

WELCOME!

- The session will be 90 minutes
- We will pause after each slide for questions, and to provide assistance
- There will also be time for questions at the end of the session





WELCOME!

- How to, for video calling platforms:
- Connect to a video call
- Start a video call
- Leave a video call
- Turn audio & video on/off
- In-meeting controls
- Mute: to eliminate (or turn off) the sound
- Unmute: to stop muting; allowing something previously muted to make sound again
- Application (app): a program that runs on your device e.g. Zoom, WhatsApp, Facebook









VIDEO CALLING PLATFORMS

- •There are many different video calling platforms, such as Google Hangouts, Skype, Zoom, etc. but they all do the same thing: allow people from all over the world to connect face-to-face without needing to be physically together.
- They can be used on a laptop, smart phone or tablet; anywhere that the device is connected to Wi-Fi.







GENERALINFO

Laptop: Location of camera





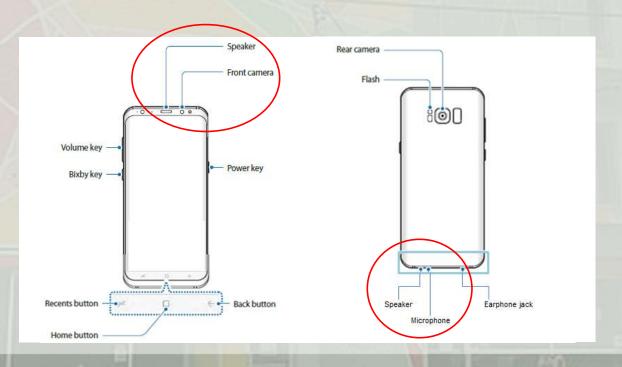






GENERAL INFO

 Phone: Location of front camera (mostly used for video calls), speakers & microphone





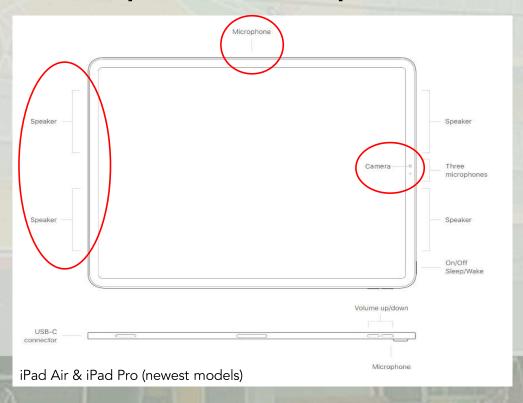






GENERALINFO

•iPad: Location of front camera (mostly used for video calls), speakers & microphone









Joining a video call/meeting

- Your meeting invitation will include one or all of the following:
- A link to join Zoom meeting/webinar
- Meeting ID & password
- •Teleconference numbers a local phone number as well as a toll free phone number





Joining a video call/meeting with a link

 At the start time of your meeting, click on the link in your invitation to join:







Joining a video call/meeting with the meeting ID & (maybe) password

•Zoom website:

Join a Meeting

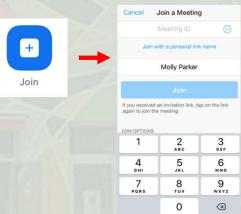
Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

Apple

•Zoom app:







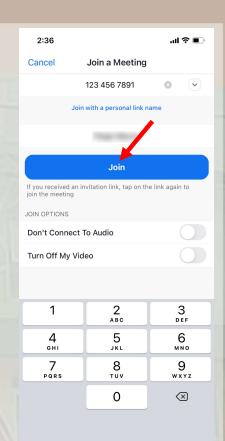






Joining a video call/meeting with the meeting ID – App

- Log into Zoom app
- Click/tap "Join"
- Enter meeting ID
- Click/tap "Join"
- You will enter the meeting automatically











Joining a teleconference number

- On your phone, dial the teleconference number provided in the invitation
- •Enter the Meeting ID number (provided in your invitation) when prompted using your touch-tone keypad.









Starting a video call/meeting

There are 2 ways to start a call/meeting:

Start a new meeting:



Schedule a meeting:









Start a new meeting - App

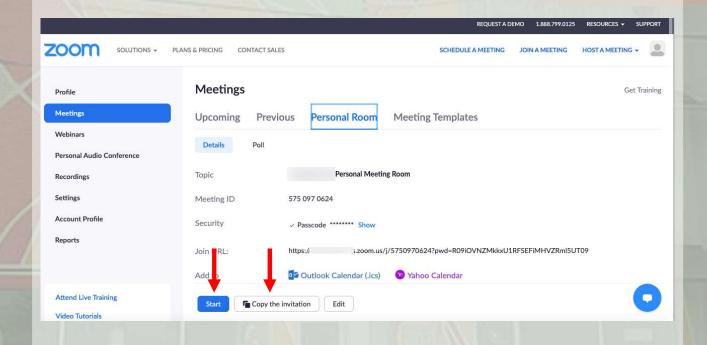
- Log into Zoom app
- Click/tap "New Meeting"
- Click/tap "Start a Meeting"
- Click/tap audio source
- Click/tap "Participants"
- Click/tap "Invite"
- Click/tap how you would like to invite others to your meeting







Start a new meeting - Web





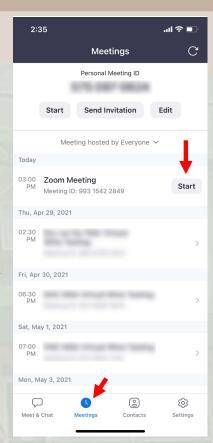






Schedule a meeting - App

- Log into Zoom
- Click/tap "Schedule"
- Enter the meeting details e.g. time, date, etc.
- Click/tap "Save"
- When it is time for the meeting, click/tap "Meetings"
- Locate your meeting
- Click/tap "Start"



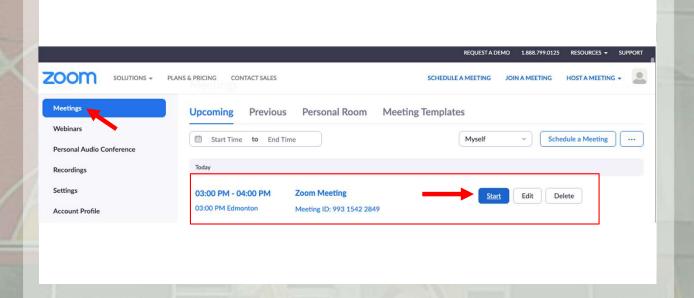








Schedule a meeting - Web



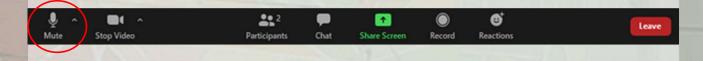




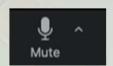




Turn audio on & off (mute/unmute)



 Unmuted: Your audio is turned on and others on the video call can hear you. Click the button to mute.



 Muted: Your audio is turned off and others on the call cannot hear you. Click the button to unmute.





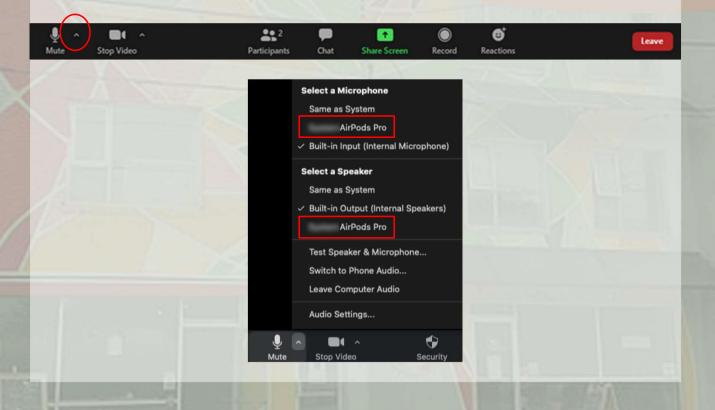








Audio settings











Turn video on & off (start/stop video)



Stop video: Your video is turned on and others on the video call can see you.
 Click the button to turn video off.



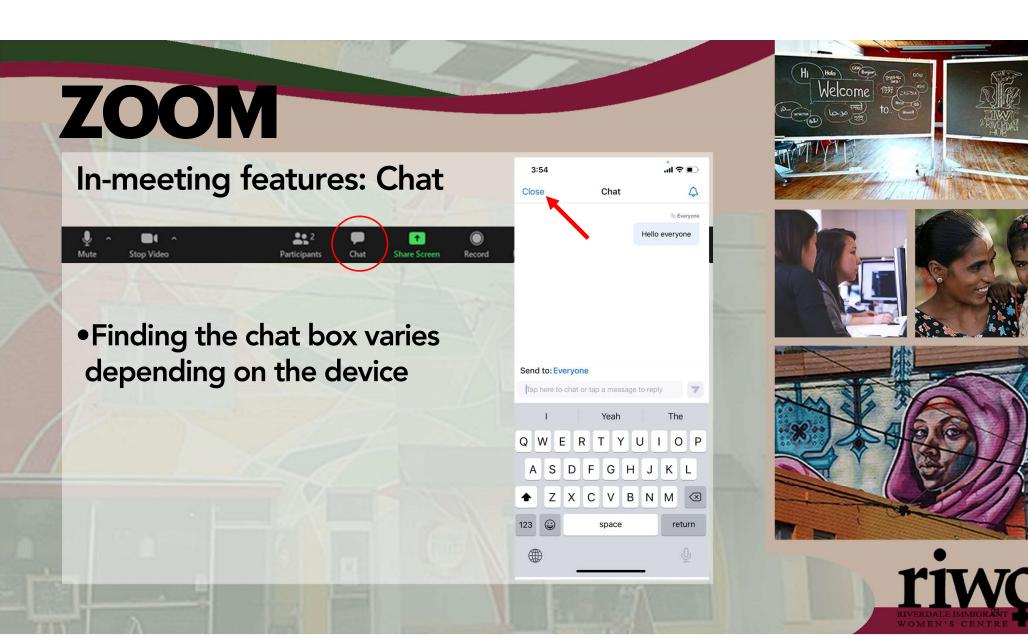
 Start video: Your video is turned off and others on the call cannot see you.
 Click the button to turn video on.











Leaving or ending a meeting



•If you are in someone else's Zoom call, you must click the red "Leave" button to leave the call



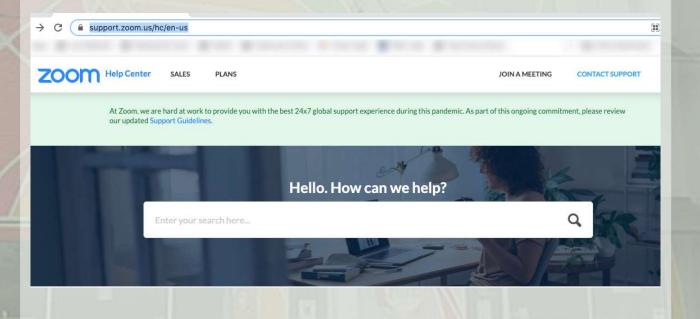
•If you started the meeting, you must click the red "End" button to either leave the call or end the call for everyone.





Resources

•https://support.zoom.us/hc/en-us





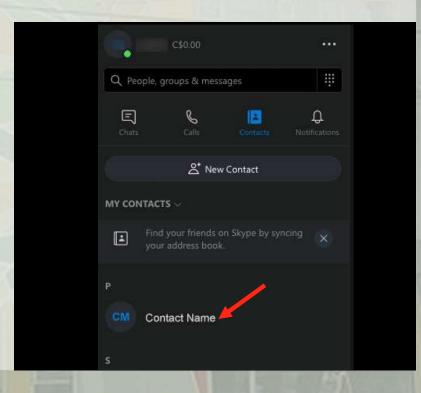






Adding a contact

- Click/tap the contacts icon
- Click/tap "New Contact"
- Type in the email address
- Click/tap "Add"
- You will see
 "Added" beside
 the contact –
 Click/tap close
- Click/tap close
 •You will see you new contact in your contacts list











Starting a video call/meeting

- Click/tap the call icon
- •Click/tap "New Call"

- Click/tap a contactClick/tap "Call"Click/tap "Video Call"
- When the other person answers you will automatically connect, if they do not answer, the call will end











Turn audio on & off (mute/unmute)

- To mute yourself in the call Click/tap the mute button
- To turn your video off and on Click/tap the video button
- To end the call Click/tap the end button

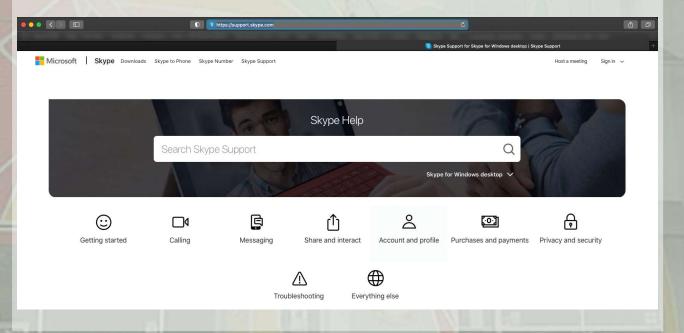






Resources

•https://support.skype.com



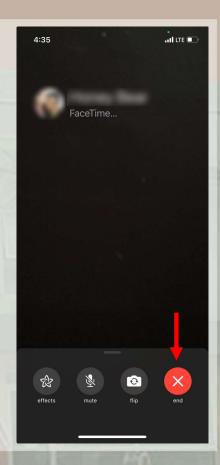




FACETIME

Start an audio or video call

- Open the FaceTime app
- Click/tap "+" button
- Search for a contact, or enter a phone number/email address
- Click/tap contact to call
- Click/tap "audio" or "video"
- When the other person answers you will automatically connect, if they do not answer, the call will end

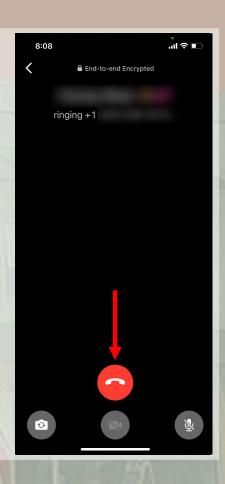




WHATSAPP

Start an audio or video call

- Open the WhatsApp app
- Click/tap the new call button
- Search for a contact
- Click/tap phone for audio call or video camera for video call
- When the other person answers you will automatically connect, if they do not answer, the call will end





FACEBOOK MESSENGER

Start a video call

- Open the Messenger app
- Click/tap new message iconIn search bar, type in name of
- person you want to chat with

 •Click/tap person to call

 •Click/tap phone icon to start
 an audio call, or
- Click/tap video camera icon to start a video call
- When the other person answers you will automatically connect, if they do not answer, the call will end











