

COLLABORATION AND COMMUNICATION TOOLS

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5.1 INTRODUCTION TO COLLABORATION AND COMMUNICATION TOOLS

Collaboration and communication tools help people work together and share ideas, even if they are in different places. These tools are very important today, especially because many people now work from home or in different cities and countries.

Collaboration tools help teams plan, organize, and complete tasks. For example, tools like **Trello** and **Asana** let teams create to-do lists, assign tasks, set deadlines, and track progress. Everyone on the team can see what needs to be done and who is doing it. This helps teams stay organized and work better together.

Communication tools help people talk and share information quickly. Apps like **Slack** or **Microsoft Teams** allow team members to send messages instantly, while video tools like **Zoom** or **Google Meet** let them have online meetings and talk face-to-face, even if they are far apart.

Some tools, like **Google Workspace** or **Microsoft Teams**, combine both communication and collaboration features. These platforms let people chat, have meetings, share files, and work on documents together in real time.

These tools save time, improve teamwork, and help avoid confusion. Instead of sending long email chains or waiting for meetings, people can get updates or ask questions right away. This helps work get done faster and more smoothly.

5.1.1 MEANING OF ONLINE COMMUNICATION

Online communication is the way people share information, ideas, or messages using the internet. It allows individuals to talk, write, or send content to others through digital devices such as smartphones, computers, or tablets. Unlike face-to-face communication, online communication can happen anytime and anywhere, as long as there is an internet connection.

There are many forms of online communication, including:

- **Email** – sending formal or informal written messages.
- **Instant messaging** – chatting in real time using apps like WhatsApp, Messenger, or Slack.

- **Video calls** – talking face-to-face online through platforms like Zoom or Google Meet.
- **Social media** – sharing updates, photos, and opinions on sites like Facebook, Instagram, or X.

Online communication is fast, convenient, and useful for both personal and professional purposes. It helps people stay connected with family and friends, attend online classes, work from home, and collaborate with teams in different locations.

5.2 IMPORTANCE OF ONLINE COMMUNICATION

Online communication is very important in today's world. It helps people stay connected through the internet, no matter where they live. With online tools like email, chat apps, and video calls, we can talk to friends, family, classmates, or coworkers anytime.

One big reason online communication is important is **speed**. Messages can be sent and received in seconds. This is very helpful for both personal and work use. For example, people can attend meetings, work on group projects, or study together—even from different countries.

Online communication is also **cost-effective**. It reduces the need for travel, phone calls, or printed materials. Instead, people can share documents, photos, and videos online for free or at a low cost.

It also plays a big role in **education and business**. Students can join online classes and talk to their teachers. Workers can have virtual meetings and send updates using tools like Zoom, Google Meet, or Microsoft Teams.

5.3 FEATURES OF ONLINE COMMUNICATION

Online communication offers many features that make connecting and sharing information easier and more effective. Here are some important features:

1. **Instant Messaging** : People can send and receive text messages instantly using apps like WhatsApp, Messenger, Slack, or Telegram. This allows for quick conversations and fast responses.
2. **Video and Voice Calls** : Platforms like Zoom, Google Meet, Skype, and Microsoft Teams allow users to have real-time video and voice conversations. This helps simulate face-to-face communication, which is important for clear understanding.
3. **File Sharing** : Users can send documents, photos, videos, and other files quickly through email or cloud storage services such as Google Drive, Dropbox, and OneDrive. This makes collaboration and information exchange smooth and efficient.
4. **Accessibility** : Online communication can be used anytime and anywhere as long as there is an internet connection. This flexibility supports remote work, online learning, and staying in touch across different time zones.

5. Multi-Device Support : Whether on a smartphone, tablet, laptop, or desktop, online communication tools work across various devices. This means you can stay connected wherever you are.

6. Group Communication : Many tools support group chats, group calls, and team collaboration. This is useful for group projects, virtual meetings, classrooms, and social groups.

7. Interactive Features : Features like emojis, GIFs, screen sharing, reactions, polls, and chatbots make conversations more engaging, expressive, and interactive.

8. Record Keeping : Many platforms save chat history, call recordings, and shared files, making it easy to review past conversations and track decisions or information.

9. Integration with Other Tools : Online communication platforms often integrate with calendars, task managers, and other productivity apps, helping users organize their work better.

10. Security and Privacy Controls : Modern communication tools offer encryption, password protection, and privacy settings to keep conversations and data safe.

5.4 USE OF ONLINE COLLABORATION AND COMMUNICATION TOOLS

Online collaboration and communication tools are used to help people work and communicate with others easily over the internet. These tools are very helpful in schools, offices, and even for personal use.

1. Teamwork from Anywhere : People can work together on projects even if they are in different places or countries. Tools like **Google Docs** and **Microsoft Teams** allow real-time editing and group discussions.

2. Online Meetings and Classes : Video conferencing tools like **Zoom** and **Google Meet** are used for virtual meetings, online classes, and training sessions.

3. Task and Project Management : Tools like **Trello** and **Asana** help teams assign tasks, set deadlines, and track progress easily.

4. Instant Messaging : Apps like **Slack** and **WhatsApp** allow quick communication between team members or classmates.

5. File Sharing : Cloud tools like **Google Drive** and **Dropbox** let people upload, store, and share files securely with others.

6. Saving Time and Costs : These tools reduce the need for travel and in-person meetings, saving time and money.

5.5 ONLINE COMMUNICATION ETIQUETTE

Online communication etiquette means using good manners when talking or writing on the internet. Just like when we talk face-to-face, it is important to be polite and respectful online. Because we cannot see each other's faces or hear voices, messages can be misunderstood easily. That is why it is important to be careful with what we say or write.

Good online etiquette helps make conversations clear and friendly. It means being kind, using polite words, and thinking before sending messages. It also means respecting other people's time by not sending too many messages and respecting their privacy by not sharing personal information without permission.

Whether you are talking with friends, classmates, or coworkers, following online etiquette helps everyone communicate better. It creates a positive and respectful environment where people feel comfortable sharing ideas and information. Using good manners online is very important in today's digital world.

5.5.1 BEST PRACTICES OF ONLINE COMMUNICATION ETIQUETTE

1. **Be Clear and Polite** : Write messages clearly and use polite language. Avoid using rude or harsh words, even if you disagree.
2. **Use Proper Grammar and Spelling** : Check your messages for spelling mistakes and try to use correct grammar. This makes your communication easier to understand.
3. **Think Before You Send** : Remember that online messages can be saved or shared. Always think about what you write before sending it.
4. **Respect Others' Time** : Keep messages brief and to the point. Avoid sending too many unnecessary messages.
5. **Avoid ALL CAPS** : Writing in all capital letters looks like shouting and can seem rude.
6. **Be Patient** : Sometimes people may take time to reply. Avoid sending multiple messages if you don't get an instant response.
7. **Respect Privacy** : Don't share others' personal information without permission.
8. **Stay Professional** : In work or school settings, keep your tone formal and avoid slang or jokes that might be misunderstood.
9. **Use Emojis Wisely** : Emojis can help express feelings, but don't overuse them in professional communication.
10. **Avoid Sensitive Topics** : Be careful discussing religion, politics, or other sensitive topics unless it's appropriate.

5.6 ONLINE COMMUNICATION TOOLS

Online communication tools are apps and software that help people talk, share ideas, and work together over the internet. These tools make it easy to connect with others, no matter where they are in the world. Here are some common types of online communication tools:

1. **Email** : Used for sending formal or informal messages and files. Examples include Gmail, Outlook, and Yahoo Mail.

2. **Instant Messaging Apps** : Allow quick, real-time text chats. Popular apps are WhatsApp, Messenger, Slack, and Telegram.
3. **Video Conferencing Tools** : Let people have face-to-face meetings online. Examples include Zoom, Google Meet, Microsoft Teams, and Skype.
4. **Social Media Platforms** : Used for sharing updates, photos, videos, and messages with friends or followers. Examples are Facebook, Instagram, Twitter (now X), and LinkedIn.
5. **Collaborative Workspaces** : Combine chat, video, and project management to help teams work together. Tools like Microsoft Teams, Slack, and Google Workspace fall here.
6. **File Sharing Services** : Allow easy sharing and storage of documents and media, like Google Drive, Dropbox, and OneDrive.

5.7 COLLABORATION TOOLS

Collaboration tools are software applications that help people work together more easily. These tools allow team members to communicate, share files, organize tasks, and manage projects all in one place. They are especially useful when team members are working from different locations or time zones.

With collaboration tools, teams can work on documents at the same time, hold virtual meetings, and keep track of deadlines. This helps improve teamwork, saves time, and reduces misunderstandings. Some popular collaboration tools include Google Docs, Trello, Slack, and Microsoft Teams.

In today's world, where remote work and online learning are common, collaboration tools have become very important. They make it possible for people to connect and work together efficiently, no matter where they are. Overall, collaboration tools help teams stay organized, communicate clearly, and achieve their goals faster.

5.7.1 GOOGLE DOCS

Google Docs is a free online tool that allows you to create, edit, and share documents easily. It is part of Google Workspace and works right in your web browser, so you don't need to install any software.

One of the best features of Google Docs is **real-time collaboration**. Multiple people can work on the same document at the same time from different locations. You can see changes instantly, leave comments, and suggest edits. It also automatically saves your work, so you never lose your progress.

Google Docs is useful for writing reports, essays, meeting notes, and more. You can share documents by sending a link and control who can view, comment, or edit. Because it is cloud-based, you can access your documents from any device with an internet connection.

5.7.1.1 FEATURES OF GOOGLE DOCS

Google Docs offer many useful features that make creating and sharing documents easy and efficient. Here are some key features:

1. **Real-Time Collaboration** : Multiple people can work on the same document at the same time. You can see their changes instantly.
2. **Comments and Suggestions** : Users can leave comments or suggest edits without changing the original text. This helps with feedback and teamwork.
3. **Automatic Saving** : Your work is saved automatically as you type, so you don't have to worry about losing anything.
4. **Easy Sharing** : You can share documents with others using a link and control whether they can view, comment, or edit.
5. **Access Anywhere** : Because it's cloud-based, you can open and edit your documents from any device with internet access—like a phone, tablet, or computer.
6. **Version History** : You can see all previous versions of a document and restore earlier versions if needed.
7. **Offline Mode** : You can work on documents even without internet, and your changes will sync once you're online again.
8. **Templates** : Google Docs offers ready-made templates for resumes, reports, letters, and more to save time.

5.7.1.2 USES OF GOOGLE DOCS

Google Docs is a powerful online word processor that allows users to create and edit text documents in a simple and collaborative way. It is widely used in schools, businesses, and everyday personal work. Here are some key uses:

1. **Document Creation** : Google Docs is great for creating different types of documents such as:
 - Letters and applications
 - Essays and assignments
 - Reports and project plans
 - Meeting notes and minutes
 - Resumes and cover letters
2. **Real-Time Collaboration** : One of the best features of Google Docs is that multiple users can work on the same document at the same time. You can:
 - See each other's changes live

- Add comments and suggestions
- Chat within the document while editing

This makes it perfect for **group projects, team writing, or peer editing.**

3. Cloud Storage and Easy Access : All documents are saved in Google Drive, which means:

- You can access them from any device with internet (phone, tablet, laptop)
- You never lose your work—it saves automatically
- You can organize files in folders for easy access

4. Sharing and Permissions : You can share your document by email or link and control who can :

- View only
- Comment
- Edit

This is helpful for **teachers reviewing student work, or teams working on reports.**

5. Templates and Tools : Google Docs offers free templates for:

- Resumes
- Business letters
- Lesson plans
- Project timelines

It also supports tools like voice typing, grammar suggestions, add-ons, and more.

6. Offline Work : You can enable offline mode and work without internet. Your changes will sync when you reconnect.

7. Educational Use :

- **Students** use Google Docs to write essays, take notes, and complete assignments.
- **Teachers** use it to prepare lessons, share study material, and give feedback.
- Google Docs supports **comments and suggestions**, making it great for reviewing and editing student work.

8. Business and Office Use :

- Create **meeting agendas**, business proposals, reports, and contracts.
- Teams can collaborate on presentations, plans, and marketing content in real time.
- **Remote teams** can communicate and coordinate easily using Docs alongside other Google tools (like Sheets and Slides).

9. Version History :

- You can track every change made to the document, who made it, and when.
- It allows you to restore older versions, which is useful if mistakes are made.

10. Integration with Other Google Tools :

- Works smoothly with Google Sheets, Slides, Drive, and Gmail.
- You can insert charts from Google Sheets or share documents via Gmail quickly.
- Comments and action items can link to Google Calendar tasks.

11. Voice Typing :

- Users can dictate text using the voice typing tool.
- This is useful for people with disabilities, or for those who prefer speaking over typing.

12. Translation Tool

- Google Docs can automatically translate entire documents into different languages with just a few clicks.

13. Add-Ons and Extensions

- Users can install add-ons for special functions like citation management, diagram creation, or advanced formatting.

14. Environmentally Friendly

- No need to print document; everything can be shared and edited digitally, reducing paper use.

15. Safe and Secure

- Files are stored in Google Drive, protected by Google's security systems.
- You can control who accesses the document, helping keep private content safe.

5.7.2 SLACK

Slack is an online communication platform designed to help teams and organizations talk, share information, and work together more easily. It is often used in workplaces, schools, and remote teams to keep communication organized and fast.

Instead of sending emails back and forth, people use Slack channels to chat about different topics, projects, or departments. Team members can also send private messages, share files, and even make audio or video calls within Slack.

One of Slack's biggest strengths is its ability to connect with other tools like Google Drive, Zoom, Trello, and more, helping teams manage their work from one place.

Slack is easy to use, supports real-time communication, and helps keep all team conversations in one organized space. This makes it a very useful tool for modern workplaces and online collaboration.

5.7.2.1 FEATURES OF SLACK

Slack offers many useful features that make communication and teamwork easy, especially for remote teams or busy workplaces. Here are the main features of Slack:

1. **Channels** : Channels are chat rooms where people can talk about specific topics or projects. Teams can create channels for departments (like #marketing or #design) or for any subject. Everyone in the channel can see and join the conversation.
2. **Direct Messages (DMs)** : You can send private messages to one or more team members. This is useful for personal chats or one-on-one discussions.
3. **File Sharing** : Slack lets users upload and share files like documents, PDFs, images, and videos directly in the chat.
4. **Searchable History** : All messages, files, and conversations are saved. You can search for past messages easily.
5. **Notifications** : You get alerts when someone sends you a message, mentions you, or posts in a channel you follow. You can also mute or customize notifications.
6. **Voice and Video Calls** : You can make voice or video calls directly in Slack with individuals or small groups.
7. **Integrations** : Slack works with other apps like Google Drive, Zoom, Trello, Dropbox, and more. This helps teams do more work from one place.
8. **Reactions and Emojis** : You can react to messages with emojis to quickly show approval, agreement, or emotion.

5.7.2.2 USES OF SLACK

Slack is a powerful communication tool used by teams, businesses, and schools to stay connected and organized. It is especially useful for remote work and group projects. Here are the main uses of Slack:

1. **Team Communication** : Slack allows real-time messaging between team members. Instead of long email threads, teams can chat quickly and easily.
2. **Organized Conversations** : Slack uses **channels** to separate conversations by topic, project, or team (e.g., #sales, #assignments). This helps keep discussions clear and focused.
3. **File Sharing** : Users can send files like documents, images, and links directly in messages, making it easy to share and review work.
4. **Private Messaging** : You can send **direct messages** to one person or a small group for private or personal conversations.

5. **Project Collaboration** : Slack connects with tools like **Google Drive, Zoom, Trello, and Asana**, helping teams manage tasks and hold meetings in one place.
6. **Notifications and Reminders** : Slack sends alerts when someone mentions you or posts in your channel, so you never miss important updates.

5.7.3 MICROSOFT TEAMS

Microsoft Teams is a comprehensive communication and collaboration platform developed by Microsoft. It is designed to help individuals, teams, and organizations work together more efficiently, regardless of whether they are located in the same office or spread across different locations around the world. Microsoft Teams is part of the Microsoft 365 suite of productivity tools, which also includes popular apps like Word, Excel, PowerPoint, and Outlook.

One of the main goals of Microsoft Teams is to bring together various aspects of teamwork into a single, easy-to-use platform. It combines instant messaging, video conferencing, file sharing, and real-time document collaboration to create a seamless experience for users. Teams can be organized into different groups or "channels" based on projects, departments, or specific topics. This helps keep conversations focused and organized, making it easier to find information and stay updated.

Microsoft Teams allows users to hold online meetings, webinars, and virtual classes with features like screen sharing, recording, and meeting notes. It integrates smoothly with other Microsoft 365 apps, so users can create, edit, and share Word documents, Excel spreadsheets, or PowerPoint presentations directly within the app. Files are stored securely in OneDrive or SharePoint, enabling easy access and collaboration.

Especially important in today's world of remote work and online learning, Microsoft Teams helps bridge the distance by enabling real-time communication and collaboration. It supports chat, video calls, voice calls, and collaborative workspaces that bring teams closer, improve productivity, and encourage teamwork.

5.7.3.1 FEATURES OF MICROSOFT TEAMS

Microsoft Teams offer many powerful features that help teams communicate and collaborate efficiently. Here are some key features:

1. **Chat and Messaging** : Teams can send instant messages to individuals or groups. You can also share emojis, GIFs, and stickers to make conversations fun and engaging.
2. **Channels** : Teams are divided into channels, which are like chat rooms focused on specific projects, topics, or departments. This keeps conversations organized and easy to follow.
3. **Video and Audio Calls** : Users can make one-on-one or group voice and video calls. Teams supports HD video meetings with screen sharing, recording, and live captions.

4. **Online Meetings and Webinars :** Schedule and join meetings directly within Teams. It supports features like meeting notes, participant management, and breakout rooms for smaller group discussions.

5. **File Sharing and Collaboration :** Teams lets you upload and share files in chats and channels. You can open, edit, and co-author Word, Excel, and PowerPoint files in real time without leaving the app.

6. **Integration with Microsoft 365 :** Teams works seamlessly with apps like Outlook, OneDrive, SharePoint, Planner, and more. This makes it easy to manage emails, calendars, and tasks alongside chats and meetings.

7. **Task Management :** Use the built-in **Planner** or **To Do** apps to create, assign, and track tasks within your team.

8. **Security and Compliance :** Microsoft Teams offers enterprise-level security, including data encryption and compliance with industry standards, keeping your information safe.

9. **Customizable and Extensible :** You can add third-party apps and bots to Teams to extend its functionality and tailor it to your team's needs.

5.7.3.2 USES OF MICROSOFT TEAMS

Microsoft Teams is a versatile tool used by businesses, schools, and organizations to improve communication and collaboration. Here are some common uses of Microsoft Teams:

1. **Team Communication :** Teams allows members to chat instantly through messages or voice and video calls. This helps keep everyone connected, whether they are in the same office or working remotely.

2. **Online Meetings and Classes :** Users can schedule and join virtual meetings, webinars, or online classes. Features like screen sharing and recording make meetings more productive.

3. **Project Collaboration :** Teams can create channels for specific projects or topics, making it easy to organize discussions, share files, and work together in one place.

4. **File Sharing and Co-Editing :** Team members can upload and share documents, spreadsheets, and presentations. Multiple people can edit files simultaneously using Microsoft Office apps integrated into Teams.

5. **Task and Workflow Management :** Microsoft Teams integrates with tools like Planner and To Do, allowing teams to assign tasks, set deadlines, and track progress.

6. **Training and Support :** Organizations use Teams for employee training, onboarding, and customer support through video calls and chat.

7. **Remote Work :** Teams supports remote work by providing a central hub for communication, collaboration, and access to resources from anywhere.

MEETING MANAGEMENT

A meeting is a gathering of people who come together to discuss a particular issue or to make a decision. It is a formal or informal assembly of people who meet to discuss a particular issue or to make a decision. Meetings are an important part of business and management. They provide a platform for people to share their ideas, discuss problems, and make decisions. Meetings can be held in person or online. They can be formal or informal. They can be held at a regular interval or on an ad-hoc basis. Meetings are a key tool for managing a business or organization.

1. Set of clear objectives:
 - Know why you are holding the meeting
 - Establishing meeting objectives is the first step
 - Example: To discuss the new product launch
2. Invite and choose the participants:
 - Invite a list of relevant people
 - Choose a mix of people with different perspectives
 - Keep everyone's time precious and use it wisely
3. Make the Right Agenda:
 - Only include topics that need to be done
 - Too many participants can cause confusion and delay
4. Start and End on Time:
 - Begin the meeting exactly on time
 - Stick to the time limit for each topic
 - End the meeting when all goals are covered or time runs out
5. Assign Roles:
 - Choose a leader/moderator to guide the meeting
 - Assign someone to take notes and record important decisions

5.8 VIRTUAL MEETING STRATEGIES

Virtual meetings are online meetings where people connect using the internet, no matter where they are. These meetings are common today in schools, offices, and even at home. People use tools like Zoom, Google Meet, and Microsoft Teams to talk, share ideas, and work together without being in the same room.

But sometimes, virtual meetings don't go well. People may talk at the same time, not understand the purpose, or face technical problems. That's why we need **virtual meeting strategies**—simple plans that help make online meetings better and more useful.

Good strategies include planning the meeting well, sending the agenda before the meeting, and using reliable tools. Everyone should know when the meeting starts, what it is about, and how long it will last. It also helps to assign roles like a leader, a timekeeper, or someone to take notes.

During the meeting, everyone should follow basic rules like muting the microphone when not speaking, using the chat to ask questions, and turning on the camera if possible. Using slides, pictures, or screen sharing can make the meeting more interesting.

5.8.1 EFFECTIVE VIRTUAL MEETING STRATEGIES

1. Set a Clear Purpose :

- Know why you are holding the meeting.
- Avoid having meetings without a specific goal.
- *Example* : "To discuss the sales report" is better than "Just a catch-up."

2. Create and Share an Agenda :

- Prepare a list of topics to be discussed.
- Share it with participants before the meeting.
- Helps everyone come prepared and stay focused.

3. Invite the Right People :

- Only include people who need to be there.
- Too many participants can cause confusion and delay.

4. Start and End on Time :

- Begin the meeting exactly on time.
- Stick to the time limit for each topic.
- End the meeting when all goals are covered or time runs out.

5. Assign Roles :

- Choose a leader/moderator to guide the meeting.
- Assign someone to take notes and record important decisions.

6. Encourage Participation :

- Ask questions and let everyone share ideas.
- Create a friendly and respectful environment.
- Use tools like polls or chat boxes in virtual meetings.

7. Stay on Topic :

- Avoid long talks or off-topic discussions.
- Politely bring the focus back if the conversation drifts.

8. Summarize and Review :

- Before ending, go over key points discussed.
- Repeat the action items and who is responsible for them.

9. Send Follow-Up Notes :

- Share meeting minutes or a summary after the meeting.
- Include tasks, deadlines, and decisions.

5.8.2 VIRTUAL MEETING TOOLS

Virtual meeting tools are online platforms that allow people to connect and communicate through video, audio, and chat from different locations. These tools are widely used in schools, offices, and remote work environments to conduct meetings, classes, and team discussions. Popular tools like Zoom, Google Meet, Microsoft Teams, and Cisco Webex make it easy to share screens, present slides, and record sessions. They help save time, reduce travel costs, and improve collaboration. With the right tool, virtual meetings can be just as effective as face-to-face interactions, making them an essential part of modern communication. There is some important virtual meeting tools are as follows: -

5.8.2.1 ZOOM

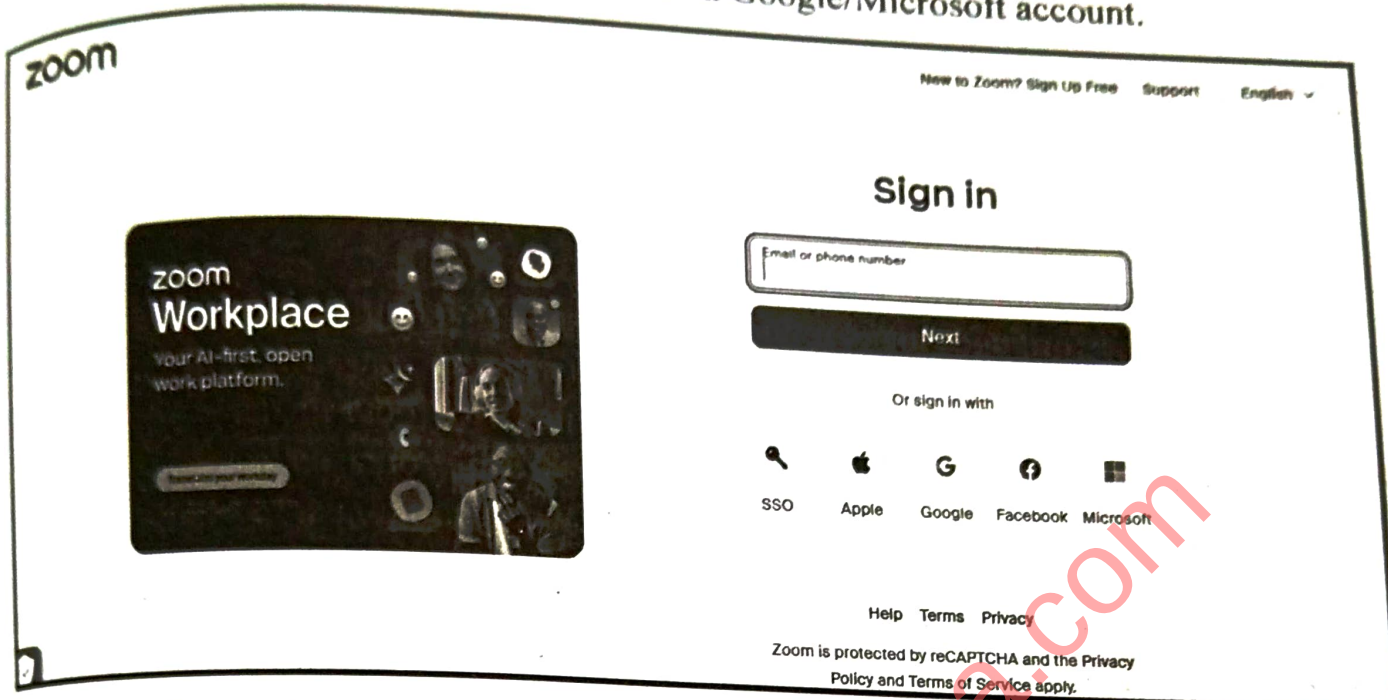
Zoom is a popular virtual meeting tool used for video conferencing, online classes, webinars, and group meetings. It allows users to connect through high-quality video and audio from anywhere in the world. Zoom offers features like screen sharing, chat, breakout rooms, virtual backgrounds, and meeting recording. It is easy to use and works on computers, tablets, and smartphones. Teachers, students, businesses, and families use Zoom to stay connected. Whether for work or learning, Zoom helps people communicate clearly and efficiently. Its user-friendly design and reliable performance make it one of the most trusted online meeting platforms today.

Working of Zoom :

Zoom works by using the internet to connect people through video, audio, and chat in real time. Here's how it works step by step:

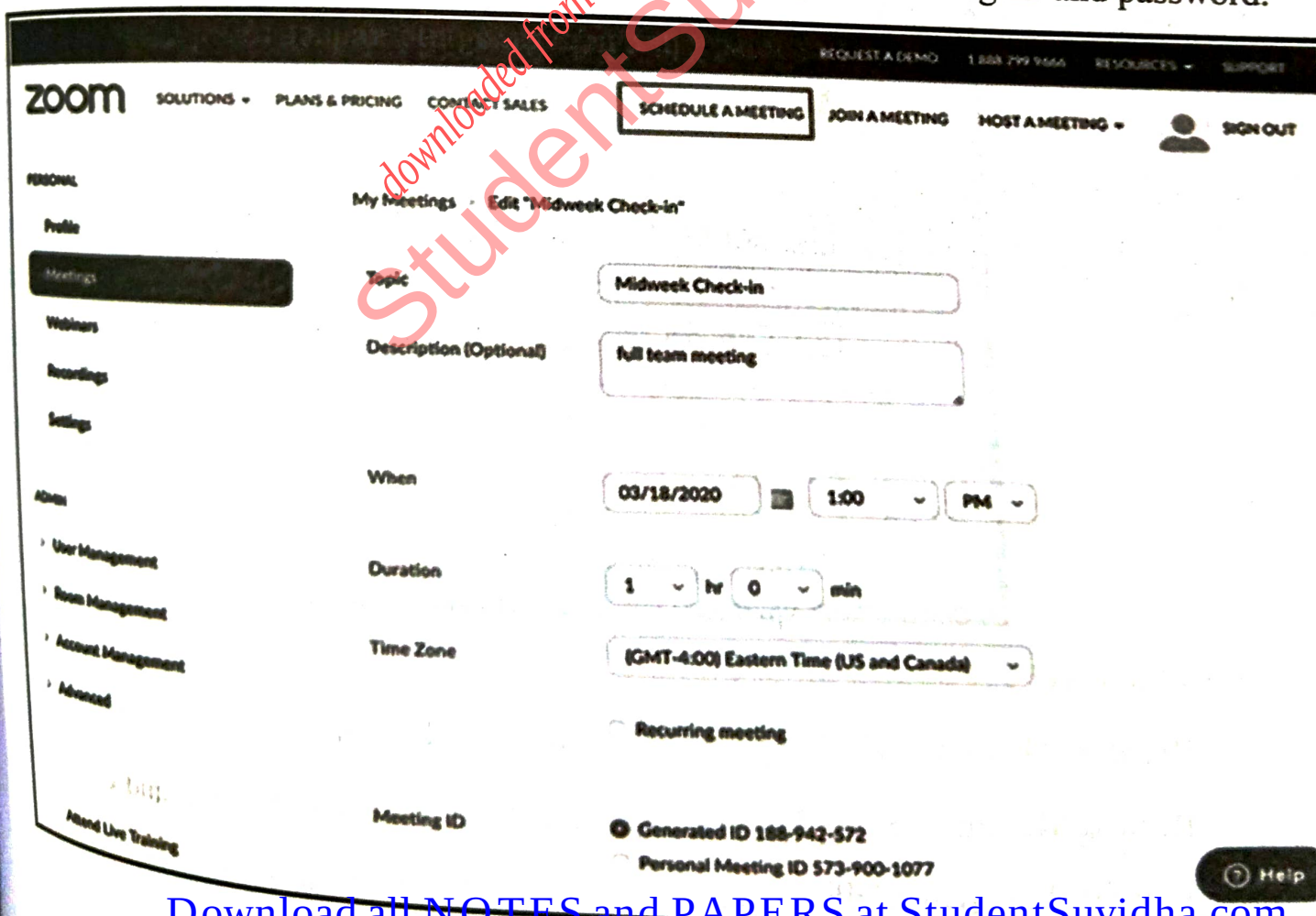
1. Sign Up and Log In

- Users first sign up on the Zoom website or app.
- They can log in using an email ID or a Google/Microsoft account.



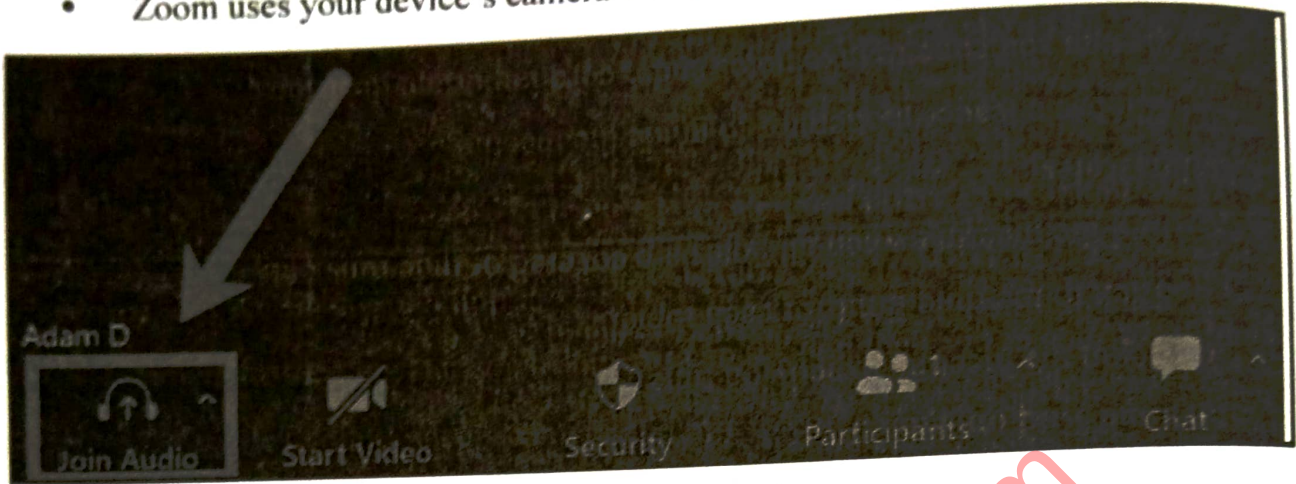
2. Schedule or Join a Meeting :

- A user can **schedule** a meeting and send invites with a meeting link or code.
- Others can **join** by clicking the link or entering the Meeting ID and password.



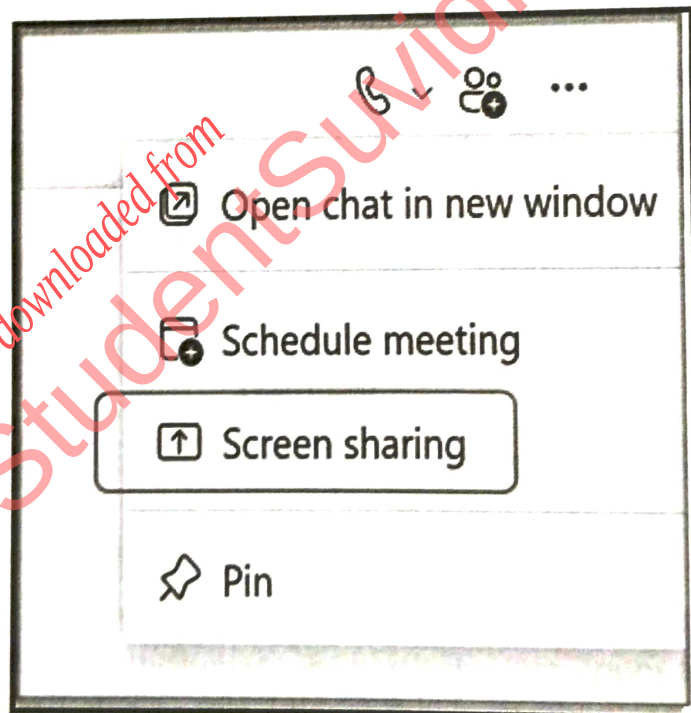
3. Video and Audio Connection :

- When the meeting starts, participants can turn on their **video** and **microphone**.
- Zoom uses your device's camera and mic to connect you live.



4. Screen Sharing and Chat :

- Hosts or participants can **share their screen** to show slides, documents, or websites.
- A **chat box** allows typing messages, links, or questions during the meeting.

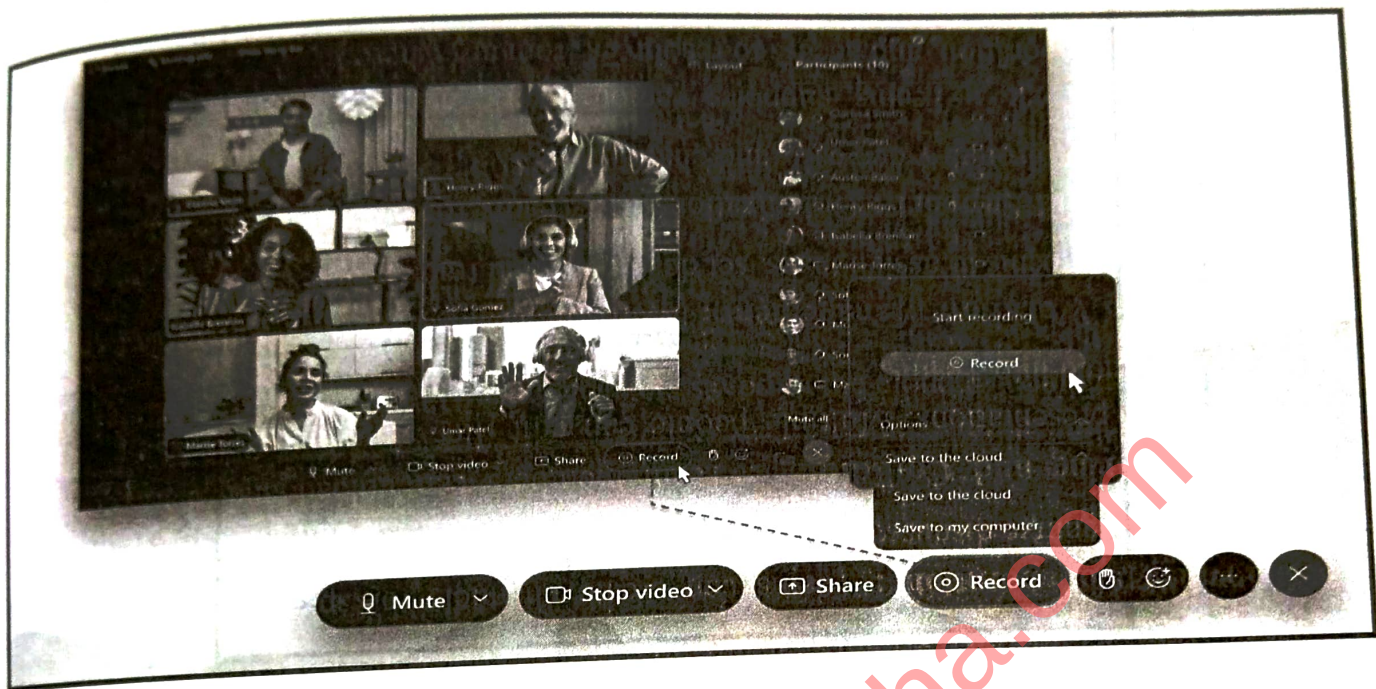


5. Extra Features :

- **Breakout Rooms** : Divide participants into small groups.
- **Record Meeting** : Save the meeting video/audio for later use.
- **Virtual Backgrounds** : Change your background using images.

6. Ending the Meeting :

- The host can end the meeting for everyone.
- A recorded session (if enabled) gets saved to the cloud or computer.



5.8.2.2 GOOGLE MEET

Google Meet is a free and easy-to-use video conferencing tool developed by Google. It allows people to host and join online meetings from anywhere using a computer or smartphone. Google Meet is part of Google Workspace and is widely used in schools, businesses, and for personal use. Users can join meetings through a link, and no extra software is needed—just a web browser or the mobile app. It supports features like screen sharing, live captions, chat, and recording (for paid users). With its simple design and integration with Gmail and Google Calendar, Google Meet is ideal for virtual communication.

Working of Google Meet :

Google Meet works by allowing people to connect over the internet using video, audio, and chat. It is part of Google Workspace and runs smoothly in a web browser or mobile app. Here's how it works step by step:

1. Sign In with Google Account :

- You need a Google account to start or schedule a meeting.
- No sign-in is needed to just join a meeting if you have a link and permission.

Google
Sign in
Use your Google Account

Email or phone

[Forgot email?](#)

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2. Start or Join a Meeting :

- Go to meet.google.com or use the Gmail/Google Calendar “Join Meeting” button.
- Click “**New Meeting**” to start instantly or choose “**Join with a code**” to enter a scheduled meeting.

**Premium video meetings.
Now free for everyone.**

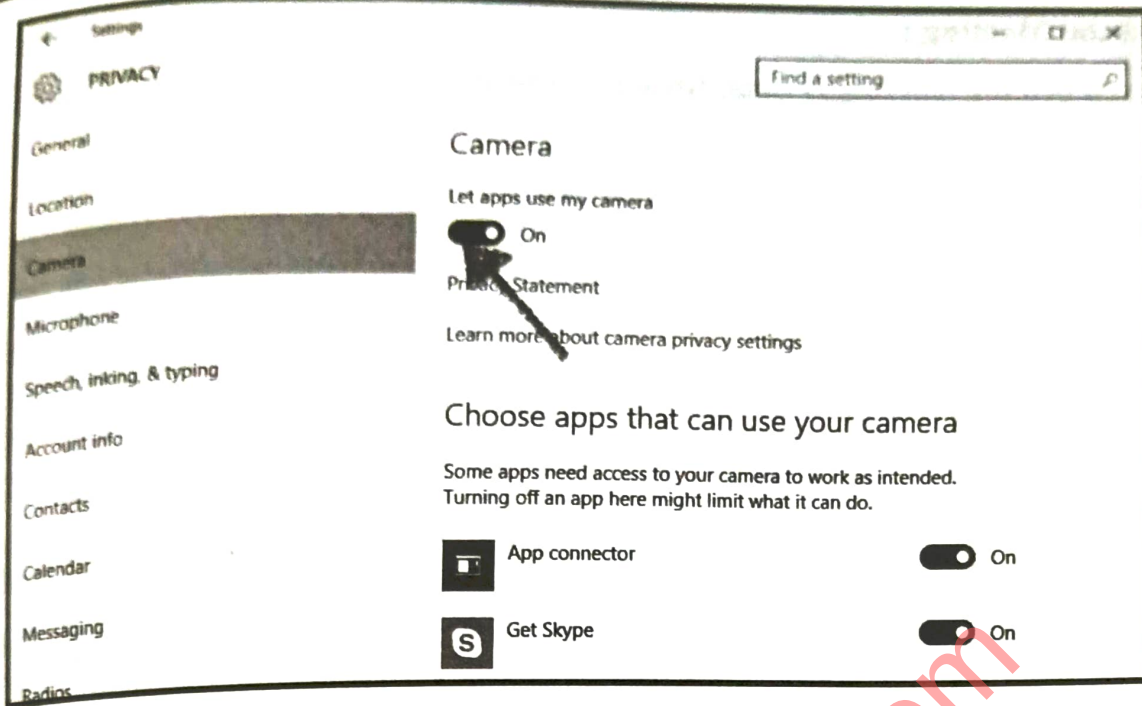
We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

[New meeting](#) [Enter a code or link](#)

[Learn more about Google Meet](#)

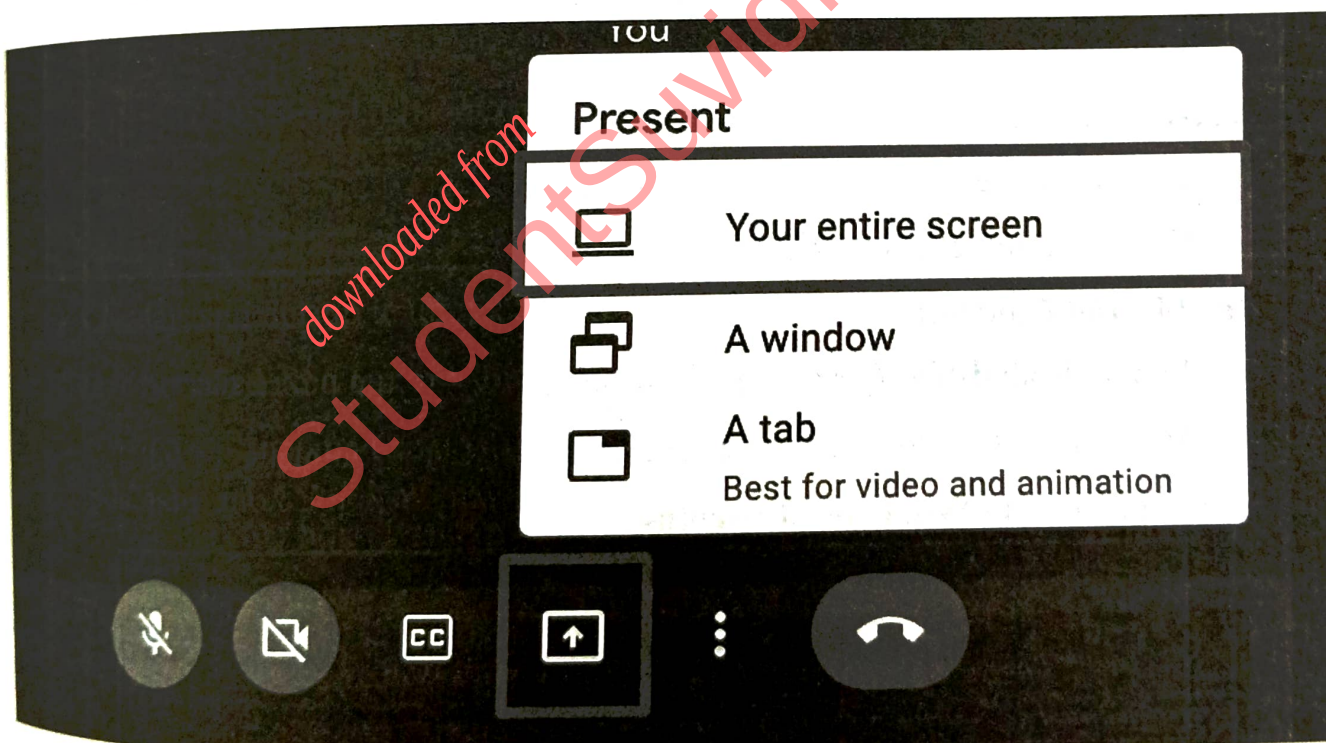
3. Use Video and Audio :

- Turn on your camera and microphone to participate.
- You can also mute yourself or turn off video when needed.



4. Share Screen and Chat :

- Click “Present now” to share your screen for slides, documents, or websites.
- Use the chat box to send messages, links, or questions during the meeting.

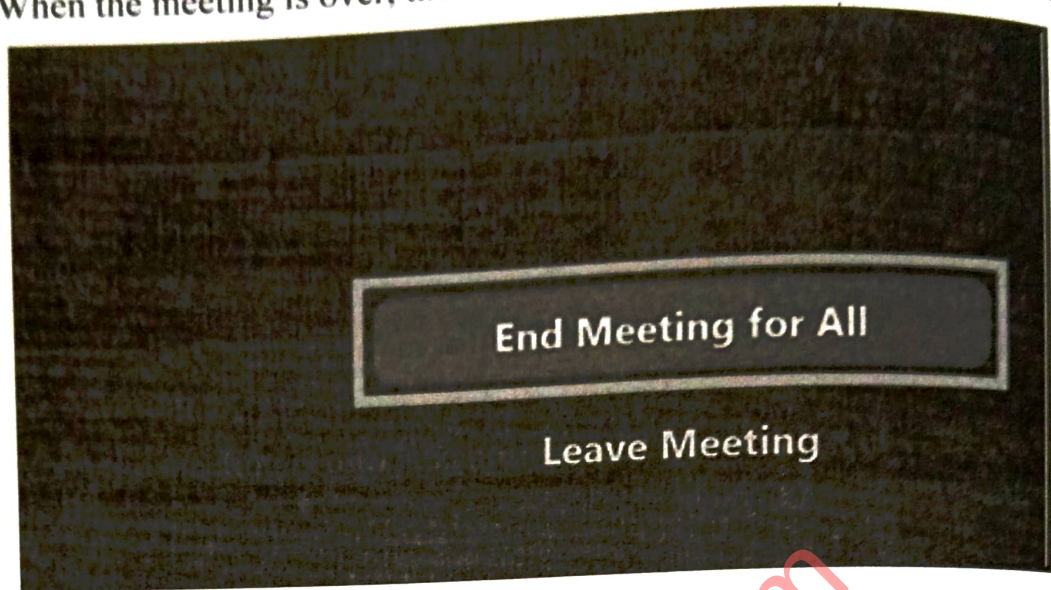


5. Additional Features :

- **Live Captions** : Shows spoken words as text.
- **Recording (for paid users)** : Save the meeting to Google Drive.
- **Security** : Meetings are encrypted and safe.

6. End the Meeting :

- When the meeting is over, the host or user can simply click "Leave call."

**5.8.3 BENEFITS OF VIRTUAL MEETINGS****1. Saves Time and Travel :**

- No need to travel to offices or meeting places.
- Meetings can be done from home or anywhere.
- Saves hours of travel time and energy.

2. Cost-Effective :

- Reduces expenses on travel, food, and meeting rooms.
- Only an internet connection and device are needed.

3. Flexible and Convenient :

- People from different cities or countries can join easily.
- Meetings can be held at a time that suits everyone.

4. Supports Remote Work and Learning :

- Useful for work-from-home employees and online students.
- Keeps work and education going during emergencies like lockdowns.

5. Easy Sharing of Information :

- Participants can share screens, files, and presentations.
- Everyone gets the same information at the same time.

6. Recorded Meetings :

- Meetings can be recorded for future reference.
- Useful for people who missed the meeting or need to review it.

Environment-Friendly :

- Less travel means less fuel usage and pollution.
- Helps protect the environment by reducing carbon footprint.

Encourages Global Collaboration :

- Teams across the world can meet, work, and solve problems together.
- Breaks the barrier of distance and time zones.

QUESTIONS

1. What do you mean by online communication.
2. What is the importance of online communication.
3. Explain the features of online communication.
4. What is online communication etiquette? Why should we use polite words and correct grammar when talking to others online?
5. Write some good practices to follow when sending emails or messages ?
6. What are collaboration tools? Give two examples and explain how they help people work together online.
7. What is google Docs and explain its features.
8. Describe the working of Google Meet.
9. Discuss the Benefits of Virtual meeting technique by taking suitable example.
(G.N.D.U. (B.Sc.-IT) December, 2024)
10. Describe the working of the zoom.
(G.N.D.U. (B.Sc.-IT) December, 2024)
11. How does Google Docs help students do group projects? Explain how real-time editing and comments make work easier.
12. What are some features of Slack that help students or teams share ideas and files?
13. What do you mean by Microsoft teams. Explain its uses.