Bridging Digital Gaps

Presented By: RIWC

Land Acknowledgement

We acknowledge that we are on the traditional territory of many nations including the Mississaugas of the Credit, the Anishinaabe, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands. This land is also governed by the dish with one spoon wampum belt convenient: an agreement between allied First Nations to peaceable share and care for the land around the Great Lakes.

The City of Toronto has been acknowledging the traditional territory since March 2014. Due to conversations with Indigenous leaders, including the Aboriginal Advisory Committee as part of the 2018 Toronto for All Campaign, the language the City of Toronto uses has evolved.

Funded by the Government of Ontario

Series Progress

Learning About Video Calling

Taking a look at Google Hangouts, Zoom, and FaceTime

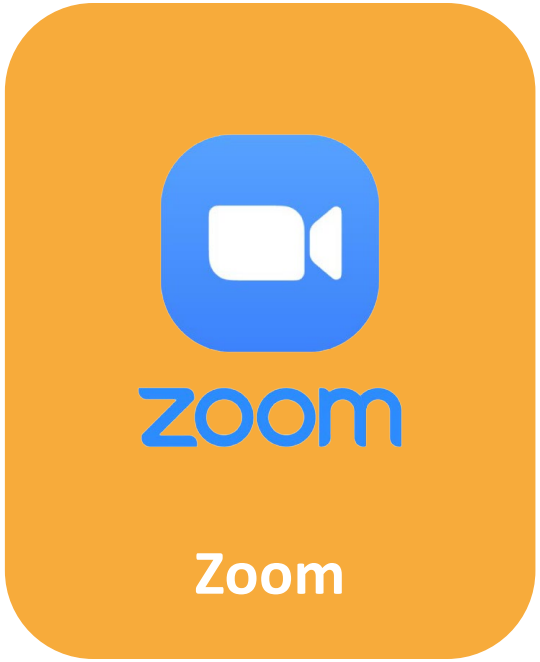
Today's Agenda

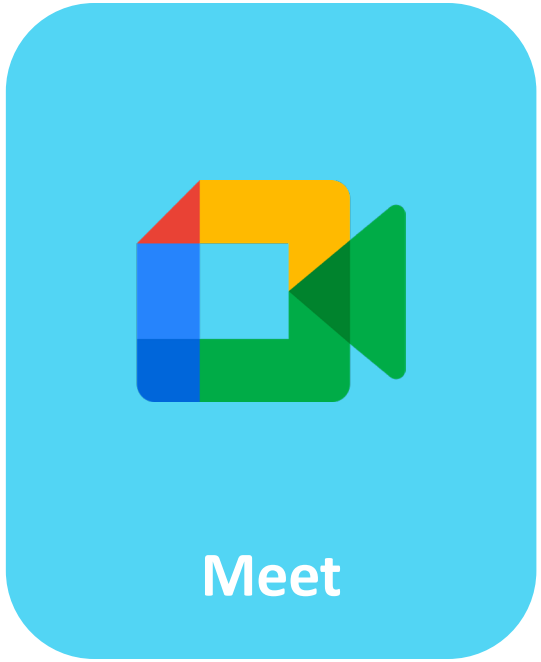
1. Learning about different video call apps

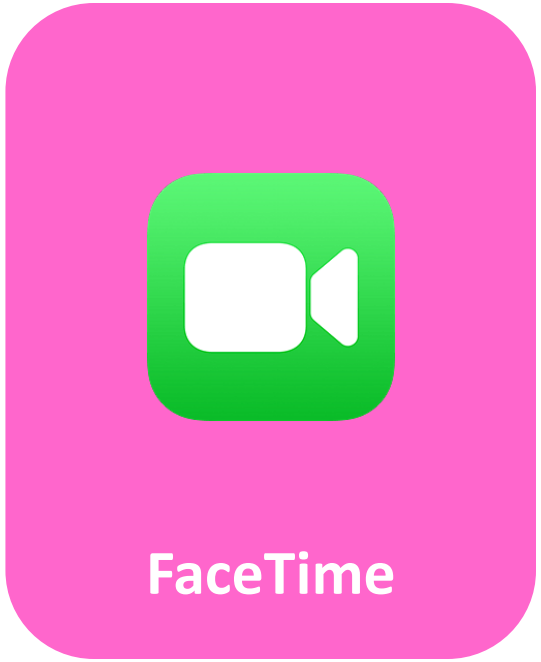
2. Answering some common questions

3. Learning how to use some of these apps

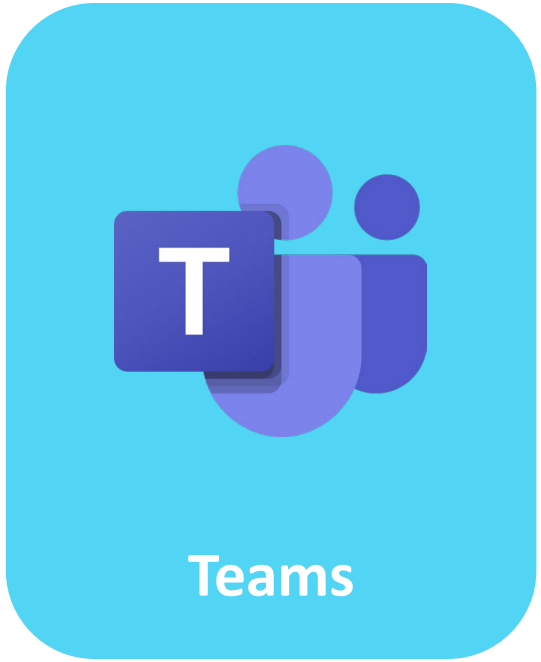
Here are some of the most commonly used video calling apps…

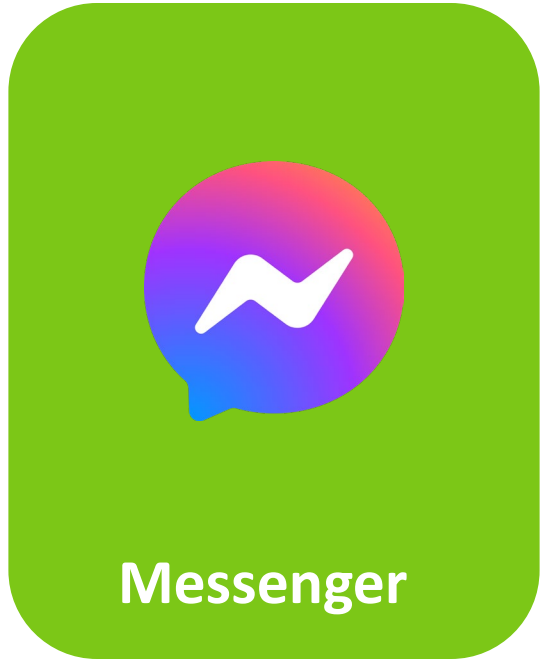






Some extras you may have heard of or used in the past…





Today, we will focus on Meet and Zoom!

Let’s answer some Questions!

What are video calling apps?

- Applications or software designed to let us *"call"* each other with the added feature of live video
- These types of apps can be used across most smart devices such as laptops, tablets, mobile phones, and smart hubs

What are the benefits of video calls?

- Easy way of visually connecting with friends, family, and colleagues over long distances
- Video calls became one of the main sources of communication during the height of the COVID-19 pandemic

Are these types of apps free?

- Most of these applications are *free*
- Many, if not all, need a user account for full functionality
- Paid versions of these apps usually include added benefits mostly useful to business or high-use clients

What do I need to use these apps?

- A phone, laptop, or tablet that can connect to the internet
- A working webcam or built-in camera connected to your device
- Usually, you'll need an account with the service provider

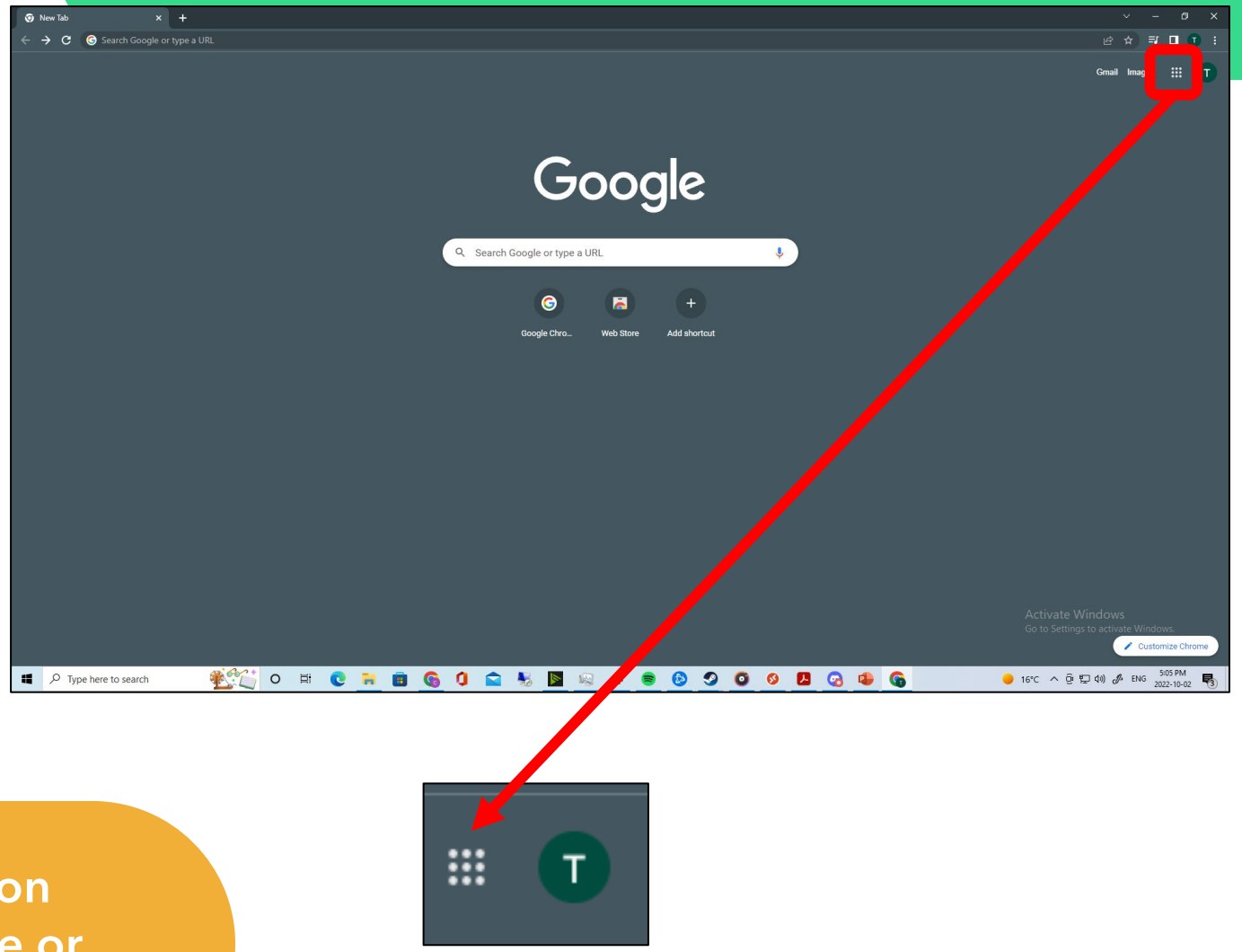
Why are we using Google specifically?

- Easier access if you already have a Gmail account
- 100% free and very easy to use
- We've been learning about Google since the start – they are some of the easiest services to get a hang of, in my opinion

Let’s learn about Google Meet on PC!

Google Meet

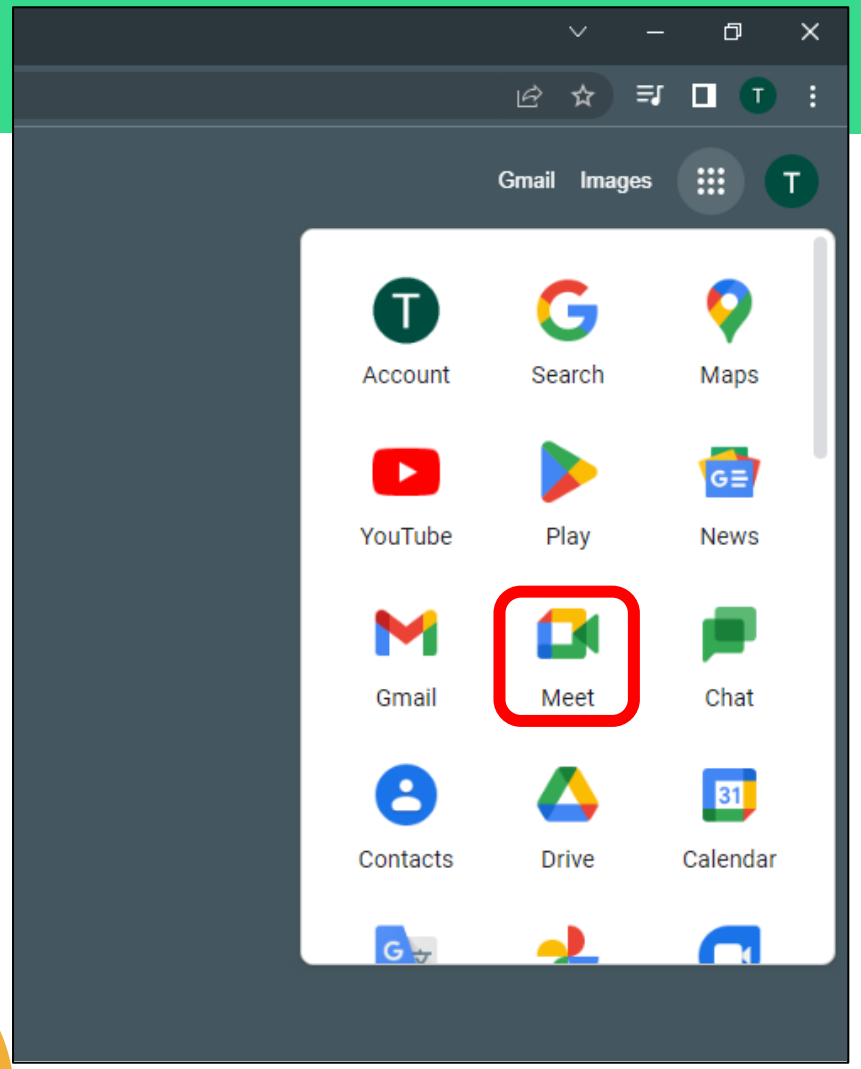
- Find the Google Chrome browser on your desktop and double left-click it to open the app
- The home page should have a shortcut to your ***Google apps*** on the top-right corner
- Find and left-click the apps button once to go to view your Google Apps



Note: if you hover your mouse over an icon without clicking it, it will tell you the name or function of the button

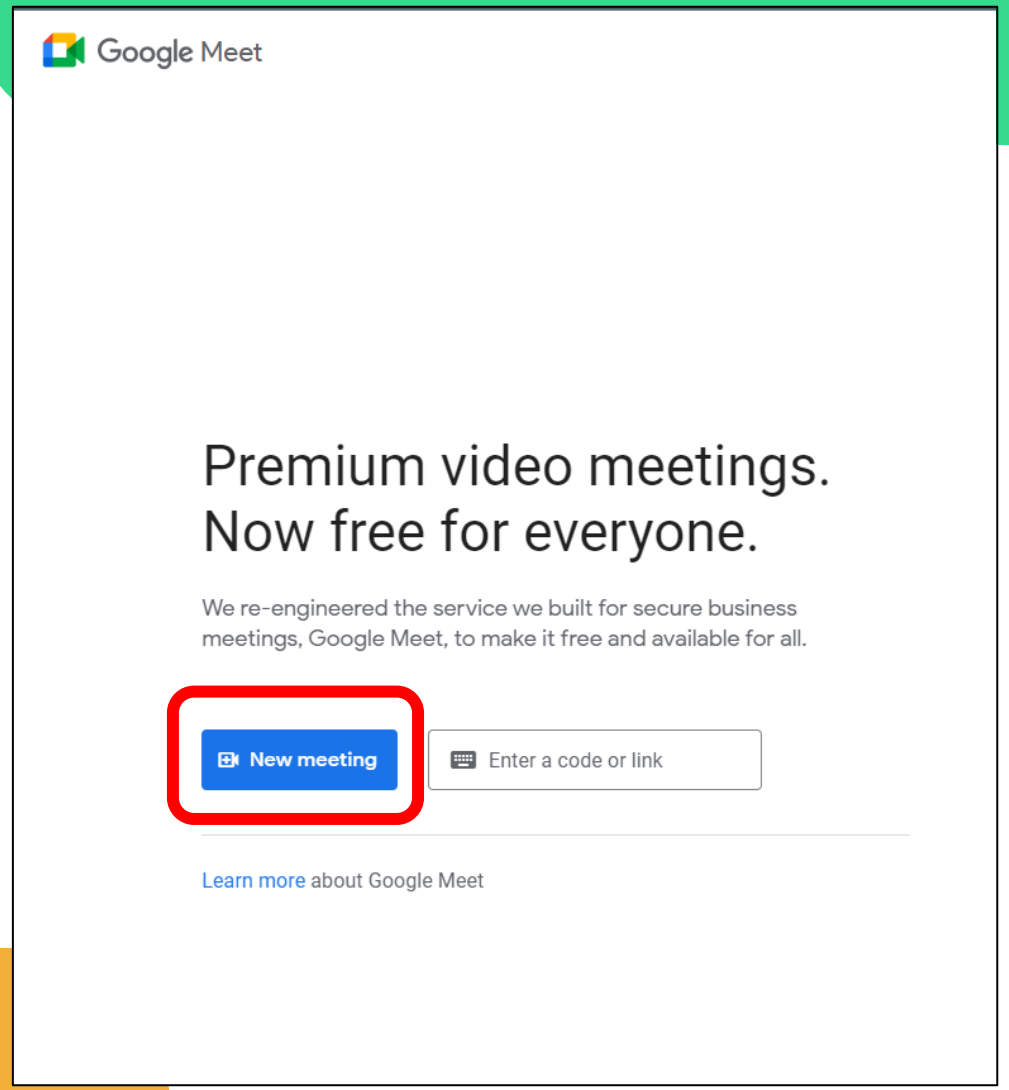
Google Meet

- You should now see all of the Google Apps show up in a small sub-menu
- Look for and left-click the *Meet* app in this new menu
- Please note, if you are not currently signed-in to Gmail, you may see a "sign-in" button instead of the Google Apps – sign-in to your account to fix this



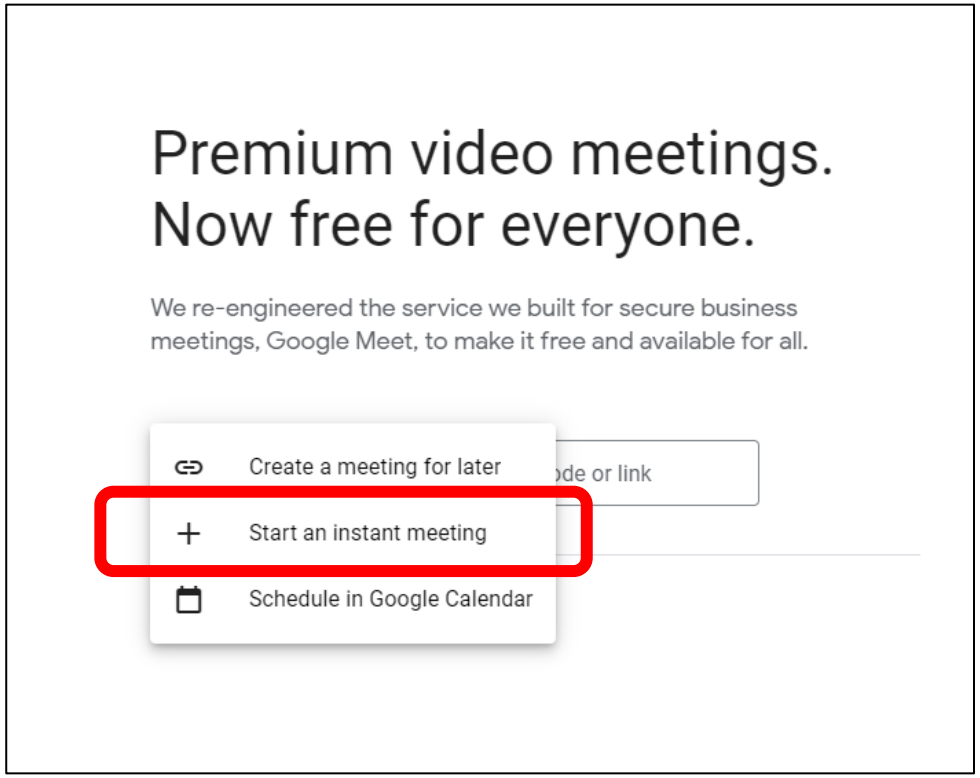
Google Meet

- This is the Google Meet webpage
- From here, you can create or join a meeting with the click of a couple buttons
- For now, let's left-click the *new meeting* button on the left-side of your screen



Google Meet

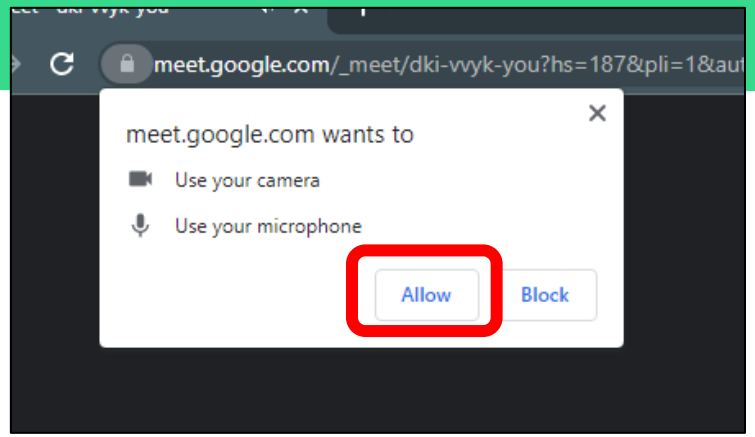
- There should be 3 options shown to you, but we will only focus on *start an instant meeting* for now
- Left-click this button once to instantly create a video call session



Google Meet

- 2 small notifications may appear
- To use this app you need to give it access to your camera and microphone – left-click allow on the top-left pop-up
- The second message just gives you a small description of what is being asked of you – click dismiss on this

1.



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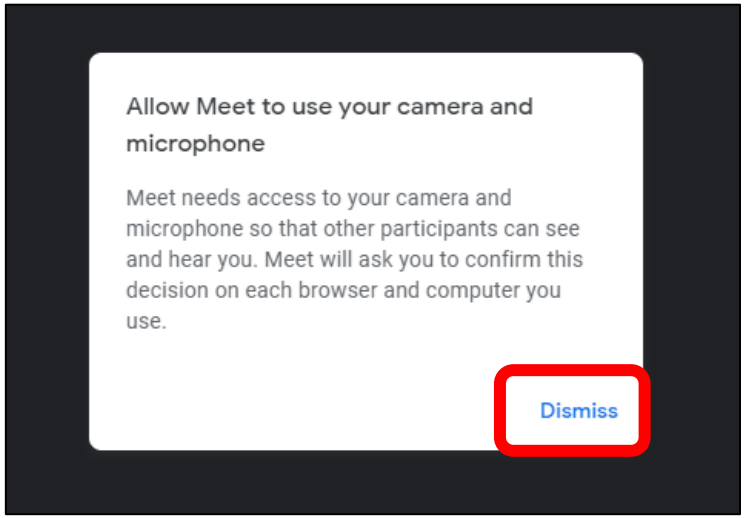
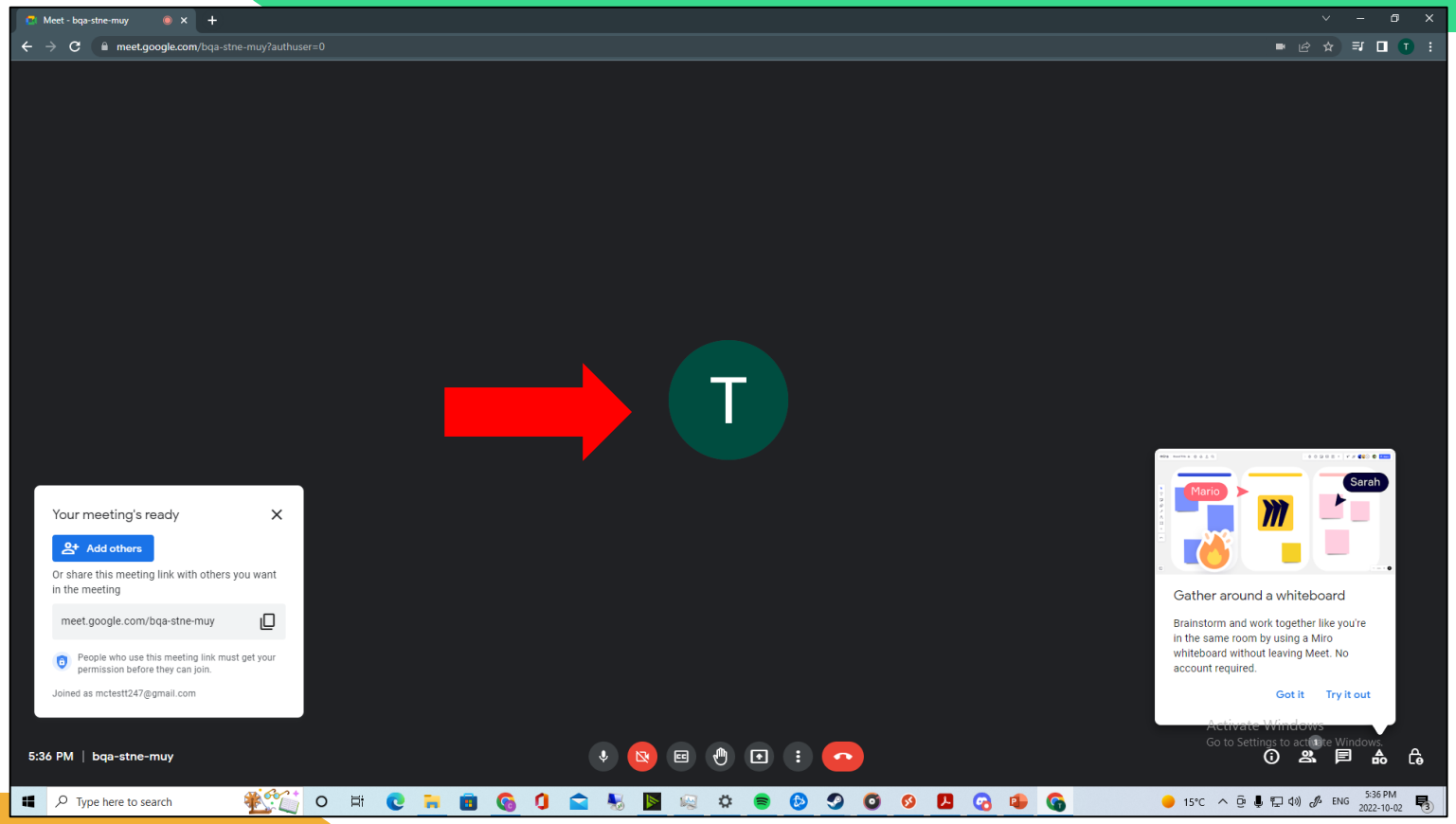


Note: your computer audio and mic will default to the built-in one unless external ones are connected

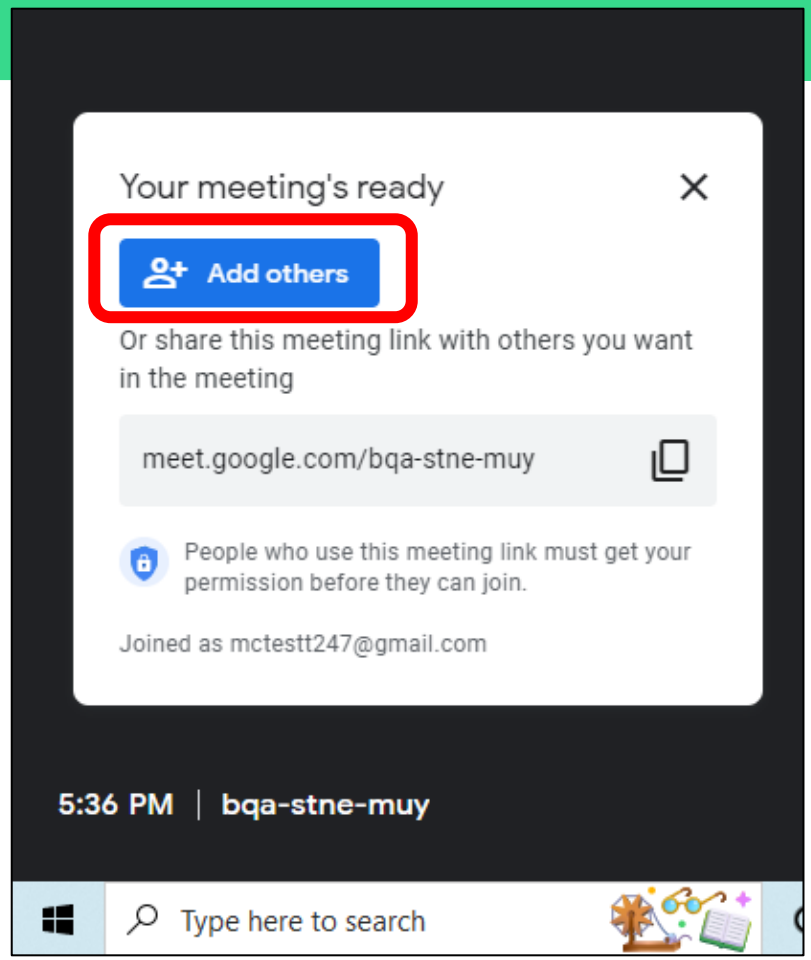
Google Meet

- You are now in a virtual meeting
- We will start by looking at each of the little icons and buttons displayed on your screens
- If you don't have a camera, or if it's off, the first letter of your Gmail or Gmail profile picture will appear



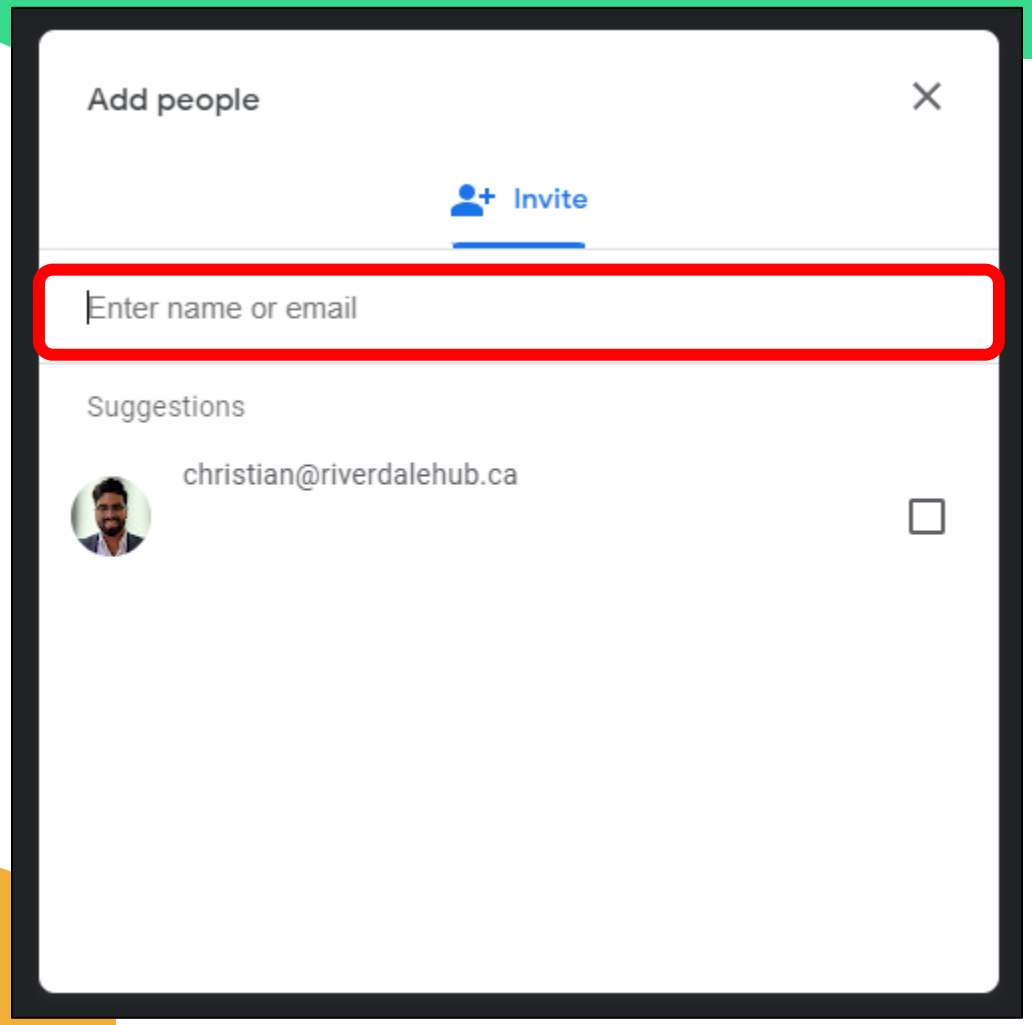
Google Meet

- The small box on the bottom-left will allow you to quickly invite people by adding their contact name via the ***add others*** button
- Go ahead and left click this button to learn about how to add people to your video call



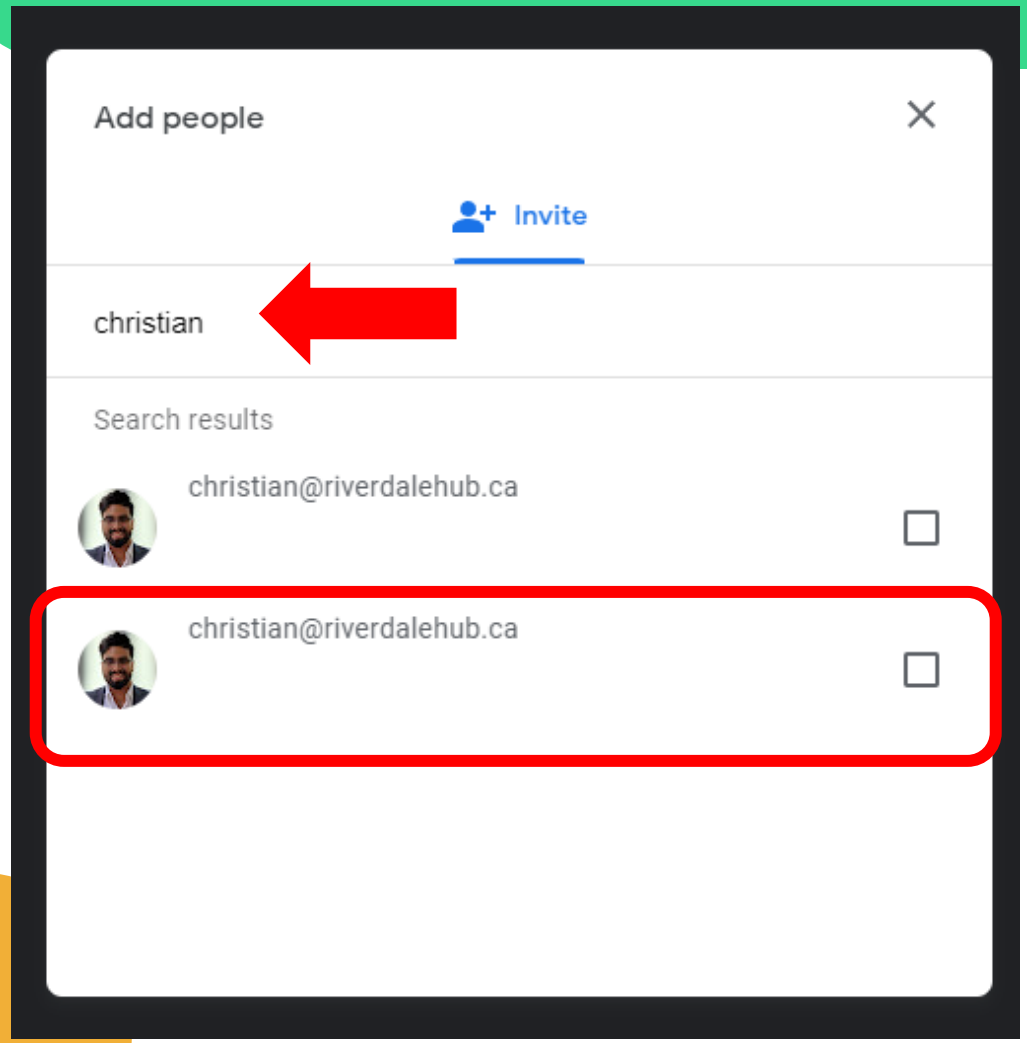
Google Meet

- A new window will appear in the middle of your screen
- Left-clicking on the ***contact search bar*** will let you directly invite people via email
- ***"Quick add"*** options made appear below the search bar for convenience
- For this example, I will type out my personal work email



Google Meet

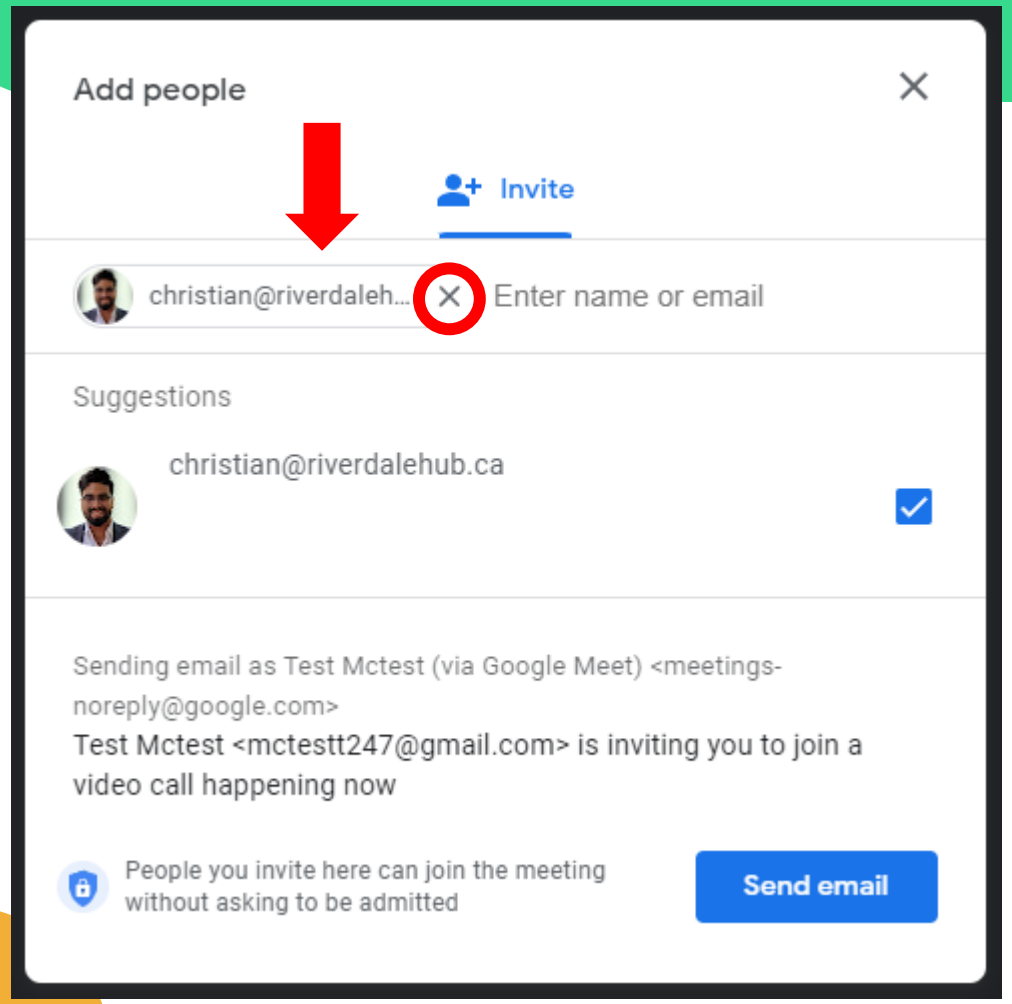
- As you begin typing the name of the person you want to invite, you may notice names begin o appear in the blank spaces below
- Any people you have emailed recently or frequently tend to be the first search results to appear
- To add someone, left-click the checkbox beside their name



Note: the reason for my name appearing twice is due to the "quick add" options still remaining for convenience purposes

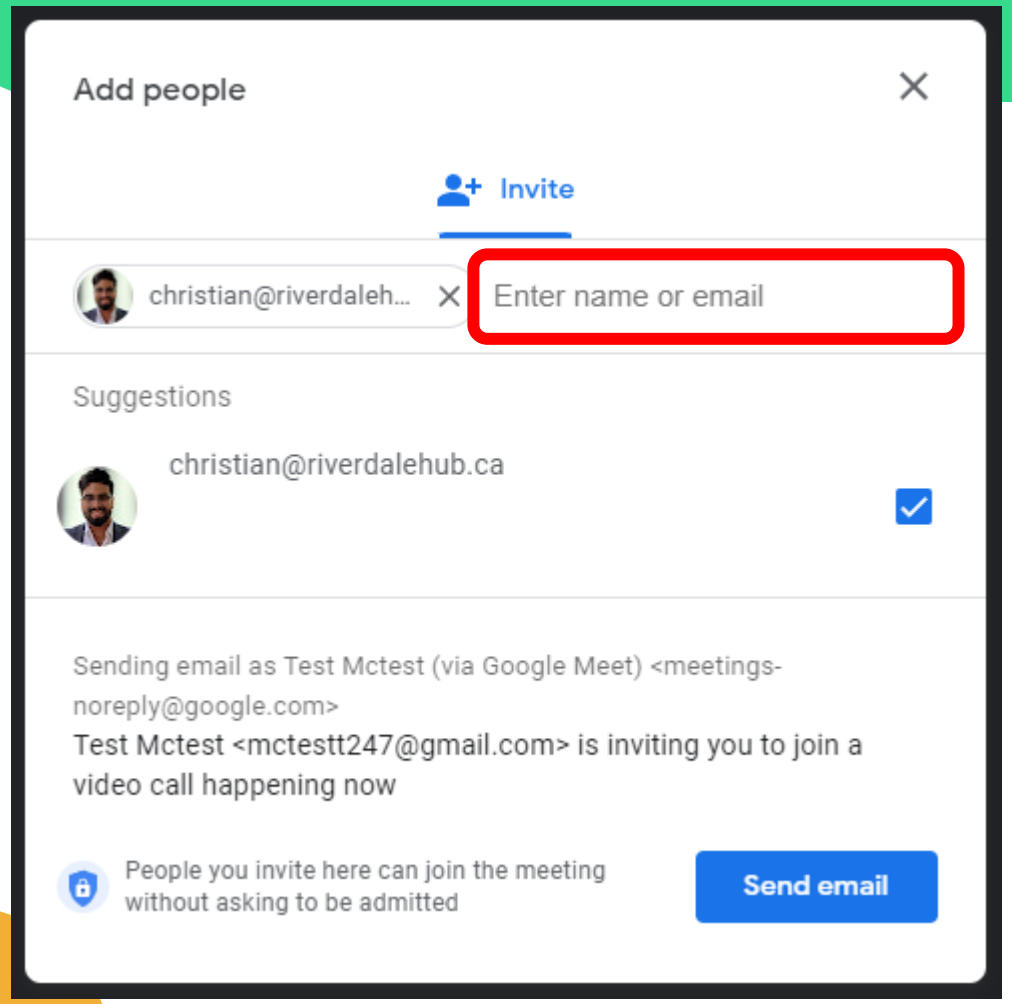
Google Meet

- You can tell you've successfully added a contact to the invite list if their email or name appears in the ***"enter name or email"*** bar
- If you want to remove a contact, you can click the little ***"x"*** next to their name



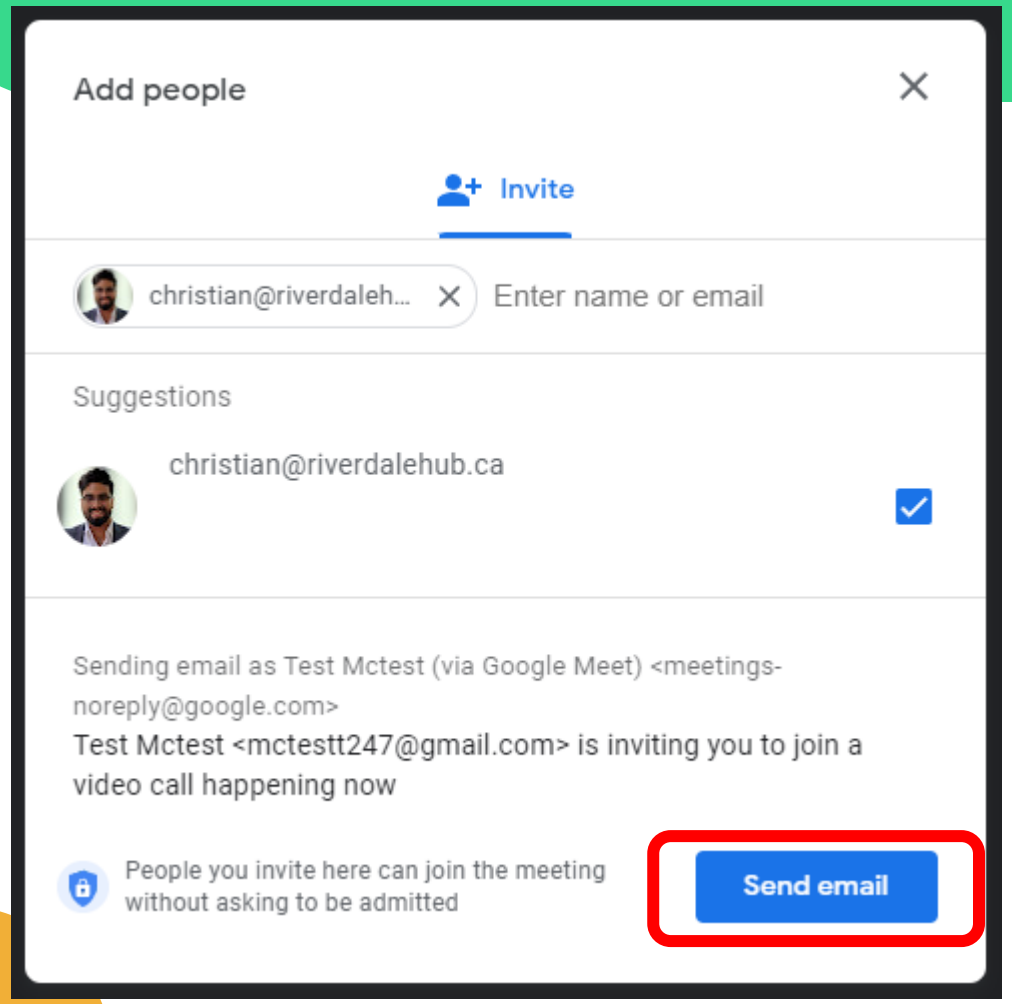
Google Meet

- Keep in mind that you can also invite more than one person to a call by searching for and adding another name to your list
- This can be done by left-clicking once on the ***"enter name or email" search bar*** to the right of already added participants



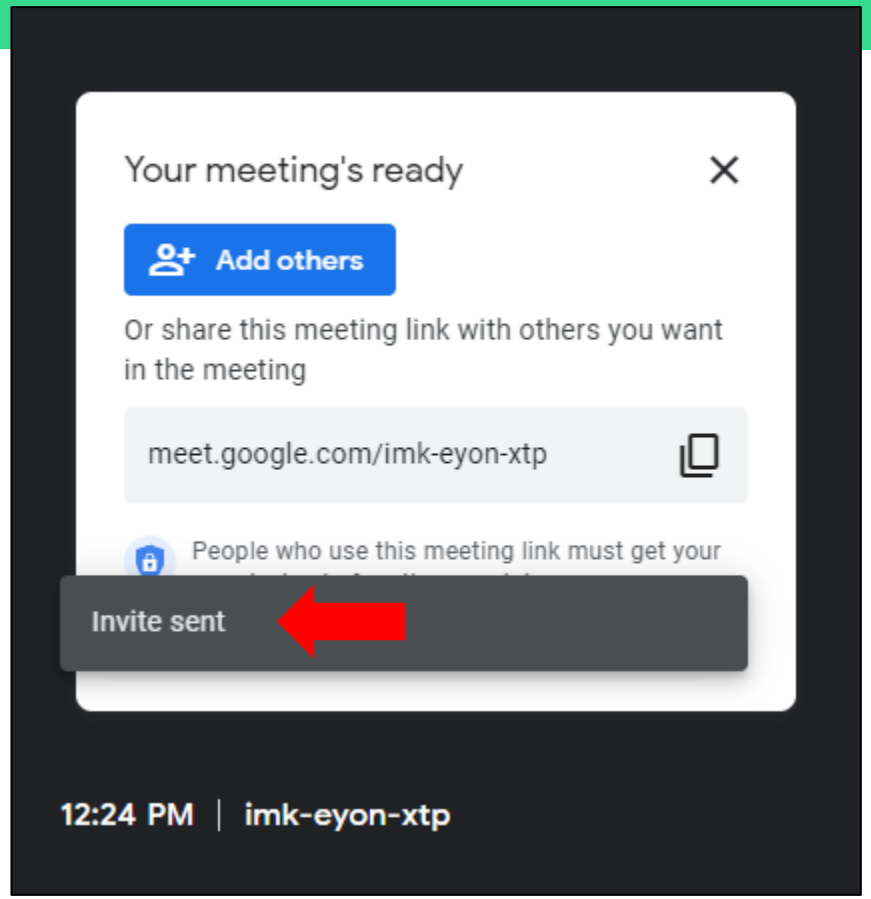
Google Meet

- If you're happy with the people you've added, you can go ahead and click on the *send email* button on the bottom-right of the window
- Once the invitation is sent, you cannot undo it unless you end the entire video call



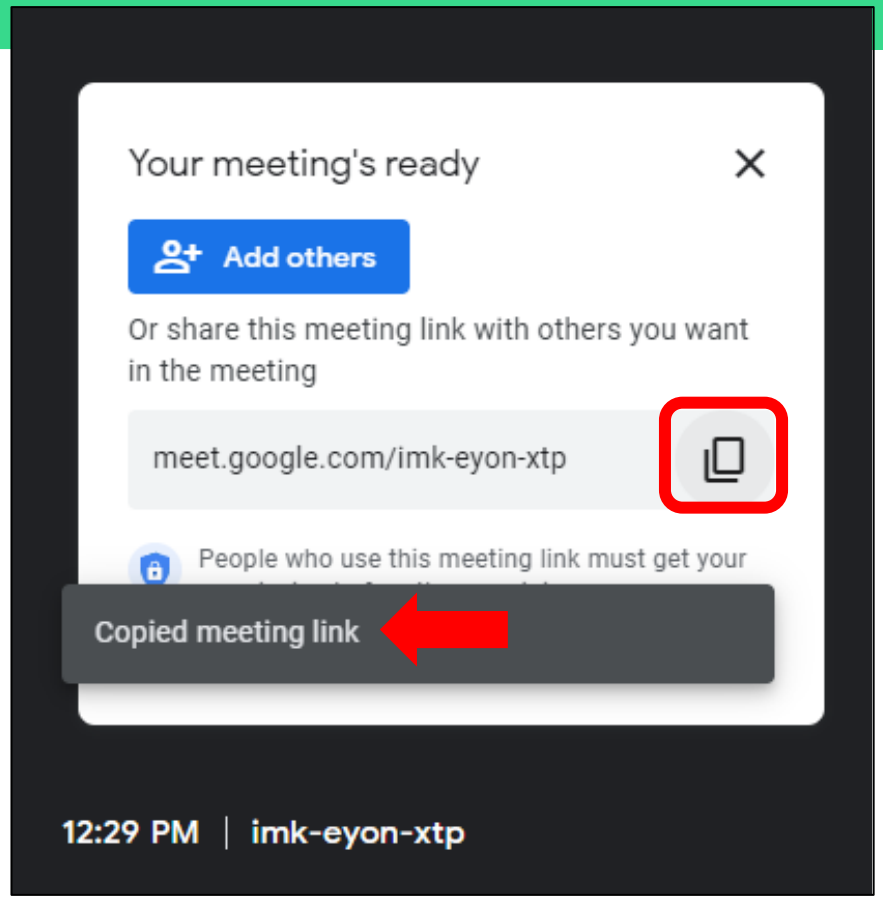
Google Meet

- On the bottom-left portion of your video call, you will notice the *invitation* window is still open
- A small, grey box will appear letting you know that the invitations have been sent out successfully



Google Meet

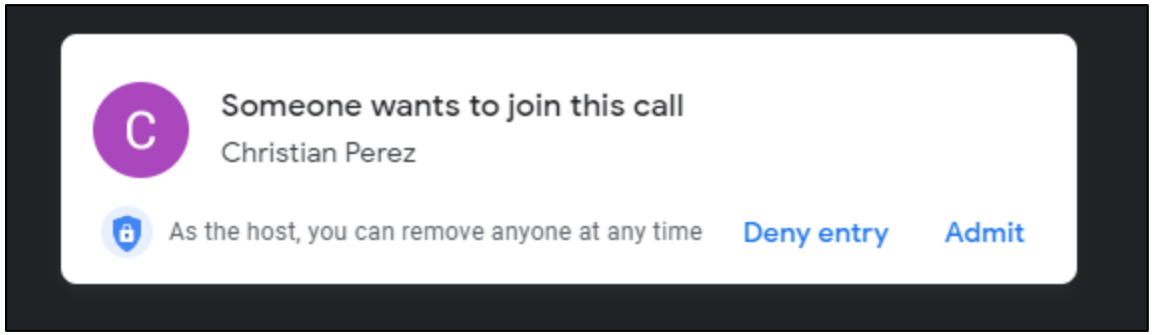
- In addition to adding people via email, you can also do so by copying the meeting link and pasting it to your medium of choice
- Left-click the ***copy button*** to copy the meeting link – a message will appear below telling you it's been done



Note: the benefit of doing this is that you are not just limited to inviting people via email – for example, you can use text message if you're on your phone

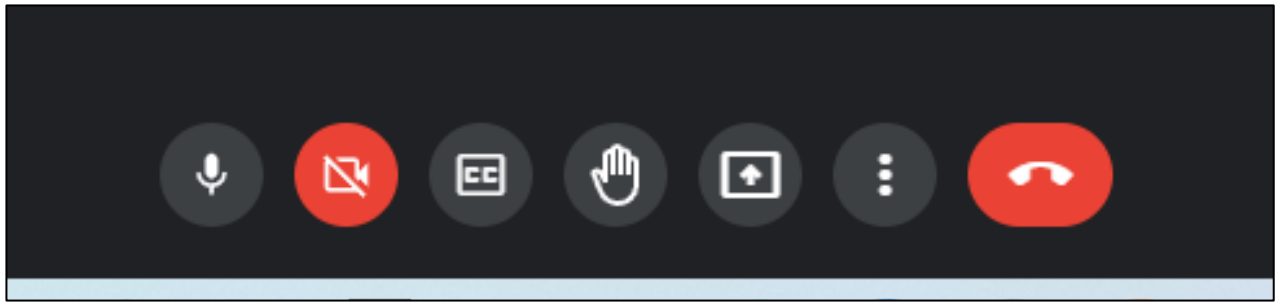
Google Meet

- When someone accepts your meeting invitation, as the host, you must choose to either ***admit*** them in or ***deny entry***
- Click the *admit* button to let your participants into your video call
- As the host, you can remove participants at any point during your call



Google Meet

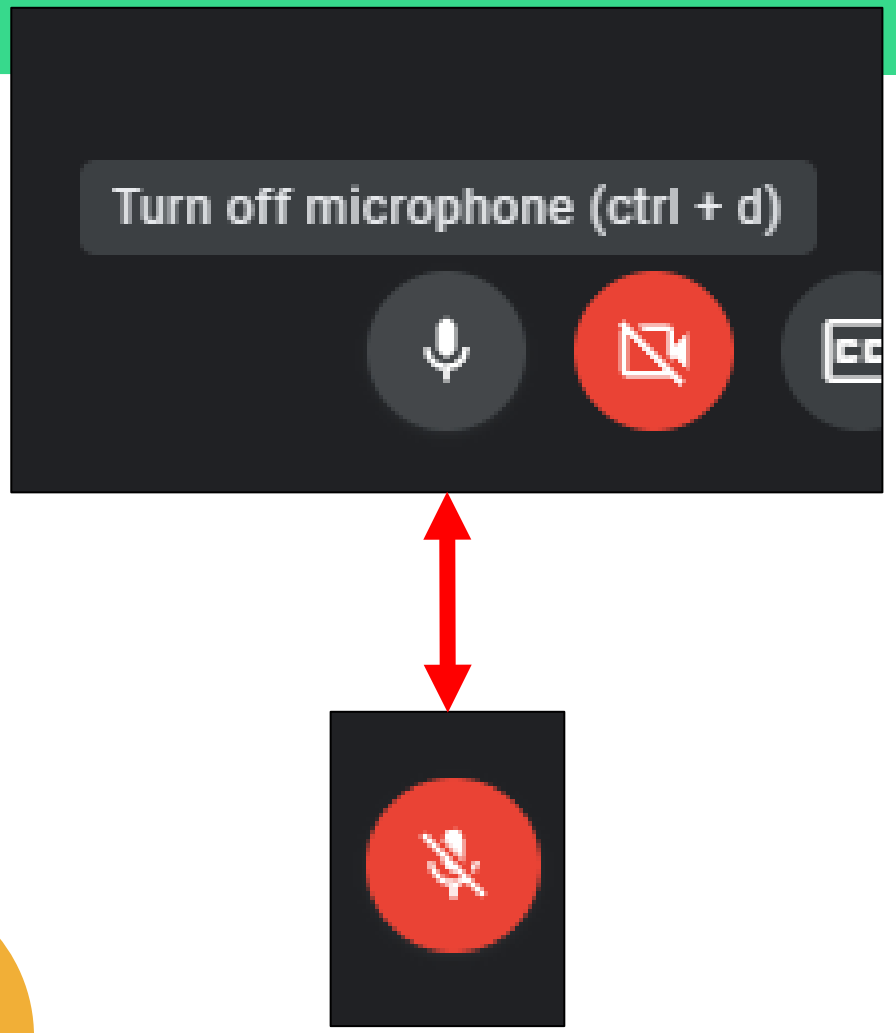
- Next, we will move on to the icons found at the bottom of your screen
- These buttons give you additional control and features used within your video calls
- We will review them shortly, but you can also hover your mouse over each to see what they do



Note: hovering your mouse over each icon will also reveal a shortcut that can be used to turn them on or off quicker

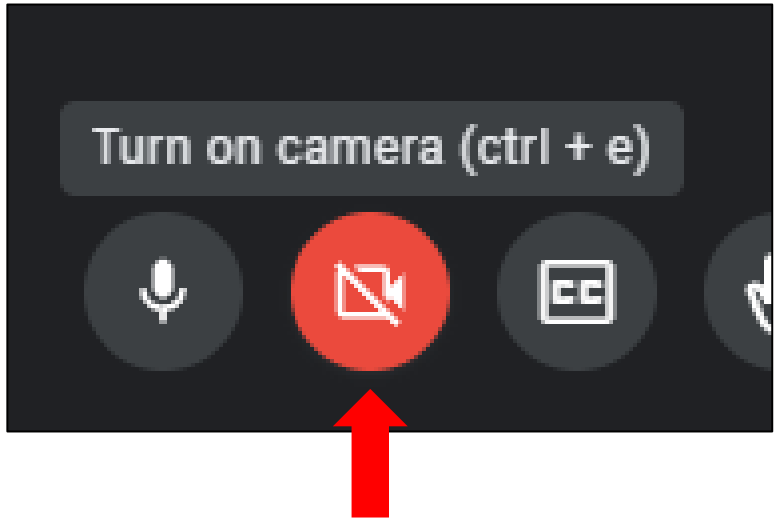
Google Meet

- Left-clicking the ***microphone icon*** will let you turn your microphone on or off
- If this icon is fully red with a white line going through it, you're microphone is off
- Your microphone is turned on by default



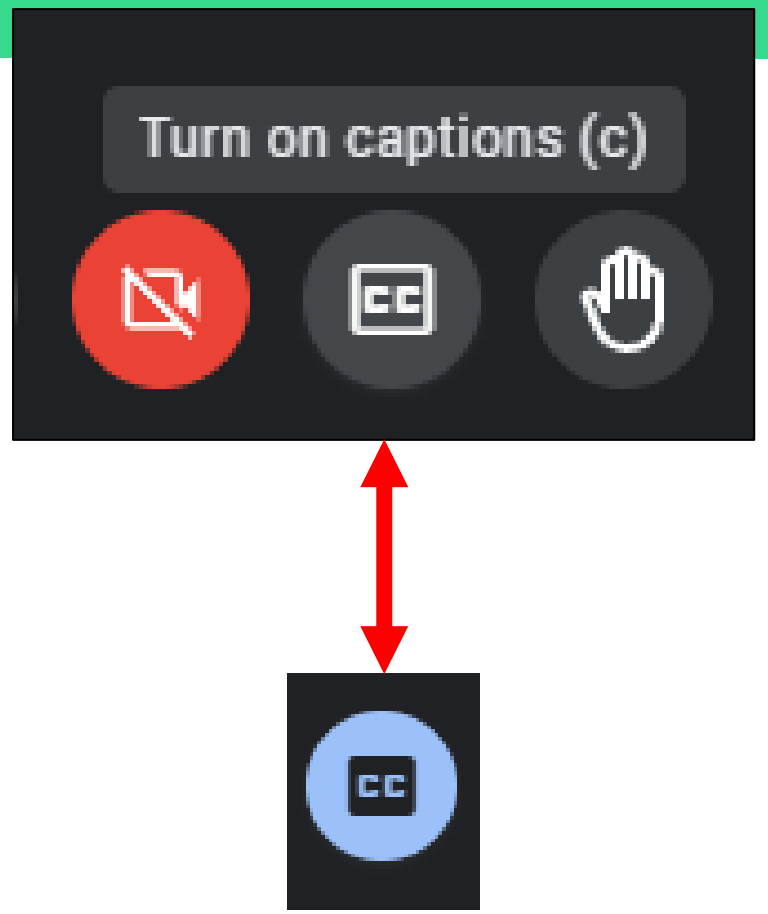
Google Meet

- Next is the ***camera icon*** – this is found right beside the microphone icon
- Similarly, left-clicking this icon will toggle your camera on or off
- Unfortunately, the computer used in this example does not have a camera and so it is off by default



Google Meet

- The box with the letters *"CC"* in the middle is your toggle for *captions*
- This is a great accessibility tool that can be turned on or off by left-clicking the icon
- When this feature is active, the icon will turn a light-blue colour

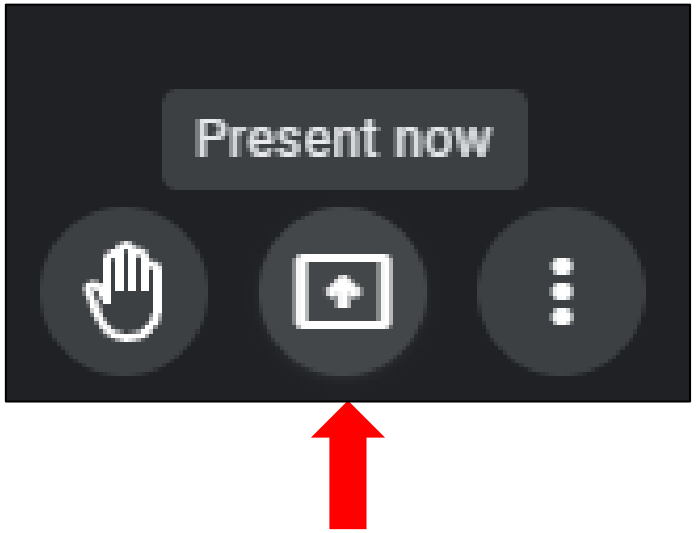


Google Meet

- Next, we have the ***"raise hand" button***
- This is a feature more commonly used in larger meetings or educational webinars
- Clicking this will let the host know you may have a question or comment to make without interrupting the meeting

Google Meet

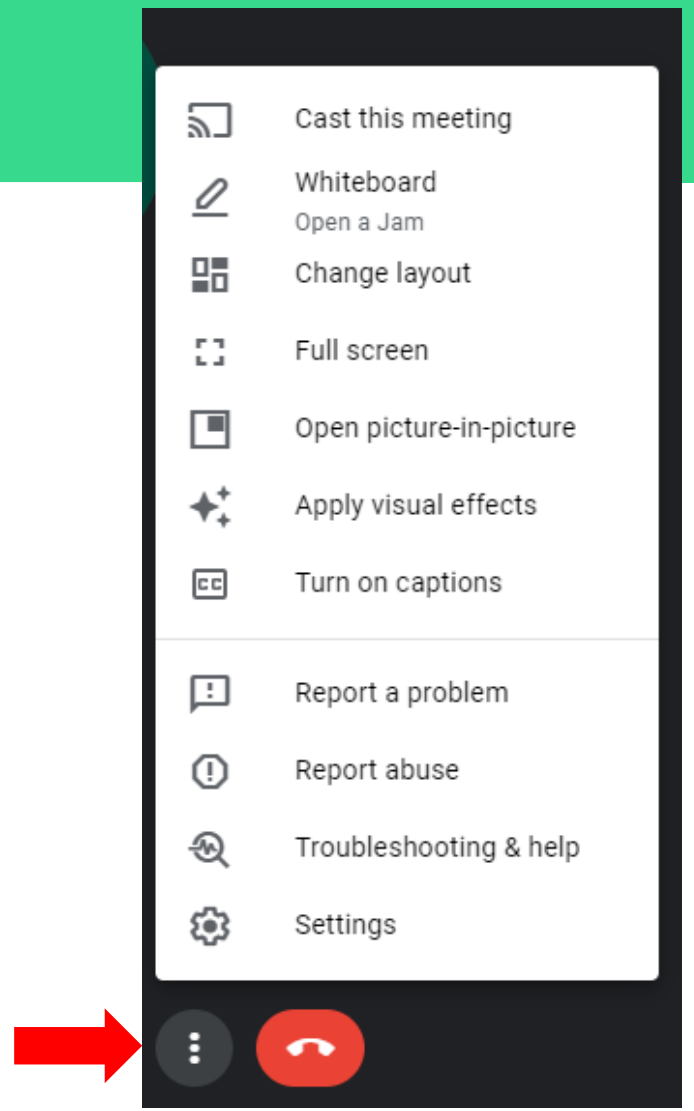
- One of the last buttons in this section is the ***"present now" button***
- We won't focus too much on this today, but we can discuss its uses
- This feature lets us share our screens with other participants so that they can see what we see



It’s time for an intermission

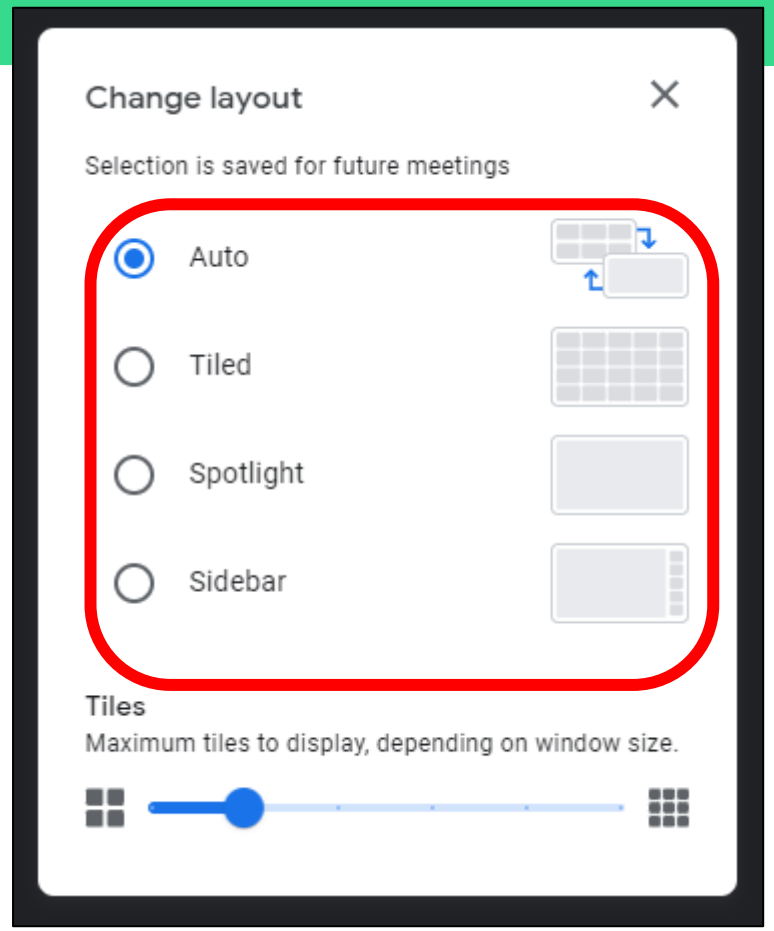
Google Meet

- Finally, we can look at the *"more options" button*
- Clicking this opens an additional sub-menu where you can access additional meeting settings
- We will only cover the ***change layout***, ***full screen***, ***and apply visual effects buttons***



Google Meet

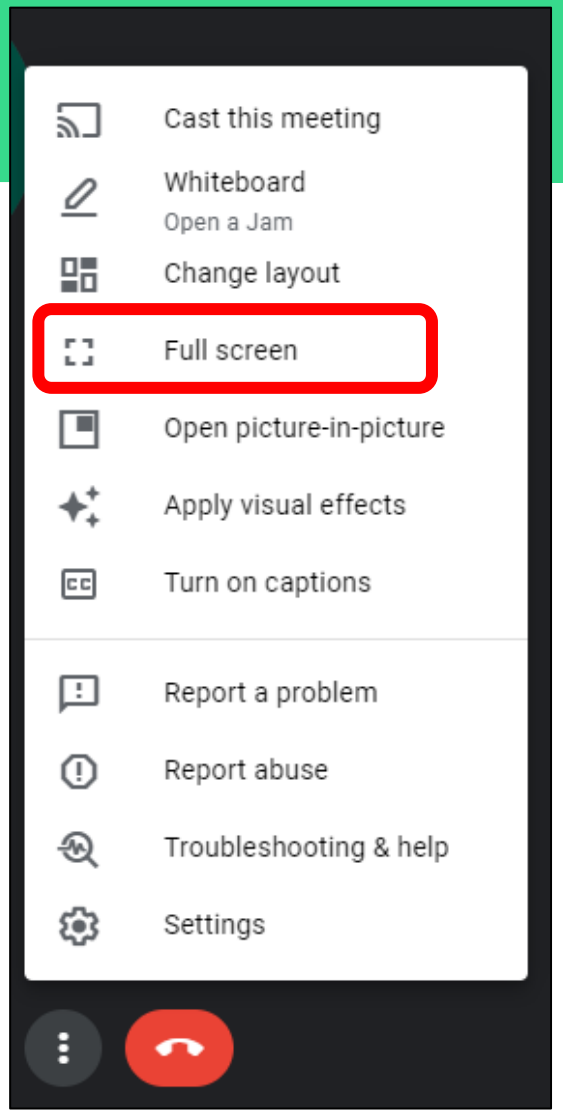
- If you click the *change layout button*, you will notice that a new window appears
- From here you can change the way your meeting participants are displayed
- Each setting gives you a little preview of what everyone's ***camera tile*** will look like



Note: you can also change the size of your tiles by using the slider at the bottom of the layouts window

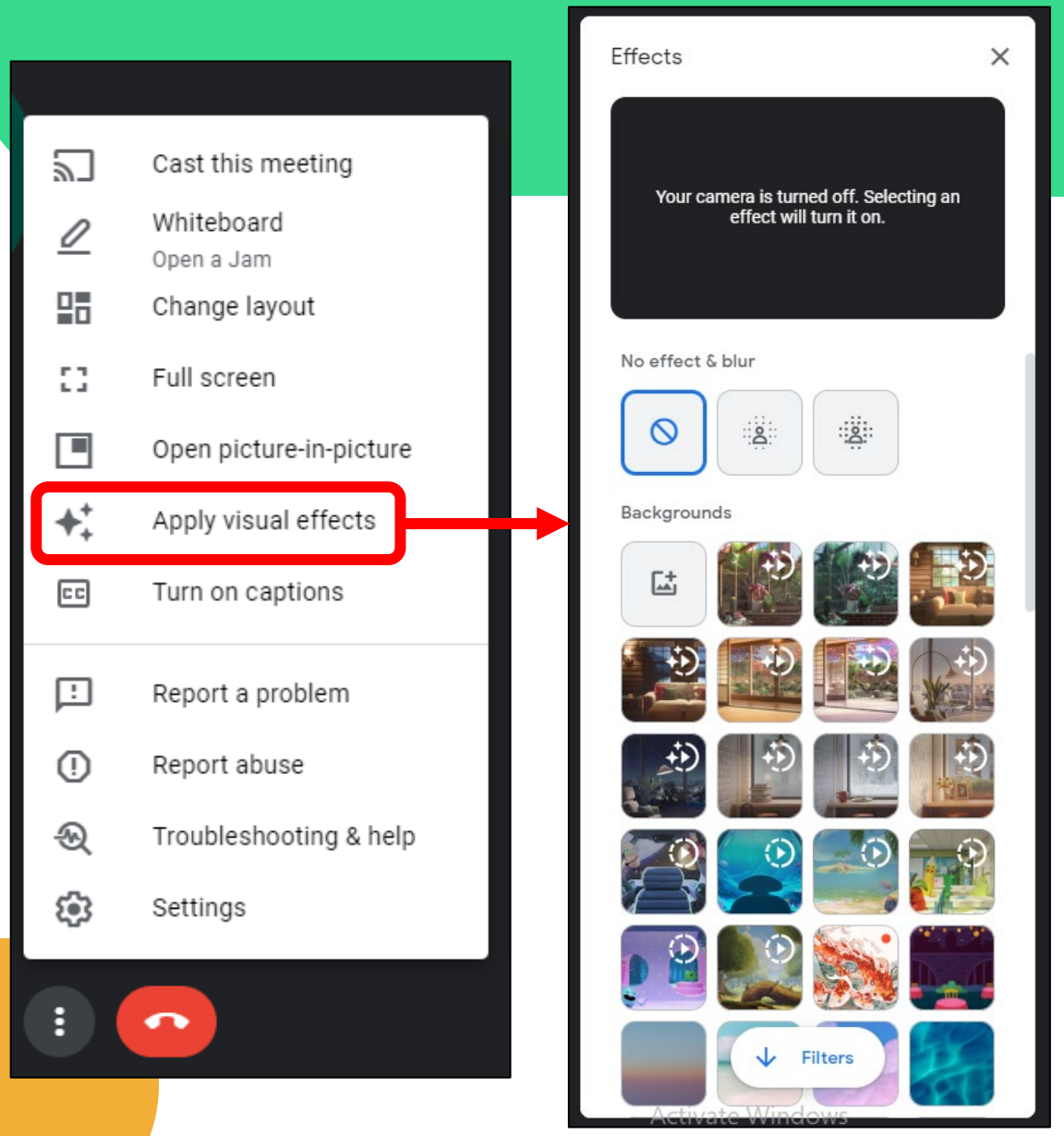
Google Meet

- Clicking the ***full screen*** option will essentially make your call take up the entirety of your screen
- This feature is most useful when someone on the call is sharing their screen to present something as it gives you a larger image to view



Google Meet

- Clicking the ***apply visual effects*** button opens a new window on the right of your screen
- This menu let's you change add different backgrounds and effects to your personal video tile
- This is a great way to remove distracting backgrounds and ensure a bit more privacy

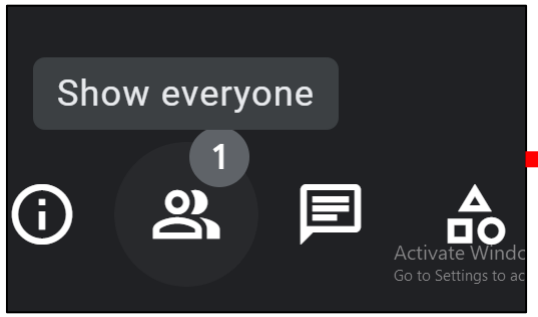


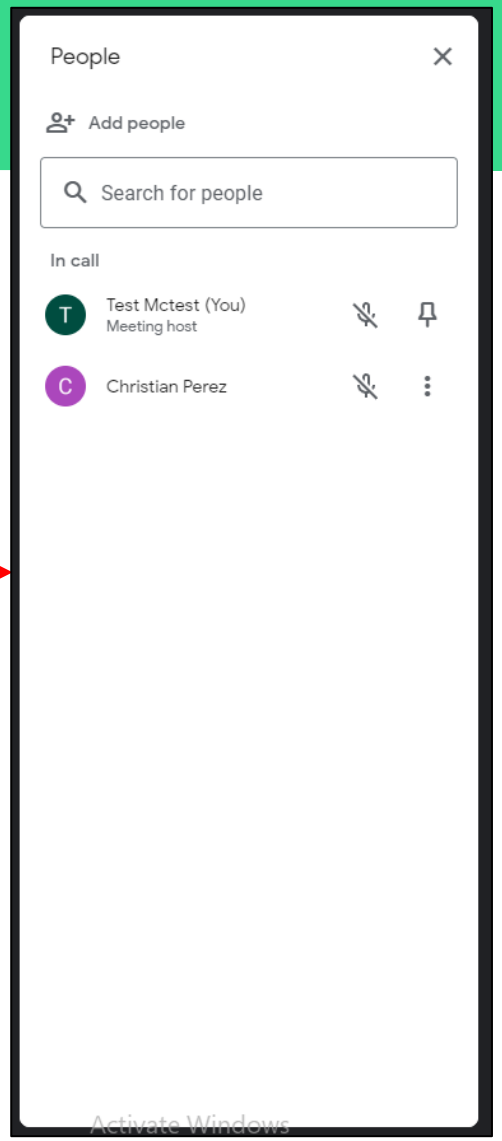
Google Meet

- The final couple of buttons we will look at can be found on the bottom-right portion of your meeting screen
- This includes the **"show everyone"** and ***"chat with everyone"*** **buttons**
- These tools give us some added communication with our participants

Google Meet

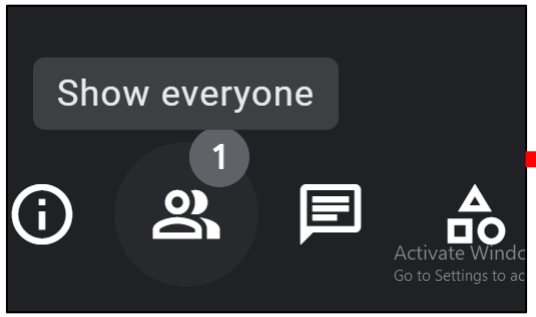
- The ***"show everyone"*** button lets us see every single person in our video call – as you can see, only one person is shown to be present
- When this button is clicked, a new window will appear to the right showing you a list of all participants

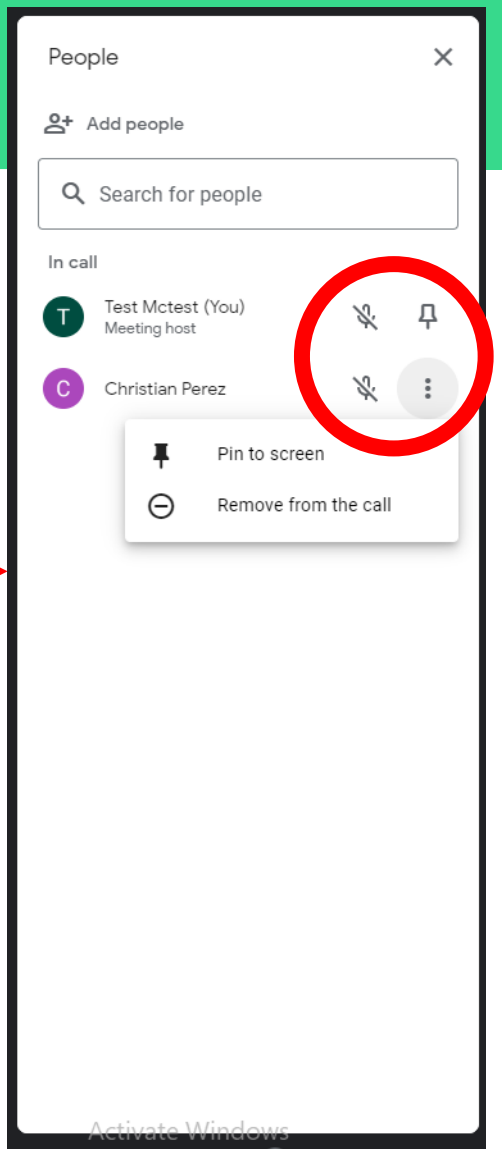




Google Meet

- Clicking the 3 dots beside someone's name will allow you to do a couple of things
- You can either *pin to screen* which will make their tile more prominent on your screen
- Or you can completely remove them from the call

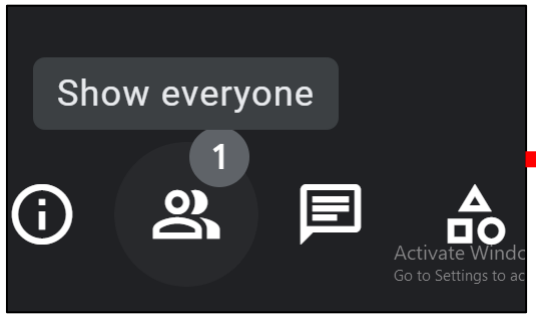


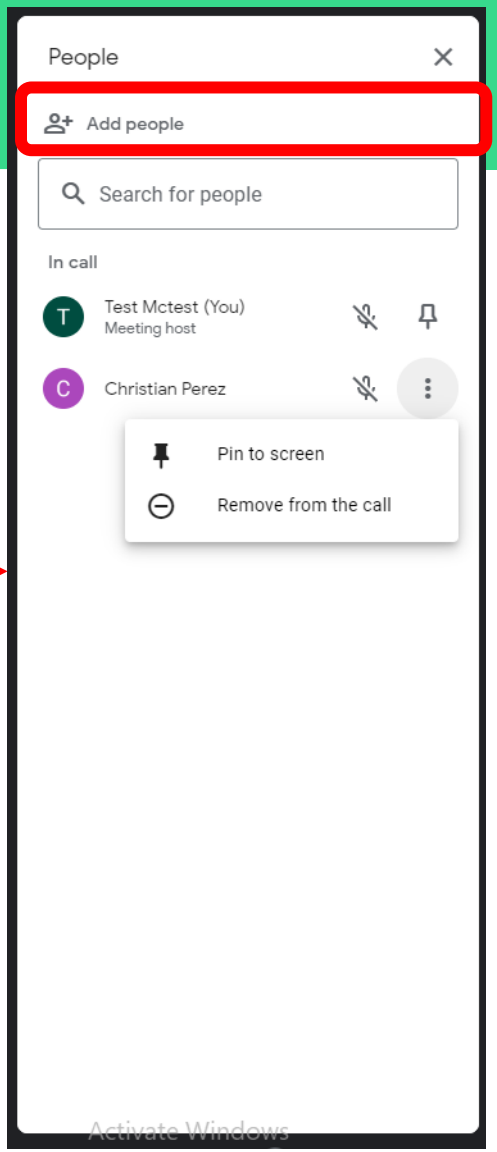


Note: you can also mute someone by clicking the camera button next to their names

Google Meet

- The participants list also allows you to add additional people to your meeting
- If you forgot to add someone, click the *"add people"* bar
- Similarly to previous slides, a new window will appear in which you can enter people's names or emails to add them to the call

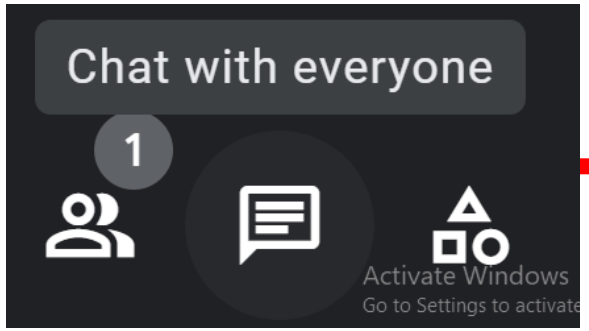


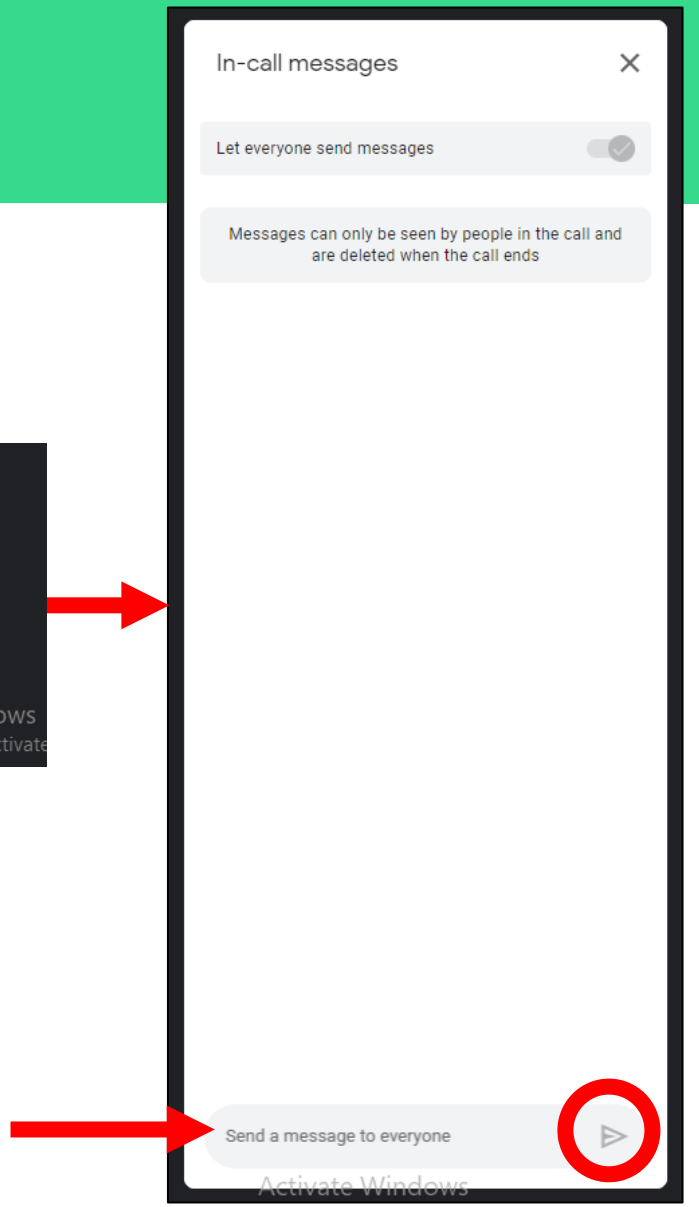


Note: this will work just like how we invited people in previous slides

Google Meet

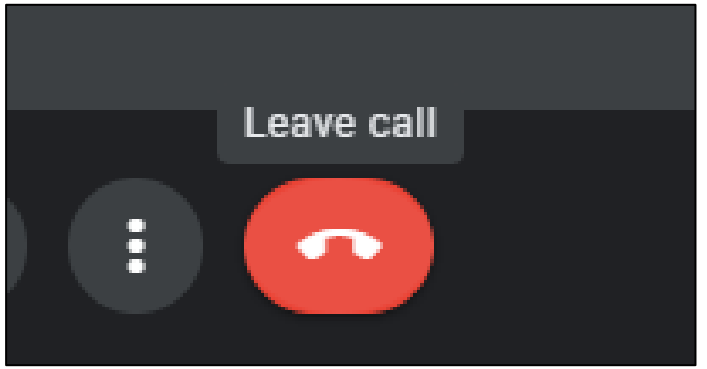
- The *"chat with everyone"* button will open a chat window on the right-side of your screen
- From here, you can left-click on the *send a message to everyone* bar and begin typing a text message
- Click the *arrow* beside your message to send it





Google Meet

- To conclude your meeting, click on the ***leave call*** button – this is the giant red bubble with a phone in it



Let's look at some additional resources

How to use
Zoom for beginners

https://www.youtube.com/watch?v=fMUxzrgZvZQ

How to use
Zoom on mobile

https://www.youtube.com/watch?v=sOJkffIN8O4

How to
setup FaceTime

https://www.youtube.com/watch?v=iNXLZtg0FrI

How to use Google Meet

https://www.youtube.com/watch?v=b2A6nP4GaWE

That’s it for now!

Any Questions?

Series Progress

Learning About
Messaging Apps & Social media

Taking a look at how to use apps like Facebook and Instagram, and WhatsApp for communication