Google Meet
https://meet.google.com/

- Easy to use for quick meetings
- Part of the University's G Suite
- Simple to invite external guests
- Can be set up using your CRSID@cam.ac.uk
- Meeting recording available.
- Hosts up to 250 participants.
- Meetings can be set up by yourself as and when needed.
- A variety of screen share options for presentations (Application or full screen).
- Ability to voice or video call.
- Participants can be invited direct from a synced address book.
- Owner of the meeting can set admin rights.

Disadvantages of Google Meet :

- You will need to use google calendar to schedule meetings – this cannot sync with your Outlook one – so meetings must be manually entered in Outlook.
- **No password options for rooms.**
- **No waiting rooms.**
- Recordings limited to the space on personal Google Drive.

Microsoft Teams
Accessed via Teams Application

- Integration with Outlook
- Easy sharing of resources
- Supported centrally by UIS
- Integration office 365 apps.
- Meeting recording available.
- Two meetings can be held simultaneously within the same team.
- Ability to schedule, create and hold meetings yourself.
- More secure than some other platforms.
- Options to create secure group chats within team sites.
- Screen sharing.

Disadvantages of Teams:

- Only 4 people can be seen on screen at any one time.
- External guests to the University have limited options available during meetings.
- Adding students or guests to a team site, means they can see any content posted in the general chat.
- No waiting rooms.

Zoom

https://zoom.us/

- Breakout and waiting rooms
- "Hands up" to contribute
- The ability to see everyone in the meeting on one screen simultaneously with 'Gallery' view.
- Waiting rooms for those with paid plans.
- Hosts up to 100 participants.
- Screen sharing available for presentations.
- Easy to schedule a meeting.
- Ability to set a meeting password for greater security.

Disadvantages of Zoom:

- **COST! Pro plans are £15 per user per month – a Faculty wide license would cost £1,600 per month.**
- The Free version of Zoom does not have the Waiting Room function – so make sure that meetings are password protected.
- Recording available on paid plans only.
- Faculty account needs to be booked through IT.
- Two meetings cannot be held simultaneously using the same account.
- Meetings limited to 40 minutes on a free plan.
- Advanced options hidden behind a paywall.
- When booking a meeting through IT, admin rights to meeting rooms can only be assigned to those with paid plans.

Jitsu Meet

https://jitsi.org/jitsi-meet/

- Quick and very easy to set up.
- Open source, completely free.
- Ability to set room passwords and invite participants yourself.
- Supports Windows, iOS, Android and Linux systems.
- Ability to stream and record meetings.

Disadvantages of jitsu

- Cannot see all participants on the screen simultaneously.
- Recordings are saved to drop box, so reliant on personal drop box space.
- Limited to 75 participants per meeting, quality and reliability suffers with around 35.
- Not as secure as other platforms.
- Does not work on all browsers.
- Calendar sync and meeting scheduling not supported without an additional plugin.