

Duke Conferencing Options

Category	Types Of Media Shared	What's It Called?	What Does It Do?	How Much?	How Do I Get It?	Benefits	Risks	
Audio Conferencing	Audio (Telephone)	Instant Conference MeetingOne Premiere Global Verizon Conferencing	Speak with up to 75 to 150 people via a toll free or toll number	Some are free, some cost around \$.04/min/caller	Visit the OIT website for more info	Simple to use, support available, phone system is generally reliable	Phone equipment may not be available, costs vary widely. Free services require toll call and no support	
Text Chat	Text	Jabber	Text chat with 1 or multiple people	Free	Visit the OIT website for more info	Mac, Windows & LINUX support; free, small bandwidth requirements	No audio or video capabilities	
Personal Conferencing	Audio, Video, Text	iChat	Can access Jabber or other Macs adding voice and video	Free	Pre-installed on all Macs or get update	Free, good quality audio and video, can access jabber	Mac only, limited ability for multiparticipant conferencing, can't connect to video conferencing systems	
Personal Conferencing	Audio, Video, Text	Skype	Communicate with audio and video with one other person	Free	Visit their website.	Free, good quality audio and video, Mac/Win/Linux	Limited ability for multiparticipant conferencing, can't connect to video conferencing systems	
Web Conferencing	Audio, Video, Text, Screen Sharing, Whiteboard, File Sharing, Remote Screen Control	Adobe ConnectNow	Collaborate with up to 3 people/locations	Free	Sign up for a free Acrobat.com Account	Great collaboration tool, Mac/Win/LINUX	Only 3 people at a time, no phone support	
Web Conferencing	Audio, Video, Text, Screen Sharing, Whiteboard, File Sharing, Remote Screen Control, Moderated Q&A, Training, Recording	WebEx	Collaborate with multiple people (amount based on plan purchased)	Cost based on plan purchased	Visit their website.	Great collaboration tool, Mac/Win, combines phone and VOIP in one call	Relatively high cost, requires Java installation	
Web Conferencing	Audio, Video, Text, Screen Sharing, Whiteboard, File Sharing, Remote Screen Control, Moderated Q&A, Training, Recording	Adobe Connect	Collaborate with up to 100 people/locations	\$150 per year per meeting host, participants free	Visit the OIT website for more info	Great collaboration tool, Mac/Win/LINUX; Very low cost, customizable interface	Training required, phone OR VOIP not both in the same call, quality audio is challenging	
Video Conferencing		See Duke Video Conferencing Options						

*It is recommended for multiple speaker web conferences, use one of the telephone voice conference services for the audio portion of your Adobe Connect or Adobe Connect Now meetings. If you want to use computer audio (VOIP), you must have specific hardware (headsets, etc) and follow the instructions for a successful meeting.