

Using conferencing tools

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Online conferencing tools support the delivery of our business as we work remotely or from home and especially during the coronavirus (COVID-19) outbreak.

Identifying the right tool to meet your conferencing needs is essential to ensure you can connect with people and conduct business virtually, safely and securely.

You should consider who is in the meeting, what information will be discussed, where you are and your surroundings before you choose a conferencing tool. Read more on [security when on conference calls](#).

The table on this page shows you all the tools available and the security levels they're approved for. You must always try to use the tools that are preferred for use on the SCOTS network before using any others. You can use these tools for both audio and video calling on SCOTS except PGI and telephone which only support audio calls.

You should only use video calling once [you have activated Zscaler](#) which is installed on your SCOTS device. If you've not already enabled Zscaler, you should do so now as without it you cannot start using Microsoft Teams.

Activating Zscaler will also mean you will experience better quality audio and will be able to use video streaming services, whether you decide to make use of video calling or not.

If you intend on using video to call others, make sure the others on the call are also happy to use it (and that they have activated Zscaler) or if they would rather keep their video turned off during the call.

Microsoft Teams is our recommended tool which allows users to meet and collaborate with anyone internally and externally.

Tool	SCOTS preferred tool	Max attendees	Security level (Hosting a meeting)	Security level (Joining a meeting)
Microsoft Teams	Yes	300	Up to OFFICIAL-SENSITIVE	Check with host
Webex Meetings*	Yes	Dependent on plan subscription	Up to OFFICIAL	Check with host
PGI**	Yes	300	Up to OFFICIAL	Check with host
Telephone (Mitel, mobile, landline)**	Yes	8 (on Mitel phones)	Up to OFFICIAL-SENSITIVE	Check with host
Skype for Business	No	Not applicable	Not available for hosting	Check with host
Google Meet	No	Not applicable	Not available for hosting	Check with host
GoToMeeting	No		Not available for hosting	Check with host
BlueJeans	No		Not available for hosting	Check with host
Zoom	No	Not applicable	Not available for hosting	Check with host

Webex Meetings supports end to end encryption which can extend its use to OFFICIAL-SENSITIVE. Webex Teams is a separate tool not available on the SCOTS network. [Contact ITECS for more information.](#)

**Audio only available.