



Rotary

District 5020 - ONLINE MEETING AND CHAT OPTIONS

ONLINE MEETING ROOMS

Zoom

zoom

<https://zoom.us/>

This popular online meeting software is a great choice for small businesses since the most basic level is free.

PACKAGES

- Basic level is free: you can host up to 100 meeting participants for up to 40 minutes with unlimited number of meetings. It also includes the option for breakout rooms and screen sharing.
- Pro level is \$20 CAD a month - meetings can last up to 24 hours, includes up to 100 participants and more user managements
- To see more details and other levels visit: <https://zoom.us/pricing>
- Zoom is offering a 20% discount for Rotarians when they use the 'zoomrotary' discount code.

THE BOTTOM LINE

Zoom has a stellar reputation for great performance and offers a fantastic free package.

Cisco
webex

Cisco Webex

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

With this live video conferencing software, you'll enjoy many features such as screen sharing, cloud recording and personal meeting rooms.

PACKAGES

- Basic level -Free: meet as long as you want, up to 100 participants, unlimited number of meetings, screen sharing
- Starter level - \$18 CAD a month per host: Includes all the free features as well as more user management, meeting recordings, file sharing and more
- To see more details and other levels available visit: <https://www.webex.com/pricing/index.html>

THE BOTTOM LINE

Video conferencing service Cisco Webex Meetings offers a generous free plan and it's dropped its price considerably in the past couple of years but still only includes one presenter per license. However, it has some feature limitations you'll need to test carefully before committing.

GoToMeeting

<https://www.gotomeeting.com/en-ca>



GoToMeeting

GoToMeeting has a wide selection of features, is easy to use and offers multiple service plans, making it our choice as the best video conference service for small businesses.



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PACKAGES

- Professional package - \$16.25 US a month per host: 150 participants allowed, no meeting time limits, unlimited amount of meetings, screen sharing, dial in option and many more but only 25 participants can have active video feeds. No unlimited recording.
- For more details and information on the next level plans, visit: <https://www.gotomeeting.com/en-ca/meeting/pricing>

THE BOTTOM LINE

GoToMeeting offers a lot of benefits to small businesses. We were especially pleased with how simple the software is to use. On the negative side, there is no free plan (only 2 week free trial of the professional package) and no unlimited recording of meetings in the professional package.

Google Hangouts/G Suite



Google Hangouts

https://gsuite.google.com/intl/en_ca/

If you are a Google user, then Google Hangouts could be a good option. G Suite comprises Gmail, Hangouts, Calendar, and Currents for communication; Drive for storage; Docs, Sheets, Slides, Keep, Forms, and Sites for productivity and collaboration; and, depending on the plan, an Admin panel and Vault for managing users and the services. By using G Suite, you'll gain access to a set of integrated apps that work together seamlessly. For instance, you can receive a message in Gmail and instantly convert it into a Calendar event. When you make a comment in Docs, Sheets, or Slides, collaborators automatically receive email alerts. Within G-Suite for online meetings you have:

- **Google Hangouts Meet** - easy-to-join and to set up video calls. Meet is fully integrated with G Suite, so you can join meetings directly from a Calendar event or email invite.
- **Google Hangouts Chat** - Hangouts Chat makes it easy for teams to be able to get their work done in one place. From direct messages to group conversations, Chat helps teams collaborate easily and efficiently.

PACKAGES

- Basic - \$7.80 CAD a month: in Meet, video conferencing for up to 100 participants, screen sharing, dial in option with US number,
- Business - \$15.60 CAD a month: same features as basic. Also, video conferencing for up to 150 participants.
- For more details and information on the next level plans, visit: https://gsuite.google.com/intl/en_ca/pricing.html

THE BOTTOM LINE

G suite/Hangouts is a good option for someone already familiar with Google Drive. If you aren't, then it will require training on how to use G suite. There is no free option but the overall integration of the product with so many different features make the small monthly cost of the basic package worthwhile. G suite is a whole lot more than the video conferencing portion. However, recording of meetings is only available at the most expensive price package.



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ONLINE CHAT OPTIONS



WhatsApp

<https://www.whatsapp.com/>

With WhatsApp, you'll get fast, simple, secure messaging and calling for free*, available on phones all over the world. It is free to use:

- Group Chat: Keep in touch with the groups of people that matter the most, like your family or coworkers. With group chats, you can share messages, photos, and videos with up to 256 people at once. You can also name your group, mute or customize notifications, and more.
- You can download the app on iOS and Android and then follow these instructions to create the group: <https://faq.whatsapp.com/en/iphone/26000115>



Slack

<https://slack.com/intl/en-ca/>

Slack is essentially a chat room for your whole company, designed to replace email as your primary method of communication and sharing. Its workspaces allow you to organize communications by channels for group discussions and allows for private messages to share information, files, and more all in one place. It also has a video call option for a small group of people.

PACKAGES

- Free: message history of 10k of your Team's most recent messages. Only one on one calls with no screen sharing.
- Standard - \$6.67 a month: unlimited message history, video and voice calls with up to 15 participants and screen sharing
- For more information, please visit: <https://slack.com/intl/en-ca/pricing>