



Module 4 - Recap card

Video conferencing services

It is an application that offers a live audio and video communication solution, often used for business meetings, remote training and personal calls. The most popular are Google Meet, Zoom, Microsoft Teams and Skype.

The main features

- Live **video and audio**.
- **Screen sharing** : for easy presentation of slideshows and documents.
- Online **chat**.
- **Recording of the meeting** : for future reference or to share with those who were unable to attend live.
- **Participant management** : organisers can control authorisations, such as moving participants, activating or deactivating cameras, and managing admission to the meeting.