

VIS Guidelines for ASDAR Chapters' Virtual Meetings

- **Know your audience** – It is advised that chapters discuss the various options that are available and select the one that would work best for your chapter. Each chapter is different, some have members who may not have video capabilities, therefore, phone conference might be better, while other chapters would easily be able to do a video chat/conference.
- **Choose the right technology** – **Zoom** and **Facebook Live** are great ways to hold a virtual meeting. **GoToMeeting**, **Skype** and conference calls are also very popular. Use **Google Hangouts** to host meetings anywhere as you work remotely. There are many options to choose from. We will discuss a few of those options in this document.

Zoom

Zoom is an online videoconferencing tool. The basic (free) plan allows users to host group meetings up to 40 minutes in length with 100 or fewer participants. Meetings with the host and one other participant do not have a time limitation. Features available during meetings include screen sharing, breakout rooms, individual and group chats, and live closed captioning by a meeting participant. These are instructions for creating a basic videoconference on a Windows computer. For instructions on using Zoom on Macs, smartphones, or tablets, visit <https://support.zoom.us/hc/en-us>.

Possible uses

- Host guest speakers without travel requirement
- Collaborate with peers in remote locations
- Executive board meetings

Zoom Setup

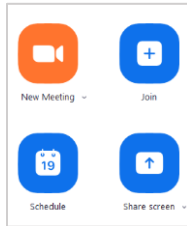
1. Visit <https://zoom.us> and sign up for a free account.
2. You will receive a confirmation email from Zoom at the email address provided during account set up. You must click a link in the email to activate your Zoom Account.
3. Log in to your Zoom account.
4. From the **Resources** drop-down menu, click **Download Zoom Client**.

Open a Zoom Meeting

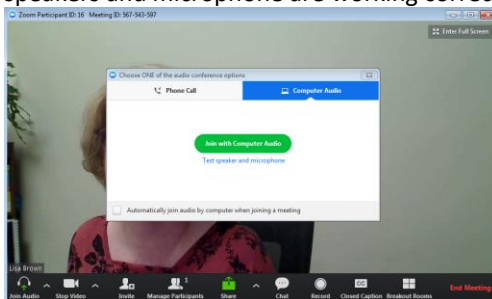
1. Open the **Zoom App** on your computer and sign in.



2. From the Home Screen, click **New Meeting**.



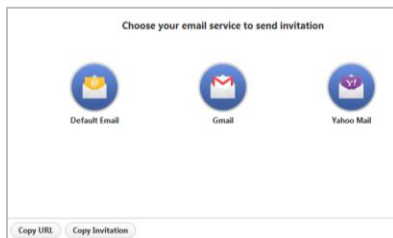
3. The Zoom meeting window will open. Click **Test speaker and microphone** and follow the instructions to verify speakers and microphone are working correctly.



4. Click **Join with Computer Audio**.

Invite Participants

1. Click **Invite**.



2. Choose to invite by your **Default Email** or click the **Copy the URL** or the **Copy Invitation** button to paste the meeting link in an email.

Features Available During a Zoom Meeting

Change meeting view

1. Click the **Meeting View** icon to alternate between Gallery View and Speaker View.
2. Click the **Full-Screen** icon to expand the window to fit your computer screen.

Change audio and webcam view

1. Click the **Microphone** or **Microphone drop-down menu** to mute audio or change audio settings.
2. Click the **Video** or **Video drop-down menu** to stop sharing webcam video or change video settings.

Manage participants

1. Click **Manage Participants** to:
 - Mute or unmute all participants
 - Manage video and audio settings for individual participants
 - Change meeting host to a participant
 - Lock the meeting

Share your computer screen or a whiteboard screen

1. Click **Share Screen** to share your computer screen, an open program, or a whiteboard screen.
2. Choose the view you wish to share and click **Share**.
3. To end screen sharing, click **Stop Share**.

Open a chat window

1. Click **Chat** to open a chat window.
2. Enter a message and choose if it will be shared with the entire group or an individual participant.
3. Press **Enter** to send the message.

Record the meeting

1. Click **Record** to begin recording the meeting.
2. Click **Stop** to end recording.
3. When the meeting ends, the recording can be found in the Zoom Folder in the Documents folder on your computer.

End meeting

1. Click **End Meeting**.
2. Click **End Meeting for All**.

Personal Meeting Room

1. When you create a Zoom account, you will be given a **Virtual Meeting Room** and **Personal Meeting ID (PMI)**.
2. **Instant Meetings** will be scheduled using your Personal Meeting Room and Meeting ID.
3. If a participant has a link to your meeting room, they can join it at any time.
4. When scheduling meetings, you can choose to create a new meeting room.

To Schedule a Meeting

1. From the Home Screen, click **Schedule**.
2. A **Schedule Meeting Window** will open.

Schedule Meeting

Topic
Malone Center Consultation Meeting

Start: Thu, March 5, 2020 12:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Central Time (US and Canada) ▾

Meeting ID
 Generate Automatically Personal Meeting ID 382-154-5751

Password
 Require meeting password

Video
 Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
 Dial in from United States [Edit](#)

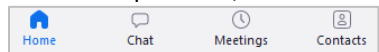
Calendar
 Outlook Google Calendar Other Calendars

Advanced Options ▾

3. Enter a **Meeting Title, date and start time**, and the **time duration** for the meeting. The meeting will not end after the duration indicated. It will end when the host ends the meeting.
4. Click **Recurring meeting ID** to use the same meeting ID for each meeting event.
5. If desired, choose **Personal meeting** to use your Personal Meeting ID.
6. Choose **Require meeting password** to require participants to enter a password before joining the meeting.
7. Select the **video and audio settings** that you prefer for host and participants when the meeting begins. These settings can also be changed during the meeting.
8. Click **Advanced Options** to enable a waiting room, allow participants to join before host or mute participants on entry.
9. Click **Schedule**.

To Open a Scheduled Meeting

1. From the top toolbar, click **Meetings**.



2. All scheduled meetings will be listed.
3. Select the desired meeting.
4. Click **Start**.

382-154-5751
My Personal Meeting ID (PMI)

Today

Malone Center's Zoom Meeting
2:00 PM-2:30 PM
Meeting ID: 382-154-5751

Malone Center Consultation Meeting
3:00 PM-3:30 PM
Meeting ID: 382-154-5751

Malone Center Consultation Meeting

3:00 PM - 3:30 PM

Meeting ID: 382-154-5751

[Show Meeting Invitation](#)

Things to consider

- Be aware of ***all*** the information that is on your desk, computer screen, and in the area shown by the web camera.

Additional resources

How to Schedule Meetings

<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

Using Your Personal Meeting ID (Instant Meetings)

<https://support.zoom.us/hc/en-us/articles/203276937-Using-Personal-Meeting-ID-PMI->

How to Join a Zoom Meeting

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Meeting Controls

https://www.youtube.com/watch?list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&v=4w_pRMBEALE&feature=emb_rel_end

Sharing Your Screen

https://www.youtube.com/embed/9wsWpngE6Hw?rel=0&autoplay=1&cc_load_policy=1

Recording a Zoom Meeting

https://www.youtube.com/watch?list=RDCMUC2SxmE4C-KAQuHaEfHVymgQ&v=AYzPS28rg7E&feature=emb_rel_end

In Meeting Chat (Includes instructions for chat during screen sharing)

<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

Getting started with Zoom Breakout Rooms

https://www.youtube.com/embed/j_O7rDILNCM?rel=0&autoplay=1

Zoom Help Center

<https://support.zoom.us/hc/en-us>

Zoom Video Tutorials

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Facebook Live

Facebook Live is a feature of the Facebook social network that uses the camera on a computer or mobile device to broadcast real-time video to Facebook. Live broadcasters can decide who on Facebook can see their video and use this content to engage their audience during the moments and events that are important to them. Facebook Live would work well for a Facebook group page. **Tip:** Test out **live** video using the "Only me" privacy setting.

How to use Facebook Live:

1. Tap the camera icon to the left of your search bar.
2. Give Facebook access to your camera and microphone when prompted.
3. Switch to "Live" on the bottom of your camera screen.
4. Choose your privacy and posting settings.
5. Write a compelling description.
6. Tag friends, choose your location, or add an activity.
7. Set your camera's orientation.
8. Add lenses, filters, or writing and drawing to your video.
9. Click the blue "Start Live Video" button to start broadcasting.
10. Interact with viewers and commenters.
11. Click "Finish" to end the broadcast.
12. Post your reply and save the video to your camera roll.

Follow the link for more information about [Facebook Live](#) .

Google Hangouts

Google Hangouts is Google's longest running messaging and video chat service. Meet face to face with co-workers. Classic Google Hangouts lets users message either one-on-one or in groups of up to 150 people. They can also video chat with other individuals or in groups of up to 10. On the other hand, business Google account users can video chat in groups with up to 25 people. As of June 2020, this service will only be offered to consumer accounts, which is basically anyone with an @gmail.com or @googlemail.com email address. Hangouts can be found in the Gmail sidebar and at hangouts.google.com.



Skype

Skype provides smartphone apps on popular platforms such as **Android**, iPhone and Windows Phones. It also provides an app for the iPod Touch that effectively transforms it into a phone wherever you have Wi-Fi. Skype is a telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images. Learn more about [Skype](#) here.

GoToMeeting

GoToMeeting is a web-hosted service created and marketed by LogMeIn. It is an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time. Learn more about [GoToMeeting](#).