Virtual Platform’s Webinar

Providing virtual options for your remote work
AGENDA

I. Purpose
II. Platform # 1 - Zoom
III. Platform # 2 - Microsoft Teams
IV. Platform # 3 - Remo
V. Platform # 4 - Mural.co
VI. Q/A
PURPOSE

- Technical assistance need for COVID-19 pandemic impact
- Limit your Google searching
- Best uses for remote work – Conference calls, Virtual Office space, Webinars, Conferences, Facilitation, Social Events
- Platform Aspects - Capabilities, Set-up, Security, Costs, Bandwidth and Pros/Cons
Unique Features

• Screen Sharing
• Call recording
• Public/Private chat
• Facilitation: hand raising, polls/voting
Set-Up

• Zoom Setup: https://www.youtube.com/watch?v=XhZW3iyXV9U
• Administrator – Join Meeting, Host Meeting, Schedule Meeting

Security Elements

• Alter settings – mute individuals upon entry, include a waiting room,
• Ability to lock the call
• ONLY SHARE LINK WITH WHO YOU WANT JOINING
## Costs & Bandwidth

<table>
<thead>
<tr>
<th></th>
<th>Free</th>
<th>Pro $14/mo</th>
<th>Business $19.99/mo</th>
<th>Enterprise $19.99/mo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participants</td>
<td>&gt;100</td>
<td>100-200</td>
<td>300</td>
<td>500</td>
</tr>
<tr>
<td>Time Limit</td>
<td>40 min</td>
<td>24 hr</td>
<td>24 hr</td>
<td>24 hr</td>
</tr>
</tbody>
</table>

**For 1:1 video calling**
- 600kbps for high quality video
- 1.2 Mbps for 720p HD video
- Receiving 1080p HD video requires 1.8 Mbps
- Sending 1080p HD video requires 1.8 Mbps

**For group calling**
- 800kbps/1.0Mbps for high quality video
- For gallery view: 1.5Mbps
- Receiving 1080p HD video requires 2.5Mbps
- Sending 1080p HD videos requires 3.0 Mbps
Pros

• User-friendly set up
• Innovative
• Few dropped calls
• Easily manageable
• Integration with Outlook
• Compatible with smart phones

Cons

• Issues saving recordings on the cloud
• Customer service (2-3 days)
• Host must have strong connection
• Virtual background quality
MICROSOFT TEAMS

Unique Features

• Access work calendars
• Monitor staff hours
• Assign shifts to staff
• Call computers directly via computer audio
• Project Management tools
• Planner tools
• Can invite external individuals to access your team
• Document sharing
MICROSOFT TEAMS

Set-Up

• Microsoft Teams Set-up: [https://www.youtube.com/watch?v=89E2p2rOLGc](https://www.youtube.com/watch?v=89E2p2rOLGc)
• User friendly set-up
• Sign up w/ Microsoft or Outlook email
• Invite individuals as primary users/co-admin

Security Elements

• Administrator has the ability to control who has access to the teams portal
• Partners with Azure Active Directory & Transport Layer Security

CWA

California Workforce Association
MICROSOFT TEAMS

Costs

• Free to sign up if you own Office 365
• 5000 team members per team
• 30 private channels with 250 members per channel
• Office 365 subscriptions
  • $5.00/user/mo for Essential Plan
  • $12.50/user/mo for Premium Plan
  • $20.00/user/mo for E3 Plan
## MICROSOFT TEAMS

### Bandwidth

<table>
<thead>
<tr>
<th>Bandwidth (Up/Down)</th>
<th>Scenarios</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 kbps</td>
<td>Peer-to-peer audio calling</td>
</tr>
<tr>
<td>130kbps</td>
<td>Peer-to-peer audio calling and screen sharing</td>
</tr>
<tr>
<td>500 kbps</td>
<td>Peer-to-peer quality video calling 380p at 30fps</td>
</tr>
<tr>
<td>1.2 Mbps</td>
<td>Peer-to-peer HD quality video calling 720p at 30fps</td>
</tr>
<tr>
<td>1.5 Mbps</td>
<td>Peer-to-peer HD quality video calling 1080p at 30fps</td>
</tr>
<tr>
<td>500kbps/1Mbps</td>
<td>Group video calling</td>
</tr>
<tr>
<td>1Mbps/2Mbps</td>
<td>HD group video calling</td>
</tr>
</tbody>
</table>
MICROSOFT TEAMS

Pros

• Shared chat space
• Break into small groups
• Collaborate with other platforms
• VIRTUAL OFFICE
• Document sharing
• Compatible with smart phones
• Keeps conversation recordings via computer audio

Cons

• Have to purchase Office 365
• Cannot break tabs into different windows
• Data storage
Unique Features

Set up is very easy
• No downloads or installation required
  https://youtu.be/AvfijukhgnE

Virtual Business Cards
• View LinkedIn profiles and book meetings

Sell Sponsorships
• Display sponsor logos for strategic brand placement

Able to easily Network
• Built for interactive engagement and group conversation

Group Screen Sharing
• Up to 8 screen shares

Polls, Q&A Voting
• Interactive polls, votes, and Q&A

Used for Paid or Free Events
**Set-Up**

- Create Event
  - Event Title
  - Start time and End time
  - Event Tagline
  - Event Page Description
  - Invite Speakers (up to 10)
  - Select Floorplan

**Onboarding & Broadcast**

- Enable a welcome message (customizable)
- Attach a welcome image or video
- Enable Interactive Q&A

**Security Elements**

**Database and Network Security**

- Video and audio streaming is secured and encrypted

**Event Security**

- Role-based permissions control
- Secured event which prevents non-authorized user(s) to access.
- User whitelist for private event access control, only whitelisted users can join the event
## Costs

<table>
<thead>
<tr>
<th>Feature</th>
<th>Host - $50/mo</th>
<th>Director - $150/mo</th>
<th>Producer - $400/mo</th>
<th>Studio - $950/mo</th>
</tr>
</thead>
<tbody>
<tr>
<td>White Boarding</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Event Capacity</td>
<td>50</td>
<td>200</td>
<td>500</td>
<td>800</td>
</tr>
<tr>
<td>Max Per Table</td>
<td>4</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Max Time per Event</td>
<td>1 hr 15 min</td>
<td>2 hr 30 min</td>
<td>4 hr 30 min</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Concurrent Events</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Pre-event support</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>First 2 events</td>
</tr>
<tr>
<td>Speakers/Event</td>
<td>3</td>
<td>10</td>
<td>20</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Max Floors per Event -100 per floor</td>
<td>1</td>
<td>3</td>
<td>12</td>
<td>20</td>
</tr>
</tbody>
</table>
Bandwidth

Video quality adjusts based on strength of network connectivity

Recommended min. 8 Mb/s download speed and 8 Mb/s upload speed to maintain high quality and stable connection.

Check Firewall Requirements
Pros

Importable floor plans using Adobe Sketch

Examples of Suggested Use:
• Webinars where Networking is a central component
• Workshops
• Trainings
• Summits
• Board Meetings

Guided Tours
• Helpful webinars which help you set up an event and become familiar with the features.
• Tutorial Tuesdays – Every Tuesday at 2:30PM EST (11:30AM PST), featured webinars to teach new techniques at the beginner, intermediate, or advanced level.

Cons

High Cost

UK based Customer Service
• Business hours are 1:00am – 9:00am (PST)
• Although help tickets are normally answered within 24 hrs.
Unique Features

• Access template based on your facilitation need
• Templates/Murals are interactive
• Reporting/Analytics of Templates
• Visual Workflow management
• Integrates with various platforms
• Project planning
• Public/Private work spaces for staff
Set-Up

• Mural.co: [https://www.youtube.com/watch?v=mBFFpsy-RUo](https://www.youtube.com/watch?v=mBFFpsy-RUo)
• Easy to get started
• Sign up with work email
• Invite staff to your team and get to work
• Should have a project lead for monitoring the platform

Security Elements

• Invitation link is sent directly to email in the form of a button, not a URL
• Ability to remove individuals from team dashboard
• Constantly updating security by working with high level
Costs

• **Starter Package**: $12.00/mo when billed annually, $16.00/mo when billed monthly; up to 50 people
• **Plus Package**: $20.00/mo billed annually; at least 10 people
• **Enterprise Package**: customize pricing based on your needs
• **Education/Consultant Package**: Free, 10 members, 25 guests
Pros

• Access team projects without screen sharing
• Template for remote workshops
• Virtual whiteboard
• Collaborate on ideas remotely
• Great for staff meetings
• Amazing facilitation platform

Cons

• Slight learning curve
• Slow to receive invite link
• Lack of feature parity between web/mobile access
• Getting comfortable with platform
ALTERNATIVE OPTIONS

Staff Meeting/Webinar Platforms
• WebinarJam
• WebinarNinja
• Demio
• RingCentral

Conference/Summit Platforms
• WebEx
• HeySummit
• MegaMeeting

Virtual Office Space Platforms
• HeySpace
• Prysm Visual Workspace
• ZoHo Projects
• Walkabout Workspace

Socializing/Reception Platforms
• HouseParty
• Kosmi
QUESTIONS & RECOMMENDATIONS
REFERENCES

Zoom Youtube Channel – https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM_I1Id3N_XI77fKDzSXe

How to manage Zoom – https://www.youtube.com/watch?v=ozJS9bvdVp8&feature=youtu.be

Microsoft Teams Channel – https://www.youtube.com/watch?v=OxfukizkyCA

Eventbrite Tutorials – https://www.youtube.com/watch?v=Eu73xoBuaV8&list=PLQZ3lb89nPv4-XMhNKQ_bEKHXnTheqW5S

Creating Webinars using Google Hangouts, Youtube Live and LeadPages – https://www.youtube.com/watch?v=SH30xrg5mKY

Cisco Webex Channel – https://www.youtube.com/watch?v=5WywiTZEIS8

Hosting Free Youtube Webinars – https://www.youtube.com/watch?v=tlPq-PiFnGk
THANK YOU!!

DON’T FORGET TO REGISTER FOR WORKCON!!

[calworkforce.org](http://calworkforce.org)

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