



Free Virtual Meeting Services

Recommended for Clemson Extension Volunteers

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	Meeting Time Limit	Participant Capacity	Number of meetings	Other features	Link
 Google Meet	1 hr.	100	∞	Background Blur Guest access Screen share/present Join from a browser	Google Meet Google Meet pricing options
 Microsoft Teams	No limit	100+	∞	Background blur Document collaboration File sharing Guest access Screen share/present Virtual background	Microsoft Teams Microsoft Teams pricing options
 zoom	40 min.	100	∞	Guest access Join from a browser Personal meeting ID Private & Group chat Screen share/present Virtual background	Zoom Zoom pricing options

Additional Notes: Google Meet vs. Microsoft Teams



Google Meet is strongly recommended especially for those who already have a Google/Gmail account. For those that don't have an account with Google, folks can easily create one although you don't need an account to join a meeting. You can either (1) start a new meeting or (2) join a meeting directly with a code from meet.google.com. While in Google Meet, you can blur your background, share your screen or present, add attendees directly or share meeting link, chat within the meeting, turn on live captions, and share attachments. Google Meet is strongly recommended for its simplicity and ease of use.



Microsoft Teams

Microsoft Teams includes several strong features in the free version. You have unlimited chat and search capabilities, free built-in meetings and audio or video calling, 10 GB of team file storage and 2 GB of personal file storage per person, and real-time collaboration with Office software. While in a Microsoft Teams meeting, you can blur your background, share your screen or present, add attendees directly using email or share meeting link, chat within the meeting, and share attachments. It takes a little more time and effort in learning the software compared with Google Meet, but the strong features make Microsoft Teams very much worth it.