

<i>Desktop Video Conferencing Options</i>	Google Hangouts	Skype (free version)	Canvas Conferencing	Zoom
Features comparison:				
Maximum number of participants with video	up to 15 users	up to 5 users - 100 hrs month / 10 hrs a day / 4 hrs max call length	up to 50 users	up to 100 users
Screen share capabilities	yes	yes	yes	yes
Chat capabilities	yes	yes	yes	yes
Telephone connection for audio	no	yes	no	yes
Whiteboard & Annotation Tools	no *	no	yes	yes
File sharing	no *	no	yes	no
Host controls who can present, share desktop or whiteboard	no	no	yes	yes
Host has ability to mute participants audio	yes **	no	yes	yes
Group video calls (multiple users sharing web cam & voice at same time)	yes	yes	yes	yes
Group voice calls (multiple users talking same time)	yes	yes	yes	yes
Online scheduling (pre-schedule meeting, share agenda, reminders)	no *	no	yes	yes
Contact list	yes	yes	yes	no
Web Browser Access (no software download required)	yes	no	yes	yes
Polling Feature	no	no	yes	yes
Record	no *	no	yes (available for 14 days)	yes
Live stream capability	no *	no	no	no
Breakout Rooms	no	no	yes	yes
Set up requirements Examples: host/participant needs to create an account, application needs to be installed)	-Browser-based -Hangouts enabled in Email (Install plugin instead of Chat) -May only Hangout with other Gmail users	-Install Skype application to hardware -Create a Skype username -Regular updates -May only communicate with other Skype account holders	no	- Browser-based - Plug-in installed on first use - Password setup by host on first use
Mac, Windows and Linux operating system compatability	yes	yes	yes	yes
Mobile device compatability	yes	yes	no	yes
Student can serve as a host	yes	yes	yes	no

Notes: Google Hangouts

* Not available in Google Apps but available using a regular personal Google account

** Mute individually, each person can mute/unmute one another

White border around name - locks that person to the main viewing area, click anywhere to unlock

Tips for successful video conferencing

Best audio and video performance

- use headset when speaking
- mute microphone when not speaking
- use a wired connection

Other

- don't sit in front of window when using your web cam effects lighting