

Recommended software

Microsoft Office 365 apps

Because all SEND members have full use of the online version of Microsoft Office 365 and SharePoint, we recommend using these Microsoft Tools over other 3rd party tools:

- Outlook - for email, calendar
 - See [best practice for scheduling](#) meetings and events on Outlook
- OneDrive - for storing documents online
- Word - word-processing
- Excel - spreadsheets
- PowerPoint - presentations
- SharePoint - for storing organization document
- Teams - collaboration on the team level
- Forms - for surveys and questionnaires
- Planner - for project management and goals
- To-Do - for tracking tasks

Other free online tools

But some online tools are not yet available on Office 365, and so Ken would recommend the following free apps:

- [Calibre](#) > an e-book manager
- [Calendly](#) > an online scheduling tool, used by Ken G for scheduling one-on-one meetings. Works well with Google Calendar, Outlook, Office 365 and iCloud calendar. People can choose open slots on your calendar and schedule a meeting with you. See <https://calendly.com>
- [Doodle](#) > an online scheduling tool for group meetings. Send out a poll to ask multiple people to select which times work for them.
- [Evernote](#): used by many in SEND to organize notes, projects, and online articles. Much better than OneNote in allowing tagging.
- [Goodreads](#) > an Amazon website that keeps track of your library and what you have read and when (paper books as well as e-books).
- [LastPass](#) > password manager for web browsing. Remember one password and the program remembers all the rest.
- [MindMeister](#) > mind-mapping software that works with Microsoft Teams
- [PDF-XChange Viewer](#) > a free PDF viewer that is better than Adobe Acrobat Reader and allows annotations and highlighting. Helpful when you are watching webinars and want to take notes on the "slides" file.
- [Skype](#) > probably the primary method of voice communication within SEND, although Teams and Zoom are also widely used.

Bible software:

- [StudyLight](#) > a very complete web-based set of Bible study tools all available for free
- [Logos Bible software](#) > a vast range of biblical and theological resources are available in this system, but the resources are not free. Ken Guenther has used it for 14 years and highly recommends it. He would also be glad to share with other Logos users his almost 4000 notes that he has made on verses throughout the OT and NT.
- [E-sword](#) > Free Bible software, with many free resources (mostly older works in the public domain).
- [NET Bible Study Application](#) > free resource based on the New English Translation (NET), with lots of notes and resources
- [Biblia.com](#) > Logos Bible Software' free web-based Bible software. Everyone gets access to many Bibles and some Bible study tools. If you own some Logos resources, you can access them in Biblia.com as well.
- [Biblegateway](#) > Many Bible translations (including multiple languages), some Bible study tools, and devotionals
- [Accordance Bible software](#) > recommended by Jack Gilbert and Alfie Mosse.

[ken](#)

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