
CONNECTING WITH ONLINE MEETINGS

As all of us venture into this new, uncharted territory, we wanted to provide you some resources on how to keep doing the most important part of business – connecting. Connecting now is more important as many of us are isolated, our routines disrupted, and our day-to-day communication streams have disappeared.

Online meetings are a way to find a new normal and re-connect. While phone “meetings” and conversations are good, it’s the opportunity to see each other face-to-face that creates a bond, builds and maintains trust, and gets the positive chemicals going in our brain. Here’s our top suggestions on how you can connect with your team today.

Depending on the size of your team, you may find different platforms better than others. Here’s a quick side-by-side comparison of a few simple, easy to use platforms we’ve found.

	Zoom	Google Hangouts	Teams/Skype
Price/Limitations	<ul style="list-style-type: none">• 40-minute limit• Up to 100 participants• Scheduling available• Screen-share available• Includes chat• Additional capacity available for a fee	<ul style="list-style-type: none">• No time limits• Up to 10 participants• Scheduling not available• Screen-share not available; document share available through Google Drive• Includes chat	<ul style="list-style-type: none">• No time limits• No participant limitations• Scheduling available as integration within Outlook• Screen-share available• Includes chat
Website	Zoom.us	Hangouts.google.com	Office.com
App/Downloads	<ul style="list-style-type: none">• Free mobile app• Access through browser• Desktop installation	<ul style="list-style-type: none">• Free mobile app• Desktop installation	<ul style="list-style-type: none">• Free mobile app• Desktop installation
Video Tutorials	Joining a meeting Scheduling a meeting Hosting a meeting	Basics Video conferences & business meetings	Getting Teams Quick start Start chats & calls Manage meetings

Keep in mind that just like work, meetings don’t have to be all business. In fact, we create greater connection and trust with each other when we take the time to check in or laugh a little. Ask your team members to share a favorite piece in their home office, take turns giving each other virtual tours of each other’s homes, or play a game – even charades is doable in the virtual space!