

Conference and video calling – which tool should I use?



This note outlines the different tools that are available when hosting or joining video calls and conference calls whilst working out of the office.

1 WHICH TOOL SHOULD I USE?

Use this table to consider which tool would be the most suitable for your call/meeting and click on the relevant link for further guidance on using your chosen method. For guidance on the differences between BlueJeans and Microsoft Teams, see clause 2.

How many people will be joining the meeting (including you)?	If you don't need to see each other or share documents...	If you need to see each other in the meeting...	If you need to share your screen or present a document in the meeting...
2	Phone call	FaceTime via iPhone <i>or</i> BlueJeans * <i>or</i> Microsoft Teams	BlueJeans * <i>or</i> Microsoft Teams
3 to 5	Conference call via iPhone <i>or</i> Conference call from desk phone (if in office)	FaceTime via iPhone <i>or</i> BlueJeans * <i>or</i> Microsoft Teams	BlueJeans * <i>or</i> Microsoft Teams
6 +	BlueJeans * <i>or</i> Microsoft Teams	BlueJeans * <i>or</i> Microsoft Teams	BlueJeans * <i>or</i> Microsoft Teams

*If you are hosting a BlueJeans meeting from within the office and have booked the relevant conferencing room or mobile kit, it is worth remembering that only **one** Surface Book will be needed in order for your group to join the call (regardless of how many people are attending at our end).

Additional video conferencing tools (such as Zoom and BlueJeans Events) are also available. If an external party has invited you to join a video call or seminar using one of these additional tools, you will generally be able to join the call via your web browser by simply clicking on the link that they have sent to you.

2 BLUEJEANS V MICROSOFT TEAMS

The table below outlines the key differences between BlueJeans and Microsoft Teams. Use this to decide which is the most appropriate for your meeting.

	BlueJeans	Microsoft Teams
How many people can attend?	150	250
How many people can you see on screen at a time?	9	9
Can attendees join the same meeting via a mix of video and dialling in with audio only?	Yes – attendees can use different methods to join	No – all attendees must join using the same method (i.e. all via video or all dialling in)
Can you record the session?	Yes – needs approval from IT	Yes – needs approval from IT
Is there a chat function?	Yes	Yes – chats remain open in Teams after the meeting has finished
Is there a private chat function?	Yes – attendees can send direct messages to each other during the meeting	Yes via Teams Chat
Can you mute your microphone during the meeting?	Yes	Yes
Can you turn your camera off during the meeting?	Yes	Yes
Can you blur the background?	No	Yes
Can you share your screen?	Yes	Yes
Can attendees share their screens?	Yes	Yes
Can you use a whiteboard?	No	Yes
Can you create breakout rooms?	Yes	No