

Taking Your Group Online

Here are a couple ways groups can “meet” during the next few weeks. Below are instructions for setting up a virtual meeting using Zoom or Good Hangouts. Someone in your group may be familiar with and good at using a particular platform. You can ask if someone else would lead the charge in setting your group up and helping others.

This is the time for our small group communities to come together and continue to provide care and support for our members.

Zoom Meetings:

Zoom offers a free account for up to 100 people and up to 40 minutes of free meeting time (and that is currently being extended). Included below are the steps to create a free account, and how to host a virtual meeting.

Sign up for an account:

1. Go to www.zoom.us
2. Click the blue “Sign up, it’s free” button in upper right-hand corner.
3. Enter your email address. You will then be sent a link to your email.
4. Open the email and complete the sign-up process.

Host A Meeting:

Hosting a Meeting

1. If you do NOT have the *Zoom* app installed, go to zoom.us and select "Host a Meeting" to start the installation. If you DO have the App installed, see below –
2. Open your *Zoom* app on your desktop and click Sign In.
3. Log in using the E-mail and password that you have created, or with Google(Gmail), Facebook, or Login with SSO.
4. Click the downward arrow and select Start with video, then click New Meeting to start an instant meeting.

Inviting people to your meeting:

1. During a meeting, you can invite people to join the conference by clicking on Invite tab in your meeting controls.

2. Once you click invite, you can choose the option to Invite by Email, Invite by IM, Invite by Phone (requires an audio conferencing plan), or Invite a Room System (requires Cloud Room Connector Subscription)
 - a. Invite by email
 - b. After clicking on Invite in the meeting controls, click on one of the three email options.
 - c. Default Email will open up your default email application (ex. Outlook, iCal, etc.)
 - d. Gmail or Yahoo Mail will open a web browser and will prompt you to log you in with your Yahoo or Gmail account. If you are already logged in, a new email will be composed automatically with the meeting information included in the body of the email.
 - e. Send email and wait for users to join

Google Hangouts

Before you start a video call:

1. Check the system requirements for Hangouts.
2. Connect a camera, microphone, and speakers to your computer. Make sure they have the latest software.
3. When asked to use your computer's camera and microphone, click Allow.
4. Download and install the latest version of the Hangouts plugin for Internet Explorer and Safari browsers.

Important: You might need to turn on permissions for your camera and microphone in your computer's system settings.

Start a video call:

1. Open hangouts.google.com or on the sidebar in Gmail.
2. Select a person from the Hangouts list or search for their name or email address. When you find the person you want, click their name. You can also check multiple people to start a group video call.
3. Click Video call Video call.
4. When you're done, click the End call icon.