

Big Blue Button



| Information about the tool | |
|--|---|
| Target group: | <input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers |
| Category: | <input type="checkbox"/> Online Tool <input checked="" type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others |
| Work area: | <input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others |
| Language: | English |
| Previous knowledge/Degree of complexity | Easy use. |
| Link: | https://bigbluebutton.org/ |
| Provider: | BigBlueButton Inc. |
| Brief Description: | BigBlueButton can be used to create a virtual classroom. There are different functions available, e.g. a whiteboard, desktop sharing. |
| Access and usage Information (Costs, requirements cloud based, mobile usability, ...) | It is free of charge. |
| Instructions/ Tutorials | https://www.youtube.com/watch?v=K9YnfLnTkvo |

BlueJeans



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| Language: | English (and several other languages) |
| Previous knowledge/Degree of complexity | Easy to use, general video conferencing platforms knowledge needed. One can join as guest or with account after registering with email. |
| Link: | https://www.bluejeans.com |
| Provider: | Verizon |
| Brief Description: | BlueJeans is a video, audio and web conferencing platform. |
| Access and usage Information (Costs, requirements cloud based, mobile usability, ...) | It can be used for free as a guest (without signing in or creating an account) It has various paid plans (depending on plan features) It can be used as a software on computer, but also as a mobile app. |
| Instructions/ Tutorials | https://support.bluejeans.com/s/topic/0TO2R000000kaifWAA/videos |

Google Meet



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| Language: | 149 languages + translated of captions spoken English into French, German, Portuguese, Spanish |
| Previous knowledge/Degree of complexity | basic |
| Link: | https://meet.google.com/ |
| Provider: | Google |
| Brief Description: | Google Meet is the new business-oriented version of Google Hangouts used for video conferencing. Google Meet can be used for any sized business, whether that be for work or school, and enables users to make video calls with up to 30 different people. It is also available for personal use for users with a Google account, as well as ones without it. |
| Access and usage Information (Costs, requirements cloud based, mobile usability, ...) | Meet supports the current version and the 2 previous major releases of the operating systems listed: Apple macOS, Microsoft Windows, Chrome OS, Ubuntu and other Debian-based Linux distributions, Android, iPhone and iPad. It is free of charge. |
| Instructions/ Tutorials: | https://support.google.com/meet/?hl=en#topic=7306097 https://www.wikihow.com/Use-Google-Meet |

Microsoft Teams



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| Work area: | <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing </td> <td style="vertical-align: top; width: 50%;"> <input checked="" type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others </td> </tr> </table> | <input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input checked="" type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing | <input checked="" type="checkbox"/> Personnel Management <input checked="" type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others |
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| Language: | English + 44 other languages | | |
| Previous knowledge/Degree of complexity | basic | | |
| Link: | https://www.microsoft.com/cs-cz/microsoft-teams/group-chat-software | | |
| Provider: | Microsoft | | |
| Brief Description: | Microsoft Teams is a proprietary business communication platform offering workspace chat and videoconferencing, file storage, and application integration. | | |
| Access and usage Information (Costs, requirements cloud based, mobile usability, ...) | Microsoft Teams is available for Windows, Linux, macOS, iOS, Android and Web. Microsoft account is required. | | |
| Instructions/ Tutorials: | https://teamsdemo.office.com/TipsAndTricks/index.html#/0/0 https://www.wikihow.com/Create-a-Microsoft-Team | | |

Microsoft Skype



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| Language: | English (and 30 other commonly spoken languages) |
| previous knowledge/Degree of complexity | Easy use. Might require a short introduction. |
| Link: | https://www.skype.com/en/ |
| Provider: | Microsoft |
| Brief Description: | Skype is an Internet based instant messaging service. It was launched in 2003 and has been owned by Microsoft since 2011. The service offers video calling, video conferencing, IP telephony, instant messaging, file transfer and screen sharing. |
| Access and usage Information (Costs requirements cloud based, mobile usability, ...) | Skype can be connected with other Microsoft services. There is a desktop version available as well as a mobile smartphone or tablet version. Skype is free of charge. |
| Instructions/ Tutorials | https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype |



WebEx

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| Language: | 25 languages (differs with individual services) |
| Previous knowledge/Degree of complexity | basic |
| Link: | https://www.webex.com/ |
| Provider: | Cisco Systems |
| Brief Description: | Cisco Webex is a video conferencing and collaboration product suite. It is comprised of software including Webex Meetings, Webex Teams and Webex Devices. |
| Access and usage Information (Charge, requirements cloud based, mobile usability, ...) | Cloud-based, free version available, with up to 100 participants on calls, 1 GB of cloud storage and each call is limited to 50 minutes. Available on Web Browser, Android, iOS, Mac, Windows Desktop App (10 or later) |
| Instructions/Tutorials: | https://help.webex.com/en-us https://www.wikihow.tech/Join-a-Webex-Meeting-on-PC-or-Mac https://www.wikihow.tech/Join-a-WebEx-Meeting-on-Android |

Zoom



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| Language: | Chinese (simplified or traditional), English, French, German, Italian, Japanese, Korean, Polish* |
| Previous knowledge/Degree of complexity: | Zoom is easy to use. |
| Link: | https://zoom.us/ |
| Provider: | Zoom Video Communications, USA, San José |
| Brief description: | Zoom is a video conferencing system that can be used to hold HD video meetings or webinars via webcam, live chats and VoIP phone calls. The secure and reliable video platform meets many communication needs, including meetings, chat, phone, webinars and online events |
| Access and usage Information (Costs, requirements cloud based, mobile usability, ...): | Zoom can be used free of charge with some restrictions. Unlimited subscriptions are available from € 140/year/user up. A Zoom Desktop Client for macOS, Windows, Linux and Chrome PWA as well as the Zoom Mobile App for iOS and Android are available. |
| Instructions/Tutorials: | https://learning.zoom.us/learn |