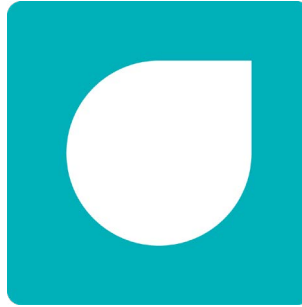


Virtual Meeting Tools



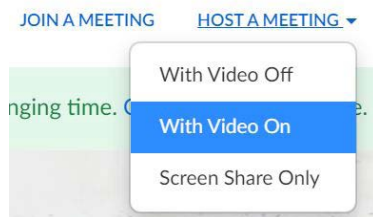
We've put together some helpful guidance on using virtual meeting programmes and apps to help you successfully hold your fundraising events online with friends and family.

Zoom

Create an account at <https://zoom.us/> and click 'Sign up for Free'. Follow the instructions; you will need to provide an email address and click the 'Activate Account' button in the email you're sent.

To Schedule a meeting from your zoom account, [see this video](#) for instructions

To Host a meeting (i.e. to meet now, without scheduling), click 'Host a Meeting' and select the type of meeting you want.



Once your meeting starts, click 'Invite Others' to email the other participants.



Invite Others

To join a meeting, you will receive an email invitation from the meeting host; just click the link in the email – or [see this video](#) for more information.

Alternatively, if the host has provided you with a Meeting Id, you can select 'Join a Meeting' from the menu bar and input the Meeting ID.

Meeting controls – once in a meeting, please [take a look at this video](#) to see the tools and features you can use to participate effectively in the meeting.

Many more videos about using zoom can be found here <https://www.youtube.com/user/ZoomMeetings>

Skype

Skype allows free [video conferencing](#). It is very easy to set up; click the 'Create a free meeting' button on [this page](#) and send the link generated to all participants. On clicking the link, all participants can join the call. For more information [click here](#)

Microsoft Teams

[Microsoft teams](#) has been designed as a multi-media collaborative tool but includes great video conferencing. <https://teamsdemo.office.com/> will take you through set-up and get you started.

To set up a Teams meeting, [see this video](#) for instructions

To start and run your meeting, [see this video](#).



Houseparty

Available on web browser at <https://app.houseparty.com/login>, or download the app for iOS, Android and macOS.

Create an account and verify a security code that will be texted to you.

Search for friends and click the phone icon to start a call and to add more people.

Houseparty is great for small informal meetings and events, games and quizzes. Its not great for larger or formal meetings



Facetime

Facetime is an apple product, so can only be used on iPhone or iPad. So only useful if all participants have these devices!

Facebook Live

[Facebook Live](#) allows communication with mass audiences and followers. Here are [12 top tips](#) for effective use

Whatsapp

Great for 1:1 video chat or groups of three, but not for groups larger than this.

