

Remote working management skills for HR professionals

# Digital tools for communication purposes

Presentation



# 1. Skype



## PROS:

- Strong protection of the video conferences in the security tests
- Widely spread
- Available on many platforms
- Free video chats with up to 50 participants and no time limit
- Many extras such as surveys, live subtitles, photo creation
- Recording function for meetings
- Comprehensive online help
- Integrated VoIP service

## CONS:

- Source code protection capable of development
- Somewhat confusing user interface
- (Decent) ad inserts

<https://www.skype.com>

## 2. Zoom



### PROS:

- Supports large audiences
- Stream your meetings/webinars on Facebook
- You can use Zoom for free
- Google Calendar support
- Scalable for small, medium, and large business
- Easy to use

### CONS:

- Too many subscriptions and addons
- Lack of comment control
- HD video is not the standard
- You need to download an app
- Mobile application not as intuitive as the web application
- Video and audio lag and outages
- Screen sharing requires high-end computers but does not work so much with older versions

<https://zoom.us/>

---

## 3. Microsoft Teams



### PROS:

- Integration of all tools in a single place
- No additional cost for Microsoft 365 users
- Useful chat additions
- Seamless files search, backup, and collaboration
- Helpful bots

### CONS:

- Too many similar tools
- No unified search for all products
- Unnecessary consumption of storage
- A limited number of channels

<https://www.microsoft.com/en-us/microsoft-teams/group-chat-software>

---

## 4. Google Meet



### PROS:

- Free version for Google users and flexible paid versions
- Productivity tools and integration with other Google services
- Considerably straightforward user experience and user interface
- Video and audio quality, overall performance, and security

### CONS:

- Relatively limited features when compared to others
- Can be taxing on system and hardware resources

<https://meet.google.com>

---

## 5. Slack



### PROS:

- Slack has a sleek, modern interface that users love.
- It's easy to install and get started with.
- You can add apps and integrations such as Zoom, Github, and Google Drive.
- Teams can also create channels for everything from marketing communication to somewhere to share memes.

### CONS:

- Slack is designed for one-line-at-a-time communications, so users get overloaded with messages, experience notification fatigue, and important context is lost.

<https://slack.com/>

---

## 6. GoToMeeting



### PROS:

- Designed for companies, so it's great for meetings
- One of the newest features, Smart Meeting Assistant, also transcribes calls automatically

### CONS:

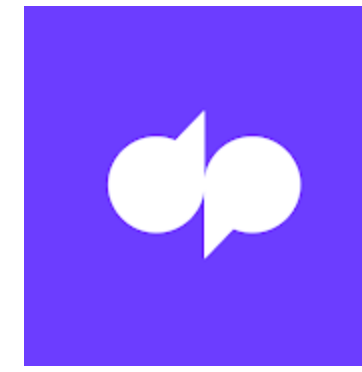
- Sporadic issues with audio
- Inconsistencies between using GoToMeeting on Macs versus PCs that can add complications for users

<https://www.goto.com/meeting>

---

## 7. Dialpad

(Previously UberConference)



### PROS:

- Intuitive to use
- Easy to log in and start a meeting

### CONS:

- Connectivity issues, such as screen-sharing not working properly
- Chrome must be used to screen-share

<https://www.dialpad.com/meetings/>

---



## 8. FreeConference



### PROS:

- For users that want a no fuss web conferencing tool, FreeConference is a good fit. They can log in and launch a meeting for free.

### CONS:

- If the team needs something more robust, FreeConference will be too limited with features.

<https://www.freeconference.com>

---

## 9. Join.me



### PROS:

- Simple to use and has an intuitive interface, so no training or onboarding is needed.

### CONS:

- Issues with video and audio
- Difficult to integrate with Google Calendar

<https://www.join.me/>

---

## 10. Gather



### PROS:

- Easy to have impromptu meetups with colleagues in virtual space together, or enjoy happy hours.

### CONS:

- Audio breaking up
- Difficult customisation

<https://www.gather.town/>

---

# Comparison of the most popular web conferencing tools



Tool	Skype	Zoom	MS Teams	Google Meet	GoTo Meeting
<b>Capacity</b>	1-50	50-500 (10,000 webinar)	10 (250-10000 paid)	100-250	1-1000
<b>Linux</b>	Partially	Partially	✓	✓	✓
<b>macOS</b>	✓	✓	✓	✓	✓
<b>Microsoft Windows</b>	✓	✓	✓	✓	✓
<b>Audio support</b>	✓	✓	✓	✓	✓
<b>Video support</b>	✓	✓	✓	✓	✓
<b>Video quality</b>	VGA, HQ, HD	HD	VGA, HQ, HD	HD	VGA, HD
<b>Chat support</b>	✓	✓	✓	✓	✓
<b>Desktop sharing</b>	✓	✓	✓	✓	✓
<b>Whiteboard</b>		✓	✓		Whiteboard Anywhere

# Comparison of the most popular web conferencing tools



Tool	Skype	Zoom	MS Teams	Google Meet	GoTo Meeting
Capacity	1-50	50-500 (10,000 webinar)	10 (250-10000 paid)	100-250	1-1000
Linux	Partially	Partially	✓	✓	✓
macOS	✓	✓	✓	✓	✓
Microsoft Windows	✓	✓	✓	✓	✓
Audio support	✓	✓	✓	✓	✓
Video support	✓	✓	✓	✓	✓
Video quality	VGA, HQ, HD	HD	VGA, HQ, HD	HD	VGA, HD
Chat support	✓	✓	✓	✓	✓
Desktop sharing	✓	✓	✓	✓	✓
Whiteboard		✓	✓		Whiteboard Anywhere