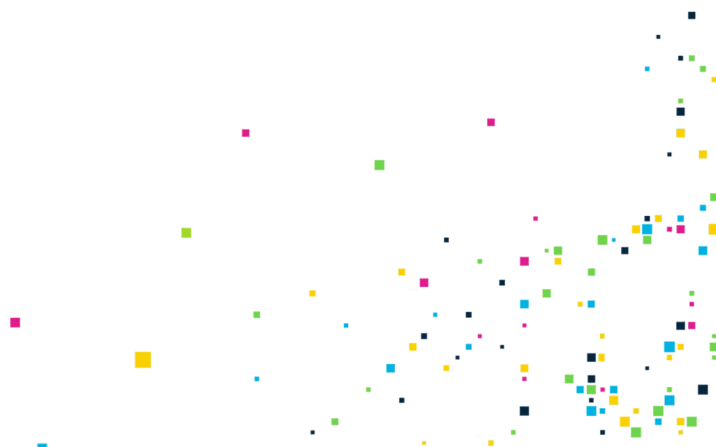




# Video Calling

This module will discuss how to conduct, or be a part of, productive video meetings. It will cover a few different platforms (Zoom, Google Meet, Microsoft Teams) as well as general etiquette and some basic microphone and video troubleshooting.



# Virtual Meeting Tools

This quick start guide illustrates how to utilize Zoom and Google Meet to conduct online meetings on a computer or mobile device. Please note that depending on the kind of computer or mobile device you are using, the screen shots might differ slightly from what you see on your own device.

## Zoom



*Zoom*

To use Zoom on the web or download the application, go to [Zoom.us](https://zoom.us)

Zoom has a free **Basic** version that can be used to have unlimited one-on-one online video meetings and group video meetings for up to 40 minutes with a maximum of 100 participants in each meeting.

With the lowest paid version of Zoom, **Pro**, you can hold group meetings without a time limit for a maximum of 100 participants.

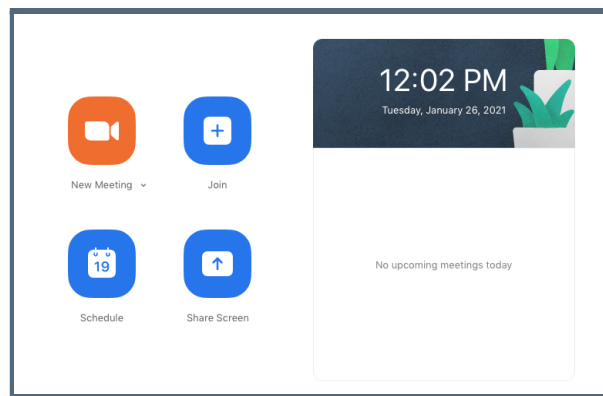
Zoom allows you to record meetings and store the recordings locally on your computer or in the cloud with a limit on storage space of 1 GB for the Pro plan.



Zoom provides a **Breakout Room** option to split your meeting into smaller groups of participants to have either private discussions, or multiple simultaneous discussions within your meeting.

It is best to choose using the installable client on your computer, rather than interacting with Zoom meetings through a web browser. When joining a meeting from a browser such as Chrome, Firefox, or Edge, you will be prompted to download and install the client.

When first launching Zoom, the device displays the Zoom homepage:



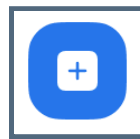
*View on Computer*



*View on Mobile*

## Joining a Scheduled Meeting

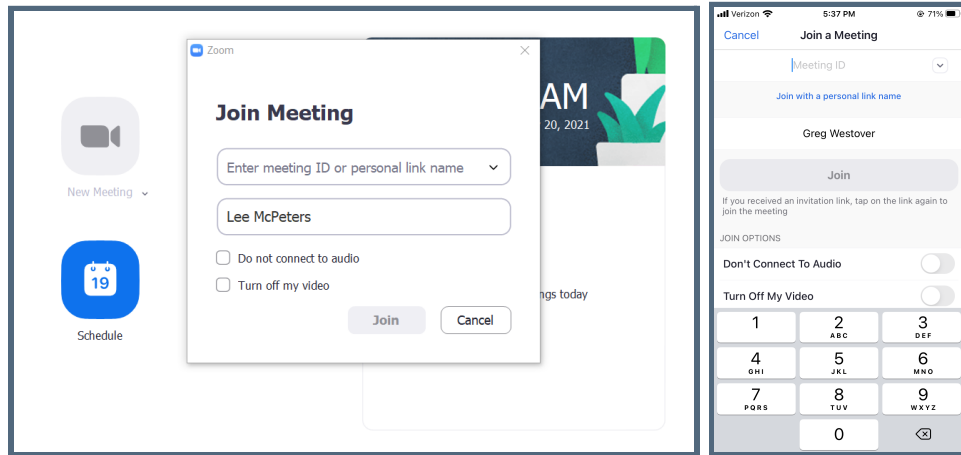
When you are invited to a Zoom meeting, you will receive joining information that includes a meeting ID and possibly a password. When you are ready to join this scheduled meeting click on the “Join” button.



*The Join button*

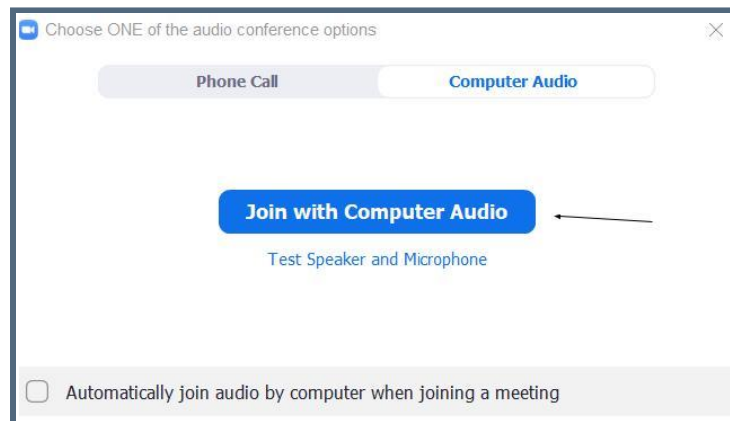


When the Join Meeting dialog box opens, you can enter the meeting ID and the name you would like displayed for your image as well as the password, if there is one.



*Joining Meeting Screens on Desktop/Laptop and on mobile*

Upon entering the meeting information, you will be brought into the meeting and can then activate your video and audio using your computer.

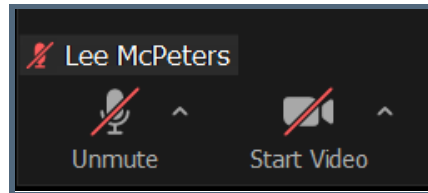


*Joining with Computer Audio Screen*

If you are using a mobile device, the camera and audio options are automatically configured for you.

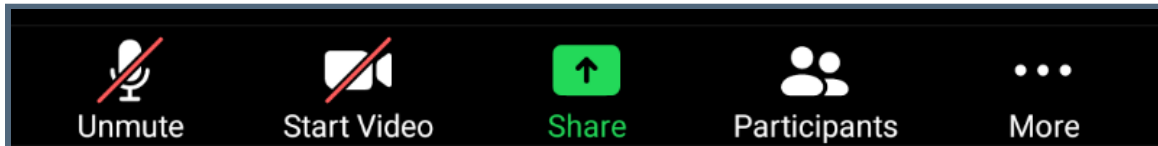
Once you have joined a meeting you can mute your microphone as well as turn off your camera by clicking on the microphone or camera icons. These controls can be found in the bottom left corner of your computer screen.

When the **red line** goes through the icon, it means you are muted or your camera is off. To un-mute or to turn the camera back on, click the icon again.



*Audio and Video Controls on Zoom*

On mobile devices, the icons will be located at the bottom of your screen.



*Audio and Video controls on a mobile device*

## Scheduling a New Meeting

To schedule a new meeting click on the Schedule Meeting button.



*The Schedule Meeting button*

The application will prompt you with the Scheduling options. This is where you can change different meeting settings like date, start time, and decide whether a meeting should be set as recurring or not.



It is recommended to set a Passcode for your meetings in order to prevent unwelcome participants from joining.

A screenshot of the Zoom desktop application's 'Schedule Meeting' form. The form includes fields for 'Topic' (Lee McPeters' Zoom Meeting), 'Start' (Wed January 20, 2021, 06:00 AM), 'Duration' (0 hour, 30 minutes), and 'Time Zone' (Eastern Time (US and Canada)). It also has sections for 'Meeting ID' (Generate Automatically selected), 'Security' (Passcode 746256, Waiting Room checked), 'Video' (Host: On, Participants: On), 'Audio' (Telephone and Computer Audio selected), and 'Calendar' (Google Calendar selected). A blue 'Save' button is at the bottom right.

*Scheduling a Meeting on Desktop*

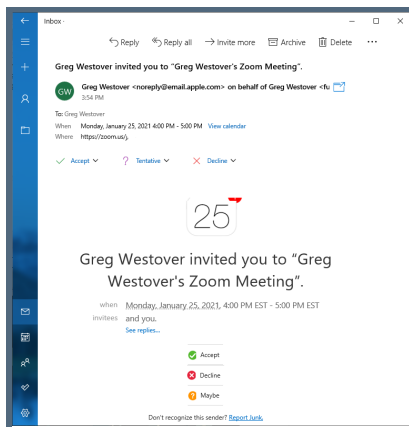
A screenshot of the Zoom mobile application's 'Schedule Meeting' form. It shows the same information as the desktop version, including the meeting topic, start time, duration, and security settings. A toggle for 'Require Meeting Passcode' is turned on. A blue 'Save' button is at the top right.

*Scheduling a Meeting on Mobile*

Fill in the fields with the information for the meeting you want to schedule. Once this is complete and you click the blue Save button, the device provides a link that can be shared with whomever you'd like through email, a calendar invitation, or other means.

A close-up screenshot of the 'Calendar' section in the Zoom scheduling form. It shows three radio button options: 'Outlook', 'Google Calendar' (which is selected), and 'Other Calendars'. Below the options are 'Save' and 'Cancel' buttons. An arrow points from the text below to the 'Save' button.

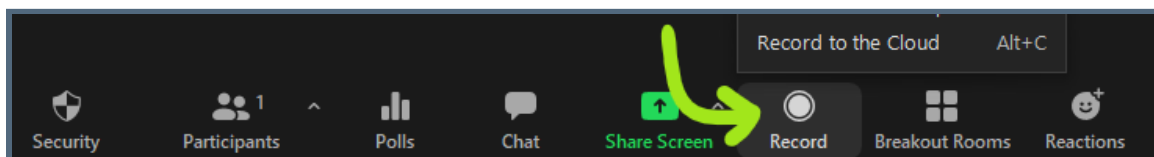
*Choose the calendar you would like to add the meeting to.*



*This is the email that all meeting participants receive.*

## Recording a Zoom Meeting

As a host you can choose to record your meeting either locally on your computer or into your Zoom account in “the Cloud.” To record a meeting, click the record button while in a meeting and choose the destination for the recording.

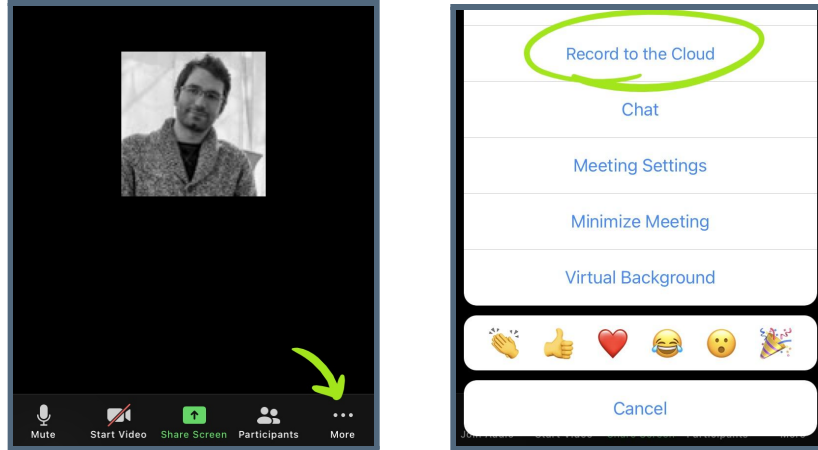


*Recording a meeting on the computer*

You can log into your Zoom account using a web browser to see your meeting recordings.

You can also record your Zoom meeting to the **Cloud** while using the mobile application. You cannot record the meeting onto your phone as a video file.



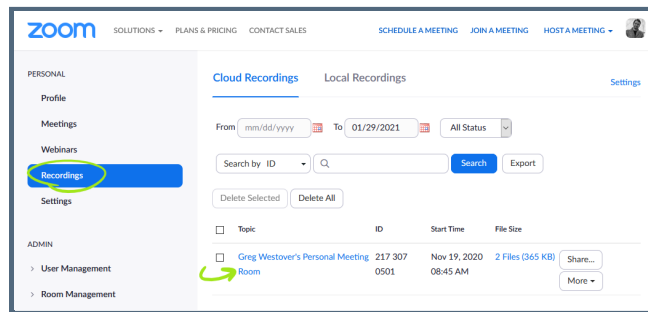


*Recording to the cloud on a mobile device*

Recording a meeting to the **Cloud** means the video of the recording will be saved online and will not be saved to your personal computer or phone.

To view the recordings:

- ★ Sign in to your zoom account online at [zoom.us](https://zoom.us).
- ★ On the left-hand side, select “Recordings”
- ★ To view your meetings, you can select the meeting name from the list



*Accessing recordings on at zoom.us*

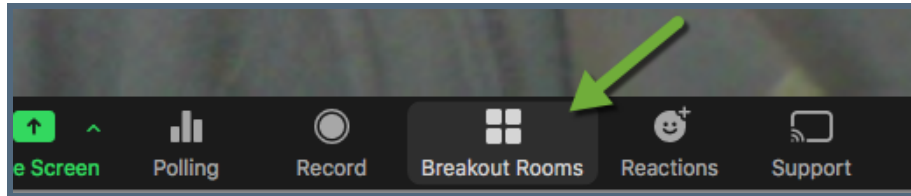
## Using Breakout Rooms in Zoom

Another feature available to hosts is the ability to create and assign participants to breakout rooms. Different groups can meet in the



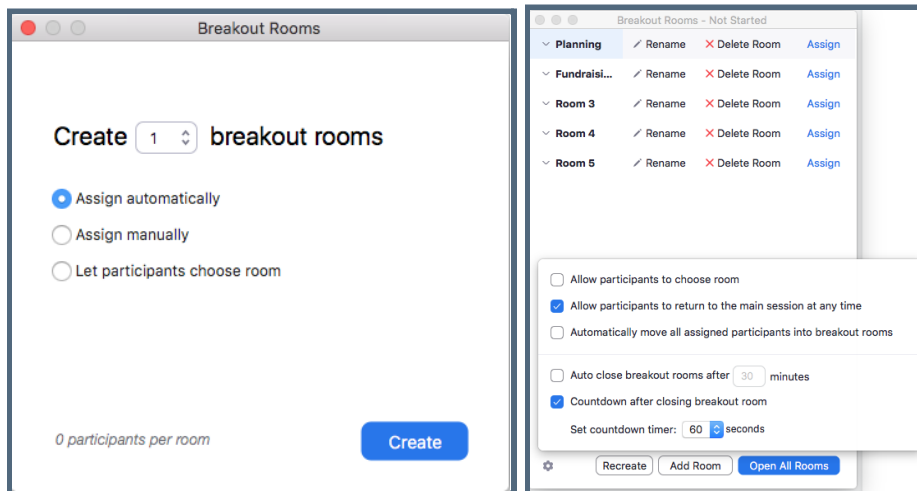


breakout rooms and then come back to the main meeting. To start breakout rooms while in a meeting, click on the Breakout Rooms link at the bottom of the screen.



Click the Breakout Rooms icon to start creating breakout rooms

Choose the number of rooms to create and whether to assign participants automatically, manually, or let them choose from the created rooms. Then, click **Create**.



You can choose how many rooms you want, what participants you want in that room, and settings of each breakout room.

Zoom provides the ability to rename the rooms, assign participants to each room, and other options shown in the image above.

# Google Meet

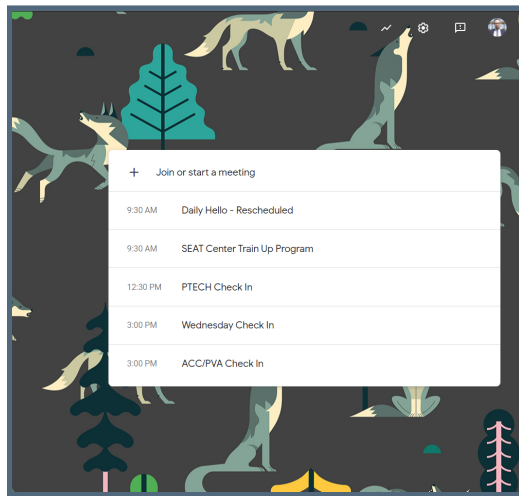


In order to use Google Meet you must use a Google account. Google accounts are free to use. You can sign up for an account by going to [accounts.google.com/signup](https://accounts.google.com/signup)

Google Meet uses only a web browser; there is no software that needs to be downloaded and installed. Google Meet does have mobile applications on both Android and iOS devices.

Meetings have no built-in time limits with a limit of 100 attendees.

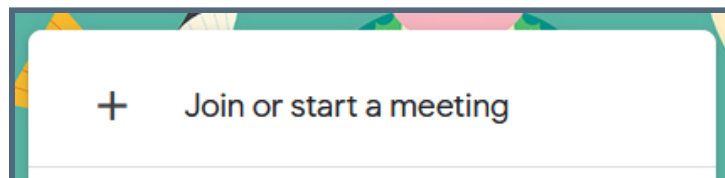
To access Google Meet go to [meet.google.com](https://meet.google.com). The Google Meet home screen offers you the opportunity to join or start a new meeting.



*Meet homepage*

## Joining a Scheduled Meeting

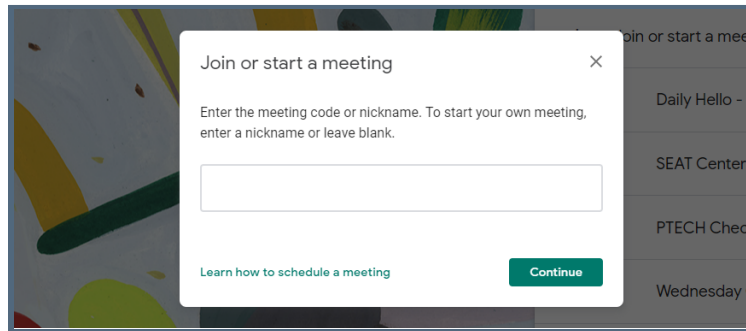
To join a scheduled meeting click on the “Join or start a meeting” button.



*Join or start a meeting*

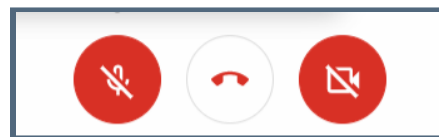


You will see a dialog box that will give you the opportunity to enter the host-provided ID to join someone else's meeting or create a new meeting of your own.



*Joining or starting a meeting*

Once in the meeting, you have the option to Mute your Microphone and Turn off your Camera in Google Meet. In the computer browser version of Google Meet, you will find the buttons on the bottom of your screen.

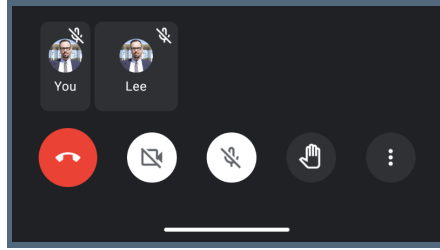


*Audio and Video controls in Meet*

On a computer, you can also turn your microphone on or off by pressing the **Control + D** keys at the same time, You can turn your camera on or off by pressing the **Control + E** keys at the same time

On the mobile application you will find the options on the bottom of your screen.

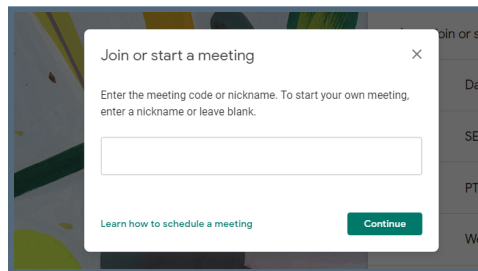




*Mobile Audio and Video controls*

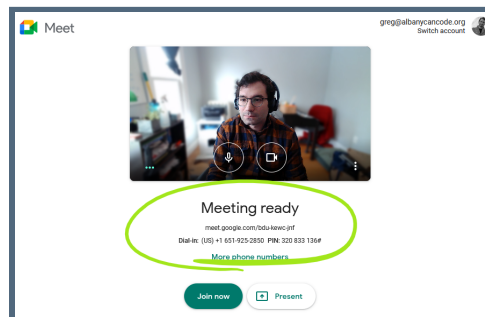
## Scheduling a New Meeting

To create a new meeting, follow the same steps as for joining a meeting, but this time, enter a name for your meeting and click Continue.



*This time you enter a name for your new meeting*

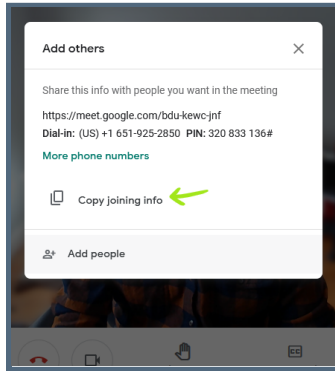
The next page allows you to join the meeting, as well as shows you the meeting link and (if setup) information for joining the meeting by phone number.



*Your meeting is ready to join*



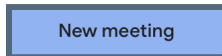
Once you join the meeting you have set up, you will be asked to add others to the meeting. You can click on “Add People” and Google Meet will send an invitation directly to their email address. You can also copy the joining info to share via email or text.



*Copy the joining information to share with others*

## On Mobile Devices

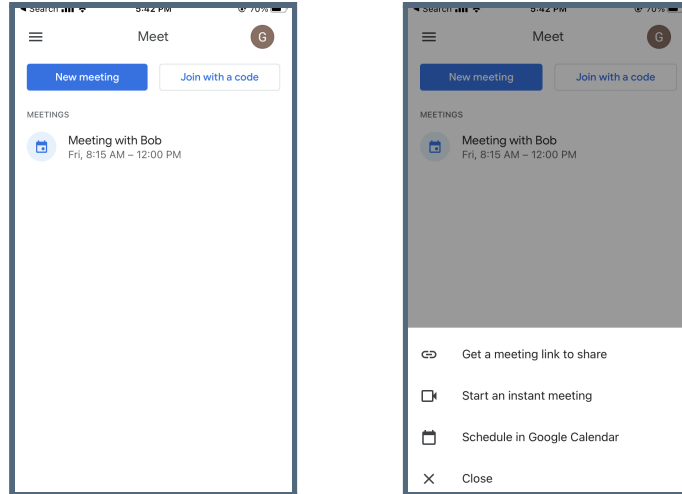
On mobile devices, starting or scheduling a meeting can be done by pressing the **New meeting** button.



*The New meeting button on a mobile device*

This will take you to a screen where you can join a meeting or schedule one just like on the web app.





*Joining and scheduling on mobile devices*

# Microsoft Teams



Teams is Microsoft's video meeting platform and can be accessed either via a desktop application or the web browser. It also has a broader feature set for virtual work and collaboration as well. You can create environments called **Teams** where people can share information, files, and interact with each other. Teams also have the ability to create stand-alone meetings. These can be shared via a calendar invitation or a link to join the meeting.



To join a meeting shared via Calendar click on **Calendar** in the left-hand bar menu of Teams.



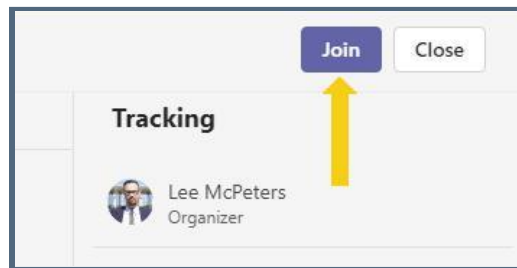
*Click Calendar to join a scheduled meeting*

Find the meeting you wish to join in your calendar.



*Selecting a meeting in your calendar*

Click on the meeting and click “Join” in the top right corner.



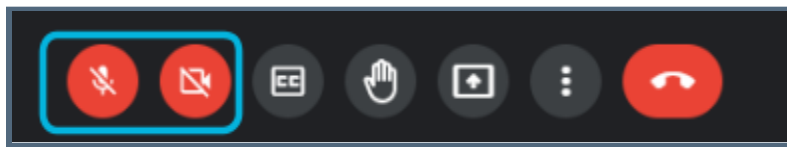
*Finding the Join button in the meeting*

You do not need a Teams account to join a meeting on Microsoft Teams.



# Microphone & Video Troubleshooting

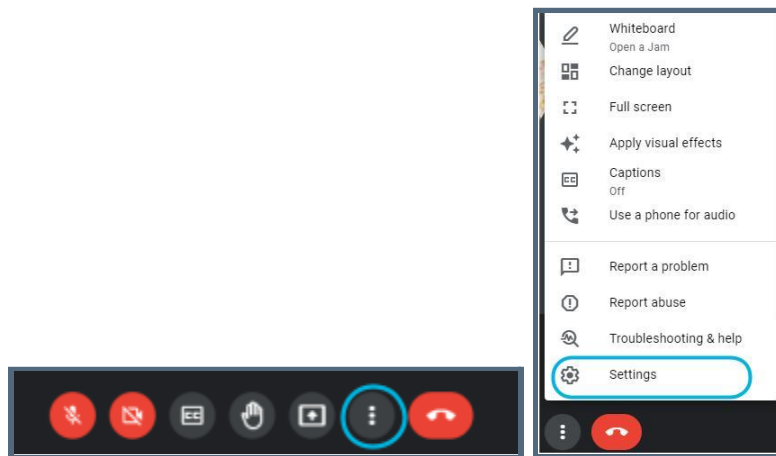
The first step in troubleshooting Microphone and Video is going to be checking to make sure your devices are turned on in the meeting room. If the microphone and camera icons have lines through them, then they are off.



*Audio and Visual controls in Meet*

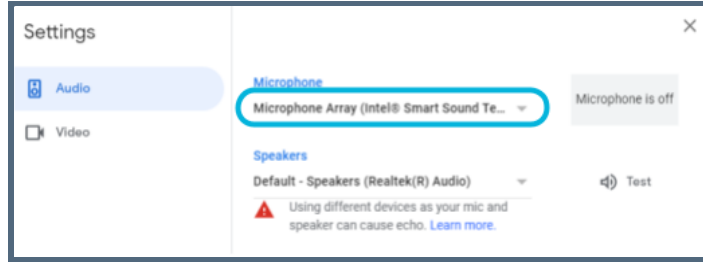
If they are on and you are still having issues, then the next thing to check would be to make sure you are using the correct devices in the settings. It will be different for each application.

## Troubleshooting in Google Meet



*Accessing Settings in Google Meet*

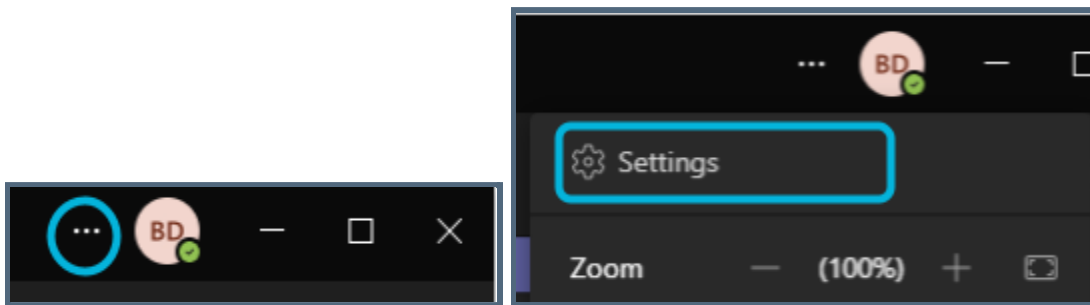




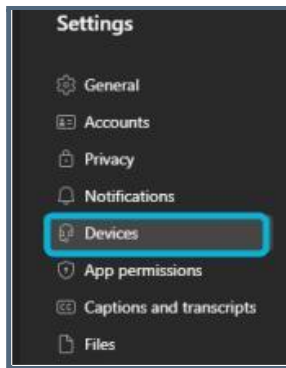
From Settings you can change which microphone, speakers, and camera you are using.

## Troubleshooting in Microsoft Teams

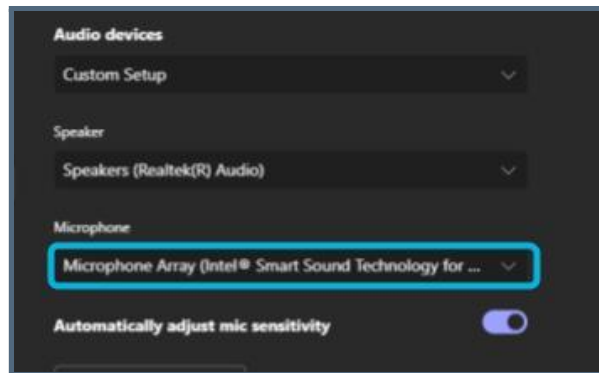
Troubleshooting in MS Teams is very similar to Google Meet.



Choose the three dot icon to access settings and then choose Settings



Choose the Device icon

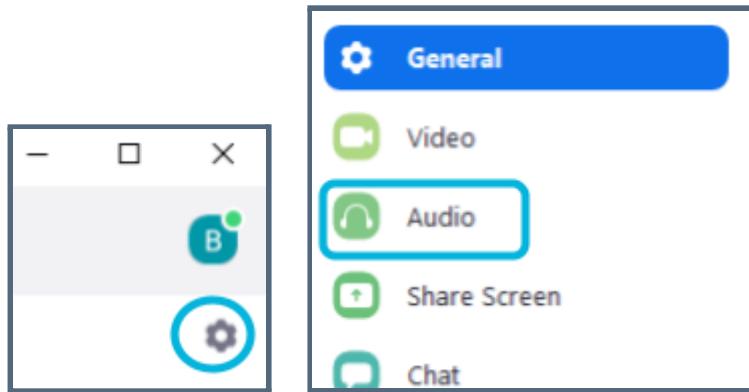


Choose your speaker and microphone



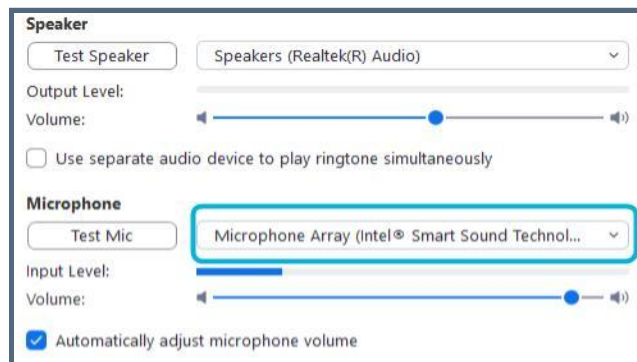
# Troubleshooting in Zoom

Again, Zoom follows the same patterns as Teams and Meet.



*Choose the Settings icon*

*Choose Audio icon*



*Choosing your microphone and speakers in Zoom*

In any of these platforms, if the incorrect device is selected, then click on the device and, from the drop down, select the correct one. Sometimes it can be some trial and error to make sure that you have the right one connected.

If you do not see your device listed, make sure that it is properly plugged into the computer. If it is and you cannot see the device, you should restart the computer.



# Computer vs. Mobile Devices

It can be much simpler to do video calls on a mobile device. There are some downsides to performing video calls on a mobile device such as:

- ★ Can be deemed unprofessional
- ★ Harder to use chat during the meeting
- ★ Cannot share your screen to share content

When using a computer for video calling there are also benefits and drawbacks.

## Benefits:

- ★ More advanced features
- ★ Ability to screen share
- ★ More professional setup

## Drawbacks:

- ★ Can be more complicated to set up
- ★ May need additional peripherals like webcam and microphone

For most people, the import thing is going to be using the devices that you have available to you. As a general recommendation, for professional



video calls, you are going to want to use a laptop or desktop computer. For personal video calls, it may be easier to use mobile devices.

# Etiquette

There are a number of things that you should be doing while in video calls in order to be polite and professional.

**Check your microphone.** Before entering a meeting you should check your microphone in the settings of the meeting tool you are using. Make sure that the correct microphone is being used and that you sound clear and are loud enough to be heard.

**Minimize background noise.** Move to a location where there is less noise, for example a secluded room.

**Create a professional setting.** Remove anything that might be inappropriate in the background behind you. Make sure that anyone who might go behind you knows you will be on a video call and to be aware that they are likely to be seen.

**Dress appropriately.** For different types of calls, you will need different types of attire -- just like in person.

**Share carefully.** Make sure you are aware of what you are sharing when you share your screen.

**Use mute.** When in group calls, mute yourself when you are not speaking in order to lessen the amount of background noise.



