

Setting Up Online Conferencing for Your Club

There are a number of telecommunications applications that specialize in providing video chat and voice calls between computers, tablets and mobile devices, via the Internet.

This guide includes details for using Google Meet, Google Hangouts, Zoom and Skype.

Google Meet

Free video meetings for up to 100 people.

<https://meet.google.com/>

Premium video meetings. Now free for everyone.

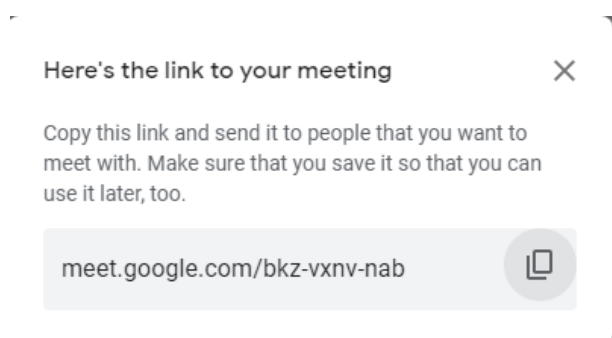
We re-engineered the service that we built for secure business meetings, Google Meet, to make it free and available for all.



[Learn more](#) about Google Meet

To create a meeting, click on new meeting. You can either start a meeting immediately, or generate a link for a meeting at a later date.

If you create a link for a later date, you can email this link to people. They can then use this link to join at the allotted time.





If you create an instant meeting, you can add people from the prompt in the top left corner, see picture below:

Your meeting's ready ✕

 Add others

Or share this meeting link with others that you want in the meeting

meet.google.com/ccz-fvtw-siu 

 People who use this meeting link must get your permission before they can join.

Joined as englishbridgeunion@gmail.com

Add people ✕

 Invite

Enter name or email

Suggestions

There is also the option to schedule a meeting in your Google calendar.

Further details on using Google Meet: <https://apps.google.com/intl/en/meet/how-it-works/>

Google Hangouts

<https://hangouts.google.com/>

Start a conversation

On your computer, go to <https://hangouts.google.com/> or open Hangouts in Gmail. If you have the Hangouts Chrome extension, Hangouts will open in a new window.

At the top, click New conversation.

Enter and select a name or email address.

Type your message. ...

On your keyboard, press Enter.

More details about using Google Hangouts:

<https://support.google.com/hangouts/answer/3115553?co=GENIE.Platform%3DDesktop&hl=en>

Zoom

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Or, sign up with [Google](#) or [Facebook](#)

Start a Meeting

1. Go to Zoom.us
2. Toggle over the “Host a Meeting” tab on the top right hand corner
3. Choose whether you would like to keep video chat on or off
4. Sign in using your login information or create a new account
5. Launch the Zoom application and open
6. Send out the meeting details, including the Meeting ID and/or link
7. You’ve created a meeting!

Joining a Meeting

1. Go to Zoom.us
2. Click the “Join a Meeting” tab. You can find the tab on the top right corner of the homepage
3. When prompted, add your designated Meeting ID (The Meeting ID can be a 9, 10, or 11-Digit number). The Meeting ID should be provided by the host.
4. You’re in!

Sharing Your Screen

1. Zoom allows users to share their screen to the entire conference call!

To do so, simply click “Share Screen” at the bottom of the window.

Note: Only one person can use screen-share at a time, and one person must “Stop Sharing” before someone else can start sharing.

2. To stop sharing the screen, simply click “Stop Sharing.”

Skype User Guide

Skype is a free piece of communication software which uses VoIP (Voice over Internet Protocol) technology to allow users to make free video and voice calls, send instant messages and share files with other Skype users. This makes it an ideal solution to supervision of students who are not regularly in attendance on campus.

It is free and easy to download. Simply go to www.skype.com to download and follow the on screen instructions. If you have not already got a Skype account, you will be prompted to create one. I would advise you to untick the box asking whether you would like updates on Skype products unless this is something that really interests you. At this stage you can also choose whether you would like Skype to sign in when you start up your computer. If you are not planning on using Skype frequently I would advise you to set your preference to manually signing in.

It is completely free for you to communicate Skype-to-Skype; this includes video calls, calls and instant messaging. You can also call to landlines although you will have to credit your account as this is not free, however call rates are low and international calls are particularly good value.

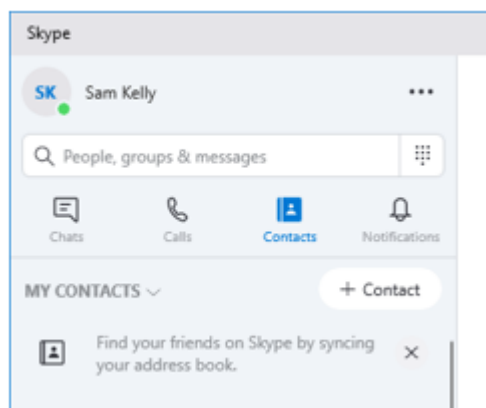
What you will need:

- Microphone (voice calling)
- Webcam (video calling)
- Speakers

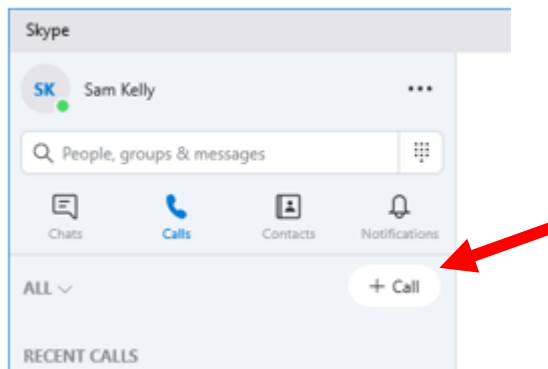
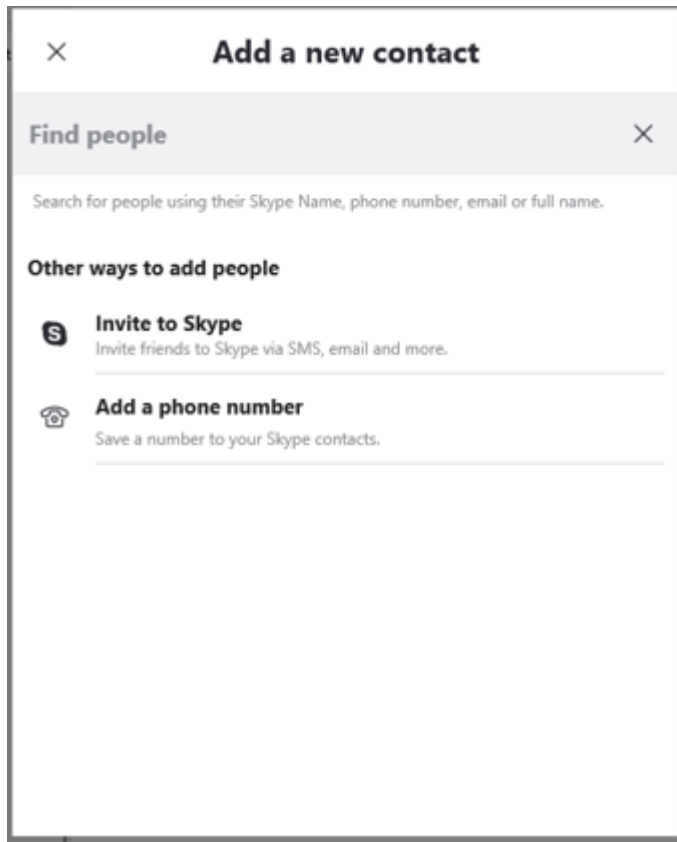
The welcome screen will help you to get set up and includes features which help check that the sound is working correctly and helps you to search for Skype contacts.

Once you are set up, you can start to use Skype.

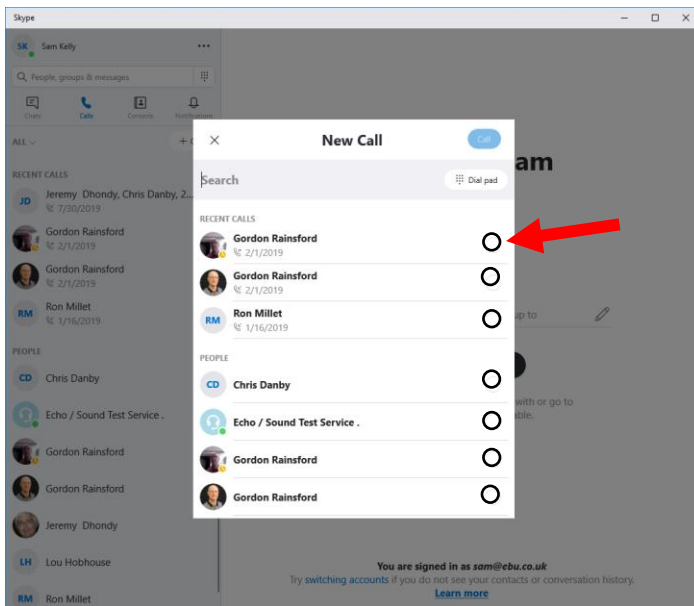
To add people into your contacts, click on the contacts option



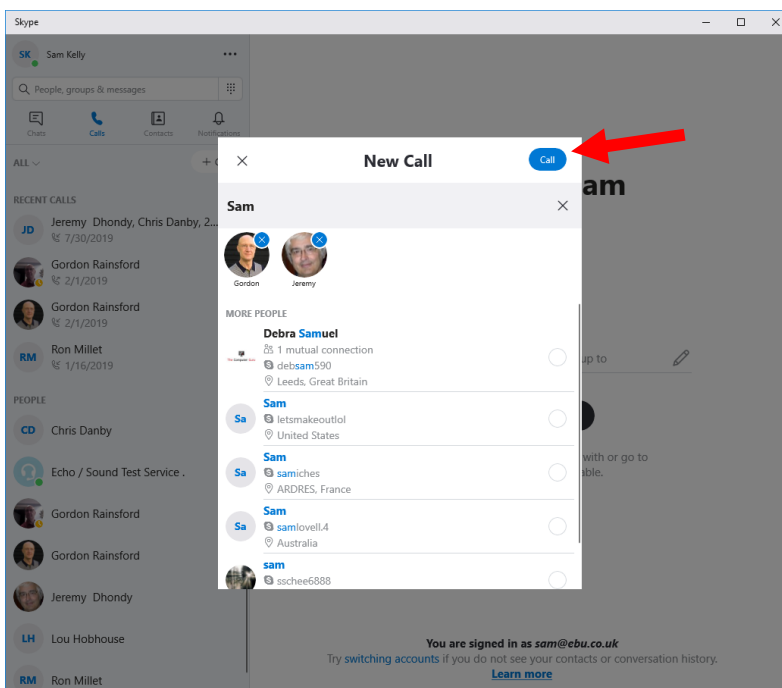
This will open up a new window where you can search for people using their full name, phone number, email or Skype user name



To call a new person, or to make a new conference call with multiple people, click on the call button and then click on the +Call button, which will give you a box as below:

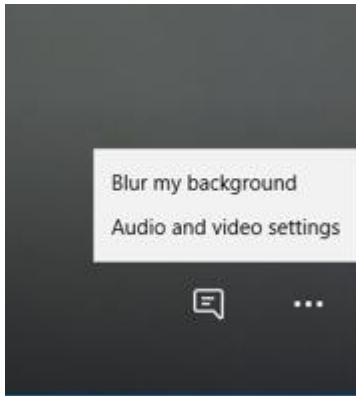


You can add multiple people by clicking on the radio button to the right of their name. Once you have all the people in your meeting, click on the blue call button



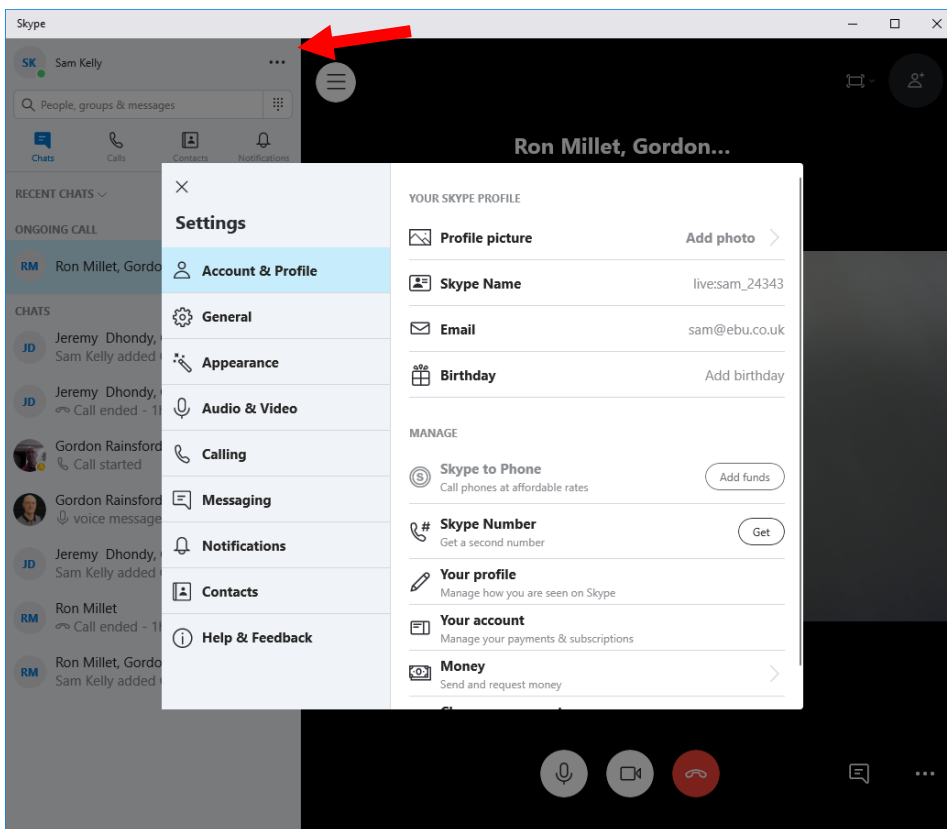
Once the call has connected you can switch to video calling

Whilst on the call, you can blur your background by clicking on the three dots symbol ... in the bottom right hand corner of the screen



To hang up, click the red End call button.

To select and change more setting click the three dots button in the top left hand corner of the screen ...



Screen sharing

Tap the + button within your call and select the screen sharing option.

If you are having any problems with Skype visit <https://support.skype.com/> where you can access more tips and ask questions.