

The Ultimate Guide to Top 5 Collaboration Tools for Online Team Meetings

In today's digital world, effective online collaboration tools are indispensable for team communication and productivity. This guide explores the top five collaboration tools for online team meetings, detailing their features, audience size targets, costs, platforms, mobile versions, premium features, remote control capabilities, and server installation requirements.

1. Zoom

Features:

- Video conferencing
- Chat
- File sharing
- Breakout rooms
- Screen sharing
- Recording
- Integrations with Google Workspace and other third-party apps
- Real-time captions
- Virtual backgrounds
- Noise cancellation

Audience Size: Small to large teams and organizations

Cost:

- Free tier available with limited features
- Premium plans starting at \$14.99/month/host

Platforms: Windows, macOS, Linux

Mobile Versions: iOS, Android

Premium Features:

- Cloud storage for recordings
- Larger meeting capacity
- Admin dashboard
- Enhanced security
- Advanced meeting scheduling options

Remote Control: Yes

Server Installation Required: No, Zoom operates on a cloud-based model.

2. Microsoft Teams

Features:

- Video conferencing
- Chat
- File sharing
- Screen sharing
- Recording
- Integration with Microsoft 365
- Real-time captions
- Customizable backgrounds
- Third-party app integrations

Audience Size: Small to large teams and organizations

Cost:

- Free tier available with limited features
- Premium plans starting at \$5/month/user

Platforms: Windows, macOS, Linux

Mobile Versions: iOS, Android

Premium Features:

- Larger meeting capacity
- Admin dashboard
- More storage
- Advanced security options
- Custom branding

Remote Control: Yes

Server Installation Required: No, unless using on-premises deployment options (Office 365 subscription can be used for full features).

3. Slack

Features:

- Real-time messaging

- Voice and video calls
- File sharing
- Screen sharing
- Integration with Google Workspace and other third-party apps
- Customizable workflows
- Channels and direct messages

Audience Size: Small to medium-sized teams

Cost:

- Free tier available with limited features
- Premium plans starting at \$6.67/month/user

Platforms: Windows, macOS, Linux

Mobile Versions: iOS, Android

Premium Features:

- Unlimited message history
- Group video calls with screen sharing
- Additional storage
- Advanced compliance and security options

Remote Control: No

Server Installation Required: No, Slack is a fully cloud-based service.

4. Google Meet

Features:

- Video conferencing
- Real-time captions
- Recording (for G Suite users)
- Integration with Google Workspace
- Adjustable layouts and screen settings
- Join meetings without an account

Audience Size: Small to large teams and organizations

Cost:

- Free for all users with a Google account
- Premium plans as part of Google Workspace starting at \$6/month/user

Platforms: Windows, macOS, Linux

Mobile Versions: iOS, Android

Premium Features:

- Longer meeting durations
- Recording capabilities
- Administrative controls

Remote Control: No

Server Installation Required: No, Google Meet is cloud-based.

5. Cisco Webex

Features:

- Video conferencing
- Chat
- File sharing
- Breakout rooms
- Screen sharing
- Recording
- Integration with other Cisco products
- Virtual backgrounds
- Advanced meeting analytics

Audience Size: Small to large teams and enterprises

Cost:

- Free tier available with limited features
- Premium plans starting at \$13.50/month/host

Platforms: Windows, macOS, Linux

Mobile Versions: iOS, Android

Premium Features:

- Larger meeting capacity
- Cloud storage for recordings
- Advanced security measures
- Custom branding
- Detailed meeting analytics

Remote Control: Yes

Server Installation Required: No, Cisco Webex is cloud-based. However, on-premises deployment is possible for advanced enterprise solutions.

Comparison Table

Feature / Tool	Zoom	Microsoft Teams	Slack	Google Meet	Cisco Webex
Video Conferencing	Yes	Yes	Yes	Yes	Yes
Chat	Yes	Yes	Yes	No	Yes
File Sharing	Yes	Yes	Yes	No	Yes
Breakout Rooms	Yes	No	No	No	Yes
Recording	Yes	Yes	No	Yes (Premium)	Yes
Integrations	Yes	Yes	Yes	Yes	Yes
Audience Size	Small-Large	Small-Large	Small-Medium	Small-Large	Small-Large
Cost	Free + Paid	Free + Paid	Free + Paid	Free + Paid	Free + Paid
Platforms	Win, macOS, Linux	Win, macOS, Linux	Win, macOS, Linux	Win, macOS, Linux	Win, macOS, Linux
Mobile Versions	iOS, Android	iOS, Android	iOS, Android	iOS, Android	iOS, Android
Premium Features	Yes	Yes	Yes	Yes	Yes
Remote Control	Yes	Yes	No	No	Yes
Server Installation	No	No (cloud)	No	No	No

This e-book should serve as a comprehensive guide for selecting the best collaboration tool that suits your team's needs.