

# Online Meeting Tools



There are many tools available to help you hold online or virtual meetings. Below are several options with different features, levels of service and costs. This list is not exhaustive. If you're interested in a particular service, visit its website to learn more.

## Skype (free)

[Skype](#) can be a good free alternative to other web conferencing solutions if your meeting needs are simple and you don't need fancy features. Users report that the sound and video quality aren't always perfect, but it may be worth a try.

### How many people

- Up to 25 people on group audio or video calls.
- Up to 10 people on web conferencing.

### Features

- Send files of any size to multiple contacts during a call.
- Share your computer screen with others during group calls.
- Save a group to easily call it again.
- Private text chat with anyone on a call.

### Requirements

- Everyone must download Skype and create an account.
- The quality of Skype video is dependent on your Internet connection. [Find out how much bandwidth Skype needs.](#)
- Works on Windows, Mac, iPhone, iPad, Android, Windows Phone.

## Zoom (starting free)

[Zoom](#) is a popular platform for online meetings, video conferencing and collaboration. It can be used for small meetings or huge webinars. The available features depend on the plan you choose. The free plan provides the basics, and the next step up is \$15/month.

### How many people

- Up to 100 people (free)

### Features

- HD video and high-quality audio.
- Screen sharing and full suite of collaboration features.
- Automatically detects who's speaking and shows that person.
- Save a recording of the meeting.
- Private and group chat.
- Integrated scheduling with your existing calendar (e.g. Google or Outlook).

## Requirements

- Each participant needs a Zoom account.
- Works on Windows, Mac, iPhone, iPad, Android

## Google Hangouts (free)

[Google Hangouts](#) is an easy-to-use instant messaging and video chat platform developed by Google.

### How many people

- Up to 10 people on group video calls.

### Features

- View and collaborate on Google docs while maintaining visual contact with participants.
- Add voice-only participants via telephone (free calling in the U.S. and Canada).
- Record conversations for later viewing.
- Text chat with other participants.

## Requirements

- Each participant needs a Google account.
- Participants may need to download the latest version of the Hangouts plugin for their web browser, or the app for their mobile device.
- You need to have a broadband connection to the Internet. [See how much bandwidth Google needs.](#)
- Works on Windows, Mac, iOS and Android.

## WebEX (starting free)

[WebEx](#) features several packages, a polished user interface and robust features for those who need more collaborative tools.

### How many people

- Up to 50 people (free).

### Features

- Meetings up to 40 minutes (free plan).
- See up to 25 participants at the same time.
- HD video.
- Screen sharing, polling, interactive whiteboards, text messaging.
- Share files; includes 1 GB of storage (more with paid plans).
- Record meetings.

## Requirements

- No software to install.
- Recommended at least 50 Kbps of bandwidth.
- Works on Windows, Mac, iPhone, Android and Windows Phone.