-dos, text edits, or timeline updates - as they happen. In addition to giving the team full visibility into project updates as they happen, it also allows team leaders and department managers to track project deliverables and ensure things remain on course, even with a distributed workforce.

## Receive content suggestions based on team activity

- **Machine learning** helps surface the work that matters most so teams can stay focused. Have a recurring meeting at 10am on Mondays that you use the same agenda for? Content suggestions learn the recurring documents you and your team uses, and prompts you to open them at the right time. Now you can save time and always be prepared for the day and week ahead.

## Save time by giving feedback directly from your desktop

- **Now you can create**, view, and resolve comments right alongside your files on the desktop app. Comprehensive overviews of activity, comments, and tasks paired with notifications ensures you don't have to search to find what to do next or provide feedback on.

# Connecting Your SaaS Tools to Maximize Productivity



### Current situation

Your team likely relies on an array of SaaS tools to enable remote collaboration at scale, such as Slack for messaging, Zoom for meetings, Trello for tracking projects, and Microsoft 365 or G Suite for content. While this has allowed employees to work with tools they love, switching between these different tools can often cause friction and lost context.

### Dropbox Business

Dropbox brings your team's content and collaboration tools into one space. Create a Google Doc, share a file to a Slack channel, send a contract for eSignature through HelloSign, and start a Zoom Meeting, all without leaving Dropbox - saving much-needed time and keeping context to your work.



## Chapter 2



**To understand the impact switching between all these applications and tools is having on teams and their ability to work, we surveyed 2,500 global business decision makers about the status of collaboration in their organization.**

We found that a disconnected ecosystem of tools was causing people to waste **33% of their day using communication tools**, searching for files and data, and email administration.

Your teams should have the freedom to use the tools they want at work or at home, without wasting hours of productivity every week switching between them.

The difficulty is creating a secure environment within and outside the office, which enables this level of freedom. But, don't worry, we've got you covered!

With a broad ecosystem of partner integrations, Dropbox allows your team to stay productive, seamlessly collaborate, and focus on the work that matters.

# Dropbox Deep Integrations

## Slack

Bring your content and conversations together seamlessly so teams can work together with ease.

- Start a Slack conversation within Dropbox to discuss changes to shared content, keeping conversations and content in the same Space
- Send files to individuals or Slack channels directly from Dropbox to easily share your work
- View Slack activity that's occurred around project files from all devices, to ensure you're informed of the latest updates, even while on the go or wherever you are working from

## Zoom

The enterprise video communications tool integrates with Dropbox to make it super easy for distributed teams to collaborate in real time.

- Add or join a Zoom Meeting directly from Dropbox files to seamlessly collaborate on content without having to move from one platform to another
- Quickly find information shared in recorded Zoom Meetings by having video recordings and transcripts automatically copied to Dropbox
- Maximize meeting time by easily presenting documents, slides and images from Dropbox while in a Zoom Meeting
- See which Dropbox files were shared to Zoom from the Dropbox file activity to stay up-to-date with how your team is collaborating, even while on the go

# Trello

Dropbox and Trello allow you to collaborate seamlessly on tasks and files, keeping your teams accountable and efficient wherever they are working.

- Add a Dropbox file to an existing Trello card, or even create a new card, directly from Dropbox.
- Easily share or open Dropbox files from a Trello card and reduce the need to switch back and forth between apps.
- Updates to Trello projects are reflected in the Dropbox activity, so your teams can track the progress of projects.

# Google Cloud

Dropbox and Google Cloud bring all of your work together so you can stay focused on the things that matter.

- Boost productivity by creating new Google Docs, Sheets and Slides from Dropbox, reducing time spent switching between multiple apps and tools
- Store Google Docs in Dropbox alongside other content, regardless of file type, so you can find all of your work in one place
- Easily collaborate and stay up-to-date on your team's work by receiving Google Docs edits and comments as notifications from Dropbox
- Share Google Docs using Dropbox's secure and robust sharing permissions, ensuring the right people have access to the right content

# Microsoft 365

Easily access, edit, and share Office docs (Word, Excel, or PowerPoint) online in Dropbox.

- Create new and edit existing files in Dropbox directly through Office online. Changes to files are automatically saved back to Dropbox - all without exchanging an email.
- Work alongside colleagues with real-time collaboration in Word, PowerPoint, and Excel with the Dropbox badge in Office online. You can see if other collaborators are viewing or editing a file, and can update it to the latest version with just one click.
- Access, edit, sync, and share Office docs anytime, on any device. Dropbox Smart Sync lets you view and open all your files with virtually no local storage space constraints, so you can access your files directly from your desktop.

# HelloSign

Request and send documents for signature directly from Dropbox using eSignature technology.

- Send secure electronic signature requests to employees, customers, and vendors directly from the document stored in Dropbox
- Simplify contract management into a more collaborative process. Contracts can be setup quickly, distributed simply, and sign-off processes are rapid.
- Built for a mobile workforce, your teams can achieve the flexibility they need to submit electronic documents from anywhere, any time, on any device
- With eSignature technology, a few clicks and a client can instantly complete a contract, which dramatically speeds up completion rates and accelerates deal flows
- Eliminate human error with data validation and mitigate the impact on the sign-off process. Signers can quickly spot mistakes, change what needs changing, and nearly eradicate the impact of an error.
- Accelerate document workflows by eliminating paper from your contract signing process

# Aligning your content to power remote collaboration



### Current situation

With cloud content and traditional files saved across platforms, it's hard to find the correct version of a file to move projects forward.

### Dropbox Business

Organize all your teams' content in a single location and streamline notifications, bringing your cloud content together with your traditional files. Search, access, create and share all of your content from a single location.

## Chapter 3

**As the way we work has changed and remote working rises in popularity, so has the way we save, edit and collaborate on content and projects for work.**

Teams and business owners are now distributing and editing content from dispersed locations, producing content in multiple formats, and leveraging various apps and tools to get work done.

To help solve this challenge, Dropbox brings all your content together into a single collaborative shared space. So, no matter if your teams are working on Google Docs, Microsoft Excel files, PDFs or almost anything else, your work is contained in one place, keeping teams aligned on projects.



# Here's how Dropbox enables distributed work, making it easy to align teams around content ↓

## Use one search bar for all your content

- With unified search, you can use a single search bar to find Word docs, Excel docs, or conversations. Whether searching a file name, its contents, or description, the unified search bar will find it.

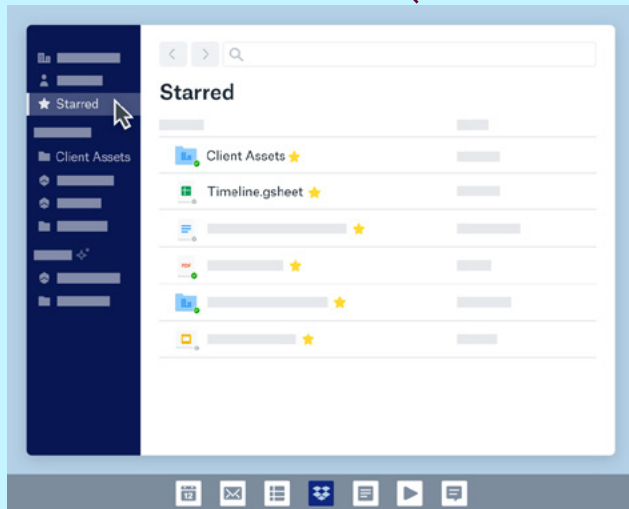
## Use full-text search to search images

- Whether a JPG, JPEG, PNG or GIF, with built in machine intelligence capabilities you can search for images simply by using a descriptor of what it looks like. Looking for a file with a book, but you can't remember the file name? No problem, just search 'book', and the query will find your image and file.

## Locate files through descriptions

- Search for key phrases within files to find what you're looking for, even if you don't remember the file name or folder it's in. For example, if you need to find a legal document, you can search for 'John Smith NDA' and the contract will appear, saving you valuable search time tracking down time-sensitive contracts.

## Chapter 3



### Locate content faster with shortcuts

- Everyone has their most popular files and folders they access multiple times throughout the day. By starring the files and folders you use frequently, you can access your most important work fast, and direct from any device. So when you have an important presentation you need to get out the door quickly, you aren't wasting time hunting down designs or the latest messaging - everything is readily accessible.

### Access bespoke content recommended 'For You'

- The 'For You' tab leverages machine learning to deliver personalized content to your desktop to help surface your most important work. Based on your personal activity and recent use, the widget will surface content, meetings, and to-dos for you to dive into, meaning you can pick up where you left off.

### Attach relevant content to meeting invites

- Tired of getting asked the same questions about meetings - where can I find the meeting agenda? Where are the notes from last week's meeting? With calendar integrations with Outlook and Gmail, you can attach content to specific meetings, meaning your team has access to the recommended agenda, reading materials and actions for each meeting. This allows your team to quickly and confidently call meetings that are more productive since everyone has the relevant materials to prepare ahead of time.





# Conclusion

## The business case for a distributed workforce

Our **research found** 84% of people believe investment in a connected workspace will improve the way employees collaborate. More than half of those who gave this response pointed to a boost in employee productivity and a more efficient way of working as key benefits of making this move.

As the case for remote working shifts from a 'nice to have' to a 'necessity', bringing teams, tools and content together into a single, unified platform empowers your people to do their best work. It simplifies team alignment, fosters better collaboration, and ultimately fixes many of the challenges experienced by distributed teams today. It allows people to work in the way that best suits them, encourages idea sharing, elevates the quality of the output they produce and accelerates delivery.

To find out how our technology can help you and your business empower distributed teams to produce their best work, **book a meeting** with a product expert today.

# Dropbox helps distributed teams focus on the work that matters most to businesses of all sizes.

With more than 600 million registered users across 180 countries, we're on a mission to design a more enlightened way of working from anywhere.

Dropbox is headquartered in San Francisco, CA, and has 12 offices around the world.

For more information on our mission and products, visit [dropbox.com](https://dropbox.com) ↗

Interested in signing docs on the go?

[Learn more](#)