

## DIGITAL SMALL GROUPS

Looking for the best platform for your small group to meet digitally? Here are a few we suggest.

**Be Smart About Security Online-** Whenever possible, put a password on your meeting and any other recommendations the platform you're using suggests: [Zoom](#), [Google Meet](#), or [Messenger Rooms](#) (FaceTime has built-in security features).

### ZOOM

- **Pro:**
  - Only hosts are required to have a Zoom account (can be the free version)
  - Phone-in option.
  - Recording
  - Mobile and desktop capabilities
  - Screen sharing
  - Breakout rooms
  - Chat
  - Works with all operating systems (\*Internet Explorer not recommended)
- **Con:**
  - Have to have Zoom application downloaded to phone or computer.
  - There is a 40-minute limit on the free version. The Zoom Pro plan (@15/mo) will let you have unlimited time.
    - **Getting around the 40-minute time limit:**
      - As soon as the call gets close to the 40-minute limit, a countdown clock will appear in the meeting window. At this point, the host should choose Leave Meeting (not End for All). Then, if everyone clicks on the original joining link or enters the same ID, a new 40-minute period will begin.
- **How to Use:**
  - Open [Zoom](#) in web browser or [mobile app](#) ([Apple device](#), [Android device](#), [Chrome web browser extension](#))
  - Login
  - Click "Host a meeting with video on"
  - Click "Invite Participants"
    - You can copy URL or INVITE to send to others via text message, email, etc.

## OR

- Schedule a meeting on the Zoom website/app and send an invite to join at a specific time, including a link to the meeting. ([See Instructions](#)).

[Watch Zoom Tutorials](#) on how to join a meeting, schedule a meeting, manage breakout rooms, etc.

## GOOGLE MEET

- **Pro:**
  - Screen sharing
  - Up to 100 participants
  - Chat
  - Mobile and desktop capabilities
  - Works on most operating systems
  - Free
- **Con:**
  - Need a Google account
  - Best on Chrome web browser or mobile app
  - No recording capability
  - One-hour limit
  - Phone-in option not available unless you have a business account
  - No breakout rooms
- **How to Use:**
  - Open [Google Meet](#) in web browser or mobile app (Apple device, Android device, Chrome web browser extension)
  - Login
  - Click “New Meeting” Button
  - Select either “Create a meeting for later” or “Start an instant meeting”
  - Click “Add others” and type in their email address (if they don’t have a google account, it will send them an invite to setup an account) **OR** copy link and send via text message, email, etc.

[Watch video tutorial.](#)

## FACEBOOK MESSENGER ROOMS

[Messenger Rooms](#)

- **Pro:**
  - Accessible via web browser or mobile device
  - Facebook account required ONLY by host.
    - Facebook account **not** required for participants.
  - Up to 50 participants
    - Best to access on desktop device so that more people can be seen at once
  - No time-limit
  - Free
- **Con:**
  - Phone-in option not available
  - No chat functions
  - No screen sharing
  - No recording capability
  - No breakout rooms
- **How to Use:**
  - **Easiest to set-up using desktop device!**
  - Open Facebook on Web Browser
  - Select “plus” icon in top right corner
  - Create Room
  - Edit room name, start time, and whether it is an open/closed group.
    - If room is “visible to all friends”, then all Facebook friends will be able to join the group. For small group and safety purposes, it is recommended to **not** turn on this feature.
  - Next, copy link and send via text, email, etc. or send link directly through Facebook

OR

- [Follow this link](#) and select “Create Room”

[Watch tutorial on how to set-up Messenger Room.](#)

## GROUP FACETIME

This feature will be available with iOS 15 which will be released in September!

- **Pro:**
  - Can now be used by both Apple, Android, and Windows users
  - Can schedule a meeting in advance or begin one at the time of the meeting.
  - No time-limit

- No maximum number of participants (though it may be hard to see everyone when using a mobile device)
- Built-in security
- Screen-sharing
- Free
- **Con**
  - Need an Apple device to **begin** the FaceTime call
  - No chat features
  - No recording capability
  - No breakout rooms
- **How to Use:**
  - Open the FaceTime app on mobile device or computer
  - Create a new FaceTime call by selecting the “+” icon in the top right corner
  - Add contacts and select the “video” button
  - Send sharable link to non-iPhone users via text, email, WhatsApp, or calendar invite

## WHICH PLATFORM MAKES SENSE?

A guide to finding a solution that meets your group’s needs

PLATFORM	# OF PARTICIPANTS	TIME LIMIT	COST	ACCOUNT NEEDED?
Zoom (Paid)	Unlimited	Unlimited	\$14.99 per Month	Host Only
Zoom (Free)	100	40 Minutes	Free	Host Only
Google Meet	100	60 Minutes	Free	All Participants
Messenger Rooms	50	Unlimited	Free	Host Only
FaceTime Group	32	Unlimited	Free	Host Only

## GROUP COMMUNICATION | Apps to stay connected throughout the week

[Marco Polo](#)

[GroupMe](#)

[Facebook Group](#)

Group FaceTime

Group Text

Group Email

[WhatsApp](#)