

Virtual Meetings

Think about going virtual! Not all meetings have to take place in person. A virtual meeting can accomplish the same thing, except the attendees communicate through video and audio from their workstation. This **eliminates travel time, saves fuel, and reduces your carbon footprint!** Try one of these applications:

BlueJeans - <https://rit.bluejeans.com/>

BlueJeans is a video collaboration tool available to RIT faculty and staff that is completely web-based. It can support up to 100 simultaneous connections (computer, tablet, smartphone or office phone), unlimited recording of your meetings, and has the ability to integrate with other video conferencing tools.

Skype - <https://www.skype.com/en/get-skype/>

Skype is a freemium online service that allows users to send each other messages, make video and voice calls, and share files. With Skype group calling, including conference calling and group chats, you can host a group video chat or conference call for up to 25 people! To get started, download Skype for free, create an account, find the contacts of those who you want to “virtually meet” with, and begin your meeting!

Google Hangouts - <https://tools.google.com/dlpage/hangoutplugin>

Google Hangouts is an instant messaging and video chat platform that enables users to engage in both one-on-one chats and group chats. Video calls for up to 10 people and group chats for up to 150 people at a time are available! Hangouts allow for some unique features, including one that seamlessly switches the focus to the person currently speaking.