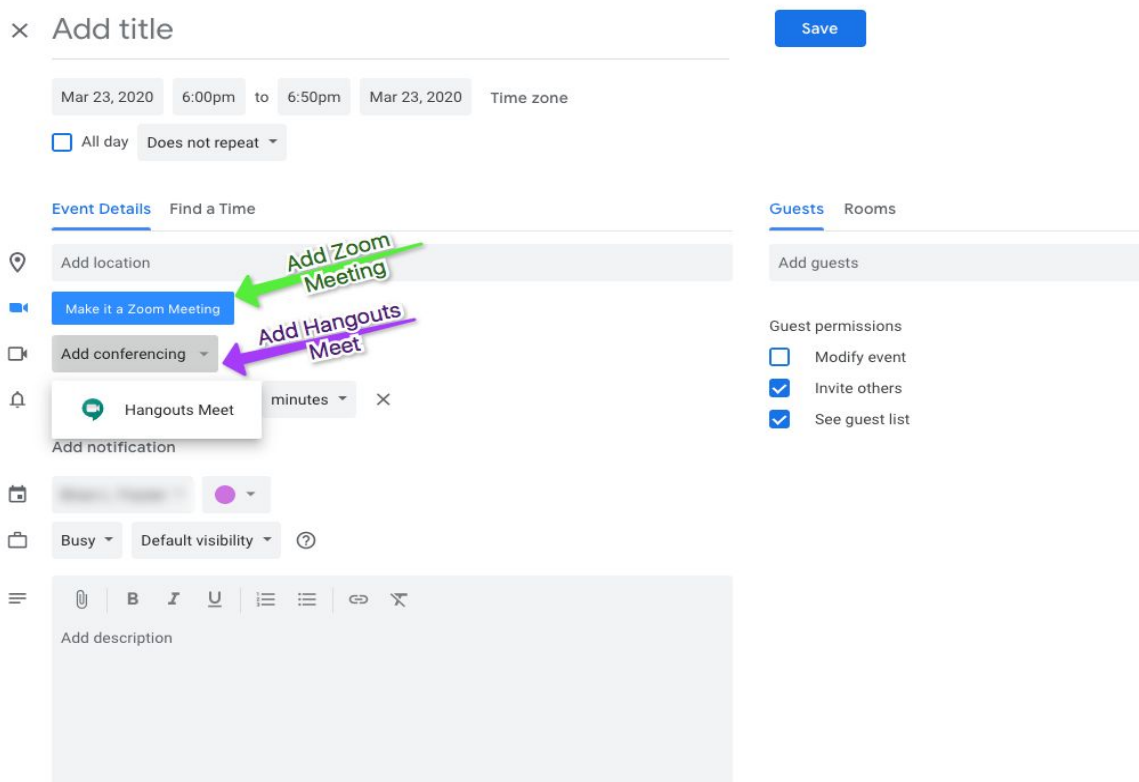


Conducting Group Meetings and Virtual Workshops

To conduct group meetings or a virtual workshop/training where participants can view and interact with each other, as well as allow for both the host and the participants to possibly share their screen with everyone, Zoom Meeting or Google Hangout Meet are the two recommended tools of use. (However, for town halls, educational lectures, or large-scale programs, where you want attendees to view only and the host can prevent attendees from speaking, you may want to sign up for and use the Zoom Webinar tool: see "Guide: Zoom Webinar - Final" on the [SIS&T Remote Work](#) page.) It is recommended that staff make use of their Google Calendar for scheduling specific group meetings or virtual trainings as both of the recommended tools for conducting such virtual events are embedded in the invite creation functionality of Google Calendar (See Image 1 of the Google Calendar add event window)*:

Image 1:



*If you are using a remote location machine (e.g. at home) and also remotng into your work machine, the group meeting or virtual workshop must be initiated from your remote location machine and not via your work machine or you will not be able to hear or be heard or seen.

UC SANTA BARBARA

Division of Student Affairs

Supporting Every Student's Success ... Online

sist.sa.ucsb.edu/resources

v. 1.2

Group Meetings

There are two tools already available for no additional cost to all staff members at UCSB: **Zoom Meeting** and **Google Hangouts Meet**. Both of these tools can be added to a meeting invite created in Google Calendar. See Chart 1 below for differences between the two tools.

Chart 1:
















Feature	Zoom Meeting	Google Hangouts Meet
Integrated link to Google Calendar Invite:	 (Requires login to Zoom account.)	
Maximum Attendees:	300	250
Record Meetings:		
In-Meeting File Transfer:	 (Due to End-to-End Encryption activated.)	 /  (Workaround: Host only can add to Google Meeting invite, even during the meeting.)
Screen Sharing:	 Host & Participants. Host can allow multiple participants to share at the same time. Annotation of Screen Sharing.	 Host & Participant. Only one person at a time may share.
Limit Screen Sharing to Host only:		
Prevent "Join Before Host":		
Require Password to Attend:	 (Turn on in Advanced Settings.)	 No, but only UCSB email account holders can join without the host's permission.

Chart 1 (Continued):

UC SANTA BARBARA

Division of Student Affairs

Supporting Every Student's Success ... Online

sist.sa.ucsb.edu/resources

v. 1.2

Feature	Zoom Meeting	Google Hangouts Meet
Breakout Rooms:	✔	✘
In-Meeting Polling:	✔ See responses to questions you pose in real time. (Zoom: Polling for Meetings)	✘
Who Can Host:	Faculty, Staff, & Students. (Login with SSO or ucsb.zoom.us , First time users will have account setup upon first login)	Anyone with a UCSB Google Suite Account
Who Can Attend?:	Anyone can attend meetings (and webinars), including individuals outside of the University.	Anyone can attend, including individuals outside of the University. However, users in China may have difficulty joining.

Virtual Workshops

The recommended tool is Zoom Meeting or Zoom Webinar. (**Note:** Campus has limited Webinar licenses available for use. Student Affairs has access to one license). For information on Webinars, please see the "Guide: Zoom Webinar - Final" on the [SIS&T Remote Work](#) page.

(You can also see a comparison of Meeting and Webinar use and functionality on [Zoom's website](#).)

Additional Support

Campus support:

Zoom: <https://www.it.ucsb.edu/zoom>

Zoom Security Options: <https://www.it.ucsb.edu/increasing-your-zoom-security>

Google Connect (Hangouts Meet): <https://www.connect.ucsb.edu/>

Vendor support:

Zoom: <https://zoom.us/>

Google (Hangouts Meet): <https://gsuite.google.com/products/meet/>

UC SANTA BARBARA

Division of Student Affairs

Supporting Every Student's Success ... Online
sisf.sa.ucsb.edu/resources

v. 1.2

Recommended Tutorials

Zoom Meetings & Webinars:

- To download the Zoom application to your laptop or home based computer go to the zoom.us download page: [Click Here](#))
- [Zoom Tutorials](#) at Zoom.us (Meetings, Webinars, Rooms, and other helpful How To Zoom tutorials.

Google Hangouts Meet:

- [Hangouts Meet Training and Help](#)