Zoom Basics	Google Meet Basics
• Free Video Conferencing Service	• Free Video Conferencing Service
• Up to 100 participants can be invited and join a meeting	• Up to 100 participants can be invited and join a meeting
• 40 minute meeting sessions	• 60 minute meeting sessions
3 video layouts including: • Active speaker view - the screen shows the big picture of who is currently speaking • Gallery View - shows everyone in the meeting at once • Floating Thumbnail Window - if you are doing something else or minimize the window, a small thumbnail of the meeting still shows up allowing you the ability to still view the meeting	3 video layouts including: • Tiled—Shows up to 16 people when there is no presentation. • Spotlight—the presentation, active speaker, or pinned feed fills the window. • Sidebar—you see the active speaker or presentation with additional participants on the side. • Auto option—Allows Meet to choose the layout for you.
• Offers a chat box for the meeting, with settings and options that can be changed	• Offers a chat box for the meeting
• Allows for a meeting waiting room – this means the host of the meeting will have to allow/approve a user to join the meeting	• <u>To be aware</u>, Google meet allows for anyone in the meeting the capability of granting access/allowing a user to the meeting when they join. Ideally, the host/teacher should be the only one that approves the requests to join the meeting
• Does not offer live closed captioning, but does have the ability for a host or assigned user to provide and type captions for a meeting	• Offers live closed captioning
• Screen sharing capabilities	• Screen Sharing capabilities
• Possible integration with Google Calendar, but permissions and an extension are required	• Integration with Google Calendar
• Ability to record meeting	• Does not have the ability to record meeting for free or non-profit users

Zoom	Google Meet
Benefits & Drawbacks	**Benefits & Drawbacks**
• Initial Software does need to be downloaded before use, but it is a one-time download	• Users just need access to the meeting link to be able to join the meeting
• Ability to dial/call into a meeting using a phone	• You cannot call into a meeting without a paid subscription for G Suite for Business
• Ability to set up a recurring meeting set for the same time each week for a given time span	• Google Meet allows you to set up a meeting, but not a recurring one
• It is possible to integrate with Google Calendar, but you will have to allow additional permissions and possibly download an extension	• Integrates with Google calendar and other Google products such as Google Classroom
• Ability to record the meeting	• You only have the ability to record a meeting with a paid subscription for G Suite for Businesses
• The host has the ability to end a meeting, meaning that when the host leaves the meeting is over for everyone, preventing additional visiting between other users after the host has left the meeting	• There is not really an assigned host so users can still be online after the meeting is over, even after the person who created the meeting leaves
• You can view more people in the meeting	• There is a limited number of people you can view in the meeting at any given time
• You can see the other users while presenting	• You cannot see other users if you are presenting
• More chat features available, **be sure to check the settings**. Zoom has the capability to **allow users to chat with everyone only or with no one (either is an option for PSR setting)**. It also allows for private chats between people or for chats between the user and just the host (**which is NOT recommended for PSR setting**).	• Very simple, basic chat features
• Settings allow for only the host to be able to mute other people, send people out of the meeting, and use the waiting room to allow users to join	• Any user has the ability to mute other people, send people out of the meeting, and allow access for users joining the meeting
• There have been some concerns regarding privacy and security, such as zoom bombing, but the company appears to be working on this issue, and with the correct settings in place, such as making sure it is a private/locked meeting, users should have no issues	• Google Meet appears to be a fairly secure platform to use. The person planning to host the meeting must have a Gmail account to create a meeting and users must be allowed access to join by someone already in the meeting