

2025 Workplace Technologies



Pricing is per user | *App is included with Microsoft 365 or Google Workspace

Have an update? Email hello@redcapeco.com

	Microsoft 365 Copilot \$12.50-\$22/mo	Google Workspace \$7-\$22/mo	3rd Party Apps
Appointment Scheduling	Bookings		Calendly (\$0-\$20/mo), Calendar (\$25-\$30/mo), Acuity Scheduling (\$16-\$49/mo), Setmore (\$5/mo), Square Appointments (\$0-\$69/mo per location), SimplyMeet.me (\$0-\$11.99/mo), SimplyBook.me (\$0-\$59.90/mo), Book Like a Boss (\$10-\$30/mo), Zoho Bookings (\$8-\$12/mo)
Business Card Scanner	OneDrive*, OneNote*, Microsoft Lens*	Google Lens*	BizConnect (\$9.99/mo), CamCard (\$9.99/mo), Cowe (\$12.99/mo), Evernote Scannable
Calendar	Outlook*	Calendar*	Calendar (\$25-\$30/mo), Apple Calendar (free), Fantastical (\$4.75/mo)
Collaboration Workspaces	Teams, Loop	Chat "Spaces"	Slack (\$0-\$15/mo), Notion (\$0-\$18/mo), Coda (\$0-\$36/mo), Discord (\$4.99-\$9.99/mo)
Contacts	Outlook*	Contacts*	Apple Contacts (free)
Digital Notebook	OneNote*	Keep*	Evernote (\$14.99-\$17.99/mo), Apple Notes (free), Notion (\$0-\$18/mo), Bear (\$2.99/mo), Zoho Notebook (\$1.67-\$4.16/mo), Joplin (\$2-\$8/mo), Notejoy (\$0-\$15/mo), UpNote (\$1.99/mo), SuperNote (\$0-\$10/mo), Obsidian (\$0-\$50/year)
Document Signing & Scanning	OneDrive* scanner or Microsoft Lens*	Drive scanner	Adobe Acrobat (\$14.99-\$23.99/mo), DocuSign (\$15-\$65/mo), SignWell (\$20-\$50/mo), SignNow (\$0-\$36/mo), Dropbox Sign (\$20-\$30/mo), PandaDoc (\$35-\$65/mo)
Document Storage/Collaboration	OneDrive*, Teams*, SharePoint*	Drive*	Dropbox (\$11.99-\$30/mo), Apple iCloud (\$.99-\$59.99/mo), Box (\$20-\$47/mo), Jottacloud (\$29.90-\$149.90/mo), Koofr (\$0-\$100/mo), iDrive (\$0-\$49.95/mo), Internxt (\$2.40-\$3/mo), MEGA (\$10.48-31.46/mo) Legal Document Storage: Netdocuments, iManage
Email	Outlook	Gmail	Apple Mail (Free), Shortwave (\$18-\$45/mo), Mailbird (\$0-\$5.75/mo), Proton Mail (\$0-\$19.99/mo), Edison Mail (\$0-\$14.99/mo), Yahoo Mail (\$0-\$5/mo)
Forms/Surveys	Forms	Forms	Survey Monkey (\$30-\$92/mo), Typeform (\$29-\$99/mo), Hotjar (\$0-\$99/mo), JotForm (\$0-\$129/mo)
Generative AI	Copilot (\$30/mo)	Gemini (\$24-\$26/mo)	ChatGPT (\$0-\$30/mo)
Graphic Design/Photo Editor	Microsoft Designer	Photo Editor, Editor Image Online, Online Image Editor	Photoshop (\$22.99/mo), Canva (\$0-\$10/mo), Adobe Express (\$0-\$9.99), Pablo by Buffer (\$0-\$12/mo), Snappa (\$0-\$30/mo), VistaCreate (\$0-\$13/mo), Pixlr (\$2.49-\$16.99/mo), Fotor (\$0-\$19.99/mo), Photopea (Free), Photoroom (\$0-\$12.99/mo), Krita (Free), MyEdit (\$0-\$18/mo)
Meeting Scheduling Polls	Outlook Scheduling Polls, Polls (in Teams)	Forms	Doodle Poll (\$0-\$19.95/mo)
Messaging (Chat)	Teams Chat	Chat	Slack (\$0-\$15/mo), Discord (\$4.99-\$9.99/mo)
Productivity Apps	Word Excel PowerPoint, Sway	Docs Sheets Slides	Zoho Writer, Apple Pages (Free) Zoho Sheet, Apple Numbers (Free), Smartsheet (\$12-\$24/mo) Prezi (\$19-\$39/mo), Zoho Show, Apple Keynote (Free), Canva (\$0-\$10/mo)
Project & Task Management	Planner, To Do, Project	Tasks	Asana (\$13.49-\$30.99/mo), SmartSheet (\$12-\$24/mo), Trello (\$0-\$17.50/mo), Emmre (\$5-\$7/mo), monday.com (\$0-\$24/mo), Jira (\$0-\$13.53/mo), Todoist (\$0-\$8/mo), Singularity (\$0-\$3.99/mo), TickTick (\$0-\$3/mo), WeekToDo (Free), Lunatask (\$0-\$8/mo)
Video Creation/Editing	Stream, ClipChamp		Loom (\$0-\$20/mo), Vidyad (\$0-\$59/mo), Camtasia (\$14.99-\$49/mo), Zoom (\$0-\$21.99/mo)
Virtual Meetings	Teams	Meet, Chat	Zoom (\$0-\$21.99/mo), Slack (\$0-\$15/mo), WebEx (\$0-\$25/mo), GoToMeeting (\$14-\$19/mo), CoScreen (\$0-\$20/mo), Jitsi (free), Discord (\$4.99-\$9.99/mo)
Teamsites	SharePoint	Sites	Samepage (\$39-\$199/mo)

Compare Meeting Technologies



Teams

FREE: Included with Microsoft 365
Up to 300-1000 attendees
Up to 10,000 (Live Events)
From 9 → 49 webcams displayed
Invite internal/external guests
External guests do not need Teams
Record meetings
Change background
Share desktop, files, whiteboard & chat
Raise hand
Breakout rooms
Meeting history and recordings all in one place
Polling & Q&A



Google Meet

FREE: Included with Google Workspace
100-1000 participants
Invite internal/external guests
External guests do not need a Google account
Meeting recordings saved to Google Drive
Raise hand
Breakout rooms
Moderation controls
Attendance tracking
Polling & Q&A



Zoom

\$0-\$20/host/month
Up to 300 attendees
Max 49 webcams displayed
Invite internal/external guests
External guests do not need Zoom app
Record meetings
Change background
Share desktop, files, whiteboard & chat
Raise hand
Breakout rooms
Polling & Q&A



WebEx

\$0-\$22.50/host/month
Up to 200 attendees
Max 25 webcams displayed
Invite internal/external guests
External guests do not need WebEx account
Record meetings
Change background
Share desktop, files, whiteboard & chat
Raise hand
Breakout sessions
Polling & Q&A

Teams: <https://learn.microsoft.com/en-us/microsoftteams/limits-specifications-teams#meetings-and-calls>

Google Meet: <https://workspace.google.com/products/meet/>

Zoom: <https://zoom.us/pricing>

Webex: <https://www.webex.com/pricing>

Sources:

- Appointment Scheduling: <https://zapier.com/blog/best-appointment-scheduling-apps/>
- Microsoft 365 Pricing: <https://www.microsoft.com/en-us/microsoft-365/business/compare-all-microsoft-365-business-products>
- Business Card Scanners: <https://zapier.com/blog/best-business-card-scanner-software/>
- Calendar Apps: <https://zapier.com/blog/best-calendar-apps/>
- Digital Notebooks: <https://zapier.com/blog/evernote-vs-onenote>
- Document Signing: <https://zapier.com/blog/best-digital-signature-apps>
- Document Storage: <https://zapier.com/blog/best-cloud-storage-apps/>
- Graphic Design for Social Media Posts: <https://zapier.com/blog/graphic-design-tools-for-social-media-images/>
- AI Image Generators: <https://zapier.com/blog/best-ai-image-generator/>
- AI video editing software: <https://zapier.com/blog/best-ai-video-generator/>
- To Do List Apps: <https://zapier.com/blog/best-windows-to-do-list-apps/>
- Best Photoshop Alternatives: <https://zapier.com/blog/photoshop-alternatives-best-free-photo-editors/>
- Gmail Alternatives: <https://zapier.com/blog/gmail-alternatives/>
- Best Zoom Alternatives: <https://zapier.com/blog/best-zoom-alternatives/>