

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.

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.

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 (How to share documents) 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* (How to share documents) <i>or</i> Microsoft Teams
6 +	BlueJeans* <i>or</i> Microsoft Teams	BlueJeans* <i>or</i> Microsoft Teams	BlueJeans* (How to share documents) <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).