BCPL Video Conferencing Guide

<u>What is video-conferencing?</u>
Video-conferencing is a way for two or more people to talk to each other at the same time through both a voice and video connection while in completely different locations. In other words, it allows you to talk "face-to-face" with friends or coworkers even while you are working from home alone.

All video conferencing software have free features available and none require you to have an account in order to join a meeting. All software have audio and video calling capabilities along with a text chat interface.

<u>What do you need for video-conferencing?</u>
- Video-conferencing software
- A computer or smartphone
- A webcam for video input, if needed
- A microphone and headphones/speakers for audio
- An internet connection

<u>What programs are there for video-conferencing?</u>
There are a few programs you and your company can use for video-conferencing, and what you choose depends on your needs. One program that can fit your needs in one area could not be ideal in another. We'll list a few options here.

1) **Zoom**
   Zoom has quickly become a household name. It allows video-conferencing, online meetings, and group messaging, and also offers screen sharing. You will have to download the Zoom desktop client in order to use it, but once you have that set up you can join meetings both without an account or by signing in with you Zoom, Google, or Facebook accounts. Signing in will allow you to quickly join groups that you are a member of, such as classrooms for school.

   Getting started -
   https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac
   Video tutorials -
   https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials

2) **WebEx**
   WebEx has started gaining popularity due to its user-friendly interface and app

integration along with its video-conferencing and group messaging options. There are different plans that are targeted towards different demographics, from free plans for more personal use to business plans that include cloud storage and a domain claim. WebEx also offers smart devices that can connect directly to your online meetings, such as a smartboard that you can write onto for everyone in the group to see. WebEx is available as WebEx Meetings or WebEx Teams on Windows, Mac, the App Store, and the Google Play store.

Getting started - https://help.webex.com/landing/gettingstarted
Video tutorials -
https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials

3) **Google Meet**
Google Meet is incredibly user friendly and accessible. It opens in your internet browser, so there's no need to download any software, but there's also free apps for it that you can download onto your smartphone from the App/Play store. When using G Suite, you can share video conferences through a link that you can send to anyone inside and outside the business. If using a personal account, all you need is your Google (Gmail) account.

Getting started (G Suite) - https://support.google.com/a/users/answer/9389764
Getting started (at home) - https://support.google.com/a/users/answer/9797904
Video tutorials/guides - https://support.google.com/a/users/answer/9282720

4) **Discord**
Discord is another user friendly and accessible tool that does not require you to download any software, just open it up in your browser and go. A desktop client and apps for smartphones and tablets are available if you prefer. When joining a server, an account is not required, though you will not be able to access any private chats you had once you close the client. In Discord you can easily create servers for others to join, and you can set admin and moderator permissions to specific people. This software is primarily targeted for more personal, casual use than for business.

Getting started -
https://support.discord.com/hc/en-us/articles/360033931551-Getting-Started
Beginner's guide -
https://support.discord.com/hc/en-us/articles/360045138571-Beginner-s-Guide-to-Discord

5) **Microsoft Teams**
Microsoft Teams has been becoming more popular with businesses, as it has app integration, scheduling and shift management features, and the ability to host thousands of people in one group. It's also possible to video conference those not in your

organization, along with hosting live events.

Guided tour - https://teamsdemo.office.com/index.html#/
Video tutorials -
https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7

6) **Skype**
Skype has been around for a while now, but it is still popular today for both personal and business related use. With Skype it is possible to screen share, record your calls with live subtitles, and it also supports calling and texting phones directly. This software also offers a Skype Number you can set up, separate from your own phone number, so that you can take phone calls through that on any device you use Skype on.

Getting started - https://support.skype.com/en/skype/all/start/

Software	Free Features	Download or Browser
Discord	100 members per server 25 members per call (temporary, normal limit is 10) Unlimited call length, software will end call if it detects no activity Screenshare Custom emojis Moderation features	Both
Google Meet	100 members per meeting 1 hour meeting length Unlimited meetings Screenshare 15 gb Google Drive storage	Browser
Microsoft Teams	500,000 members per organization 50 member call limit 2 gb storage per user and 10 gb shared storage Screenshare Scheduled meetings	Download

Skype	600 members per group 50 members per call 4 hour individual call limit, 100 hours per month Call recording Voice and text language translator	Both
WebEx	100 members per meeting 50 minutes call length Screenshare Call recording In-meeting polls and "raise hand" feature "Whiteboarding" features Online customer support only	Both
Zoom	100 members per meeting Unlimited 1 on 1 meetings, 40 minute limit on group meetings Screenshare Waiting room "Raise hand" feature "Whiteboarding" features	Download