



Chinese American
Citizens Alliance

CONNECTING ONLINE

A GUIDE TO PRESENT-DAY TECHNOLOGIES

Great San Gabriel Valley
(GSGV) Lodge of Chinese
American Citizens Alliance

Instructional Guide
August 2020

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ZOOM

Getting Started

*Video Conferencing, Webinars,
Web Conferencing, and
Screen Sharing*



Meetings



Video Webinar



Conference Rooms



Phone System



Chat



Join a Meeting

Sign In

Sign In

Sign Up Free

Email

Password

Forgot?

☐ Keep me signed in

Sign In



or



01

LAUNCHING ZOOM

After launching Zoom on Windows or Mac, click "Join a Meeting" to join a meeting without signing in. If you would like to start or schedule your own meeting, click "Sign In."

02

SIGN IN AND JOIN

You may sign in using your Zoom, Google, or Facebook account. You may also sign in with single sign-on (SSO). If you do not have an account, click "Sign Up for Free."

03

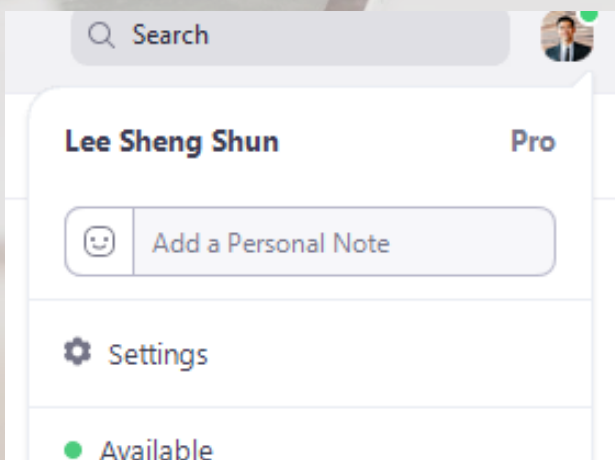
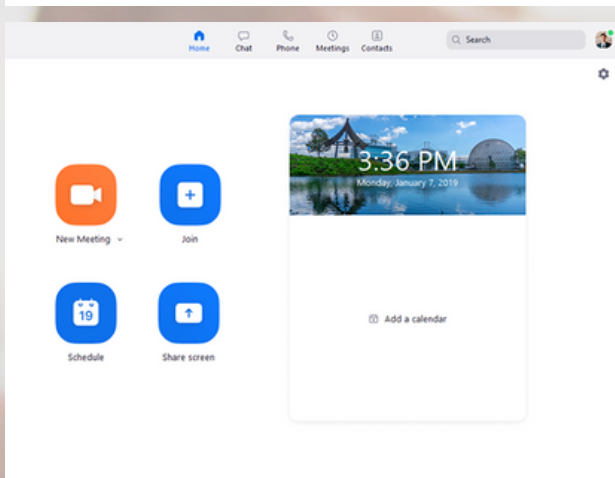
HOME

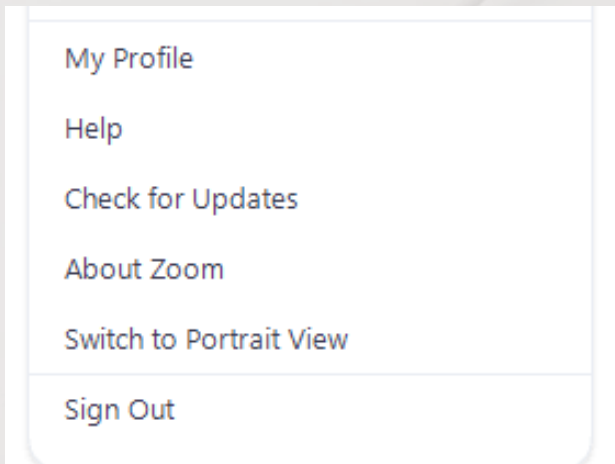
After signing in, you will see the Home tab, where you can click the following options:

- **New Meeting** - Click the downwards arrow to enable video or use your personal meeting ID (PMI).
- **Join** - Join a meeting that is in progress.
- **Schedule** - Set up a meeting
- **Share Screen** - Share your screen in a Zoom Room by entering in the meeting ID or sharing key.

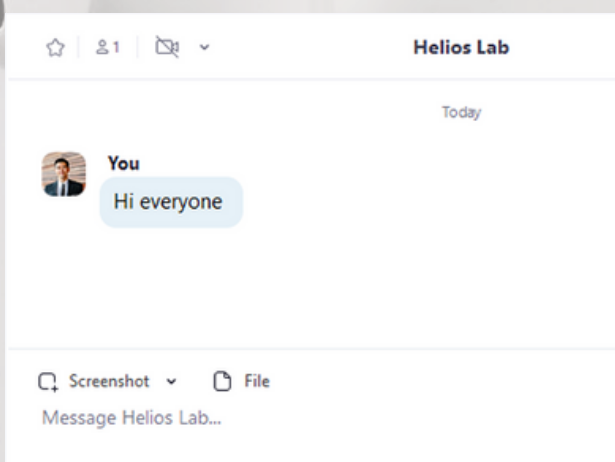
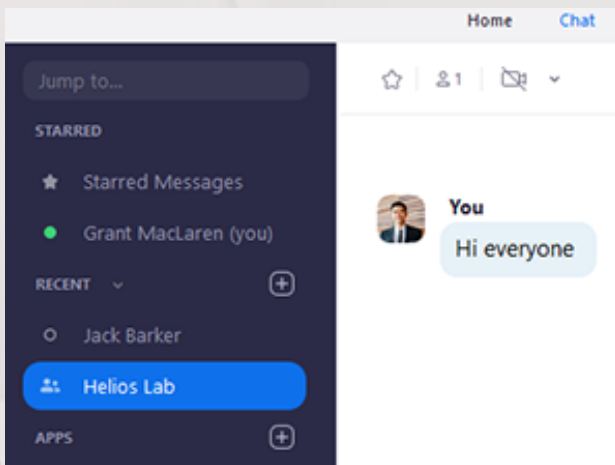
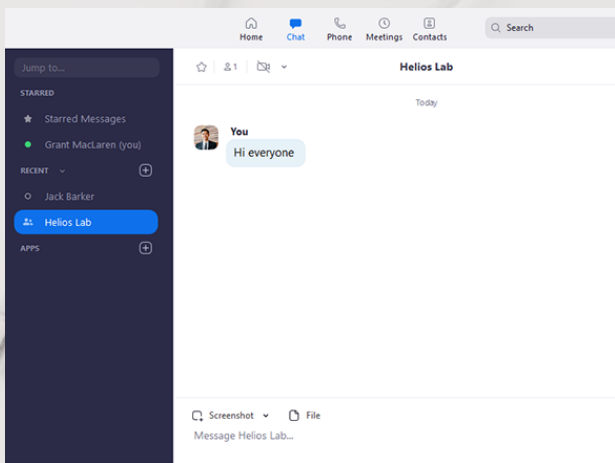
Click your Profile Picture (right corner) to view the following options:

- Add a Personal Note
- Settings
- Change your status to Available, Away, or Do Not Disturb.





- My Profile - Edit your Profile
- Help - Opens the Zoom Help Center.
- Check for Updates
- About Zoom
- Switch to Portrait View
- Sign out
- Upgrade to Pro (if using a free account)



04

CHAT

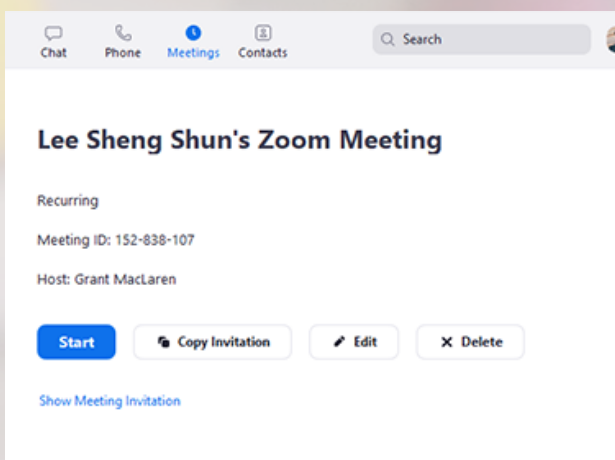
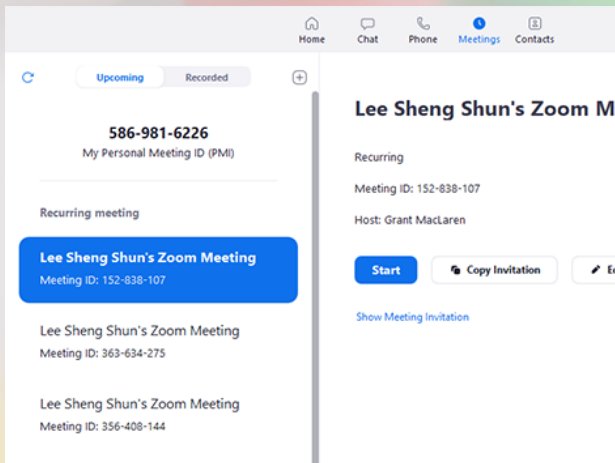
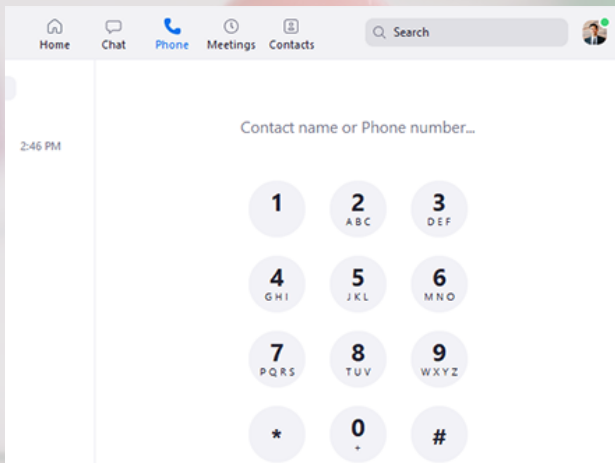
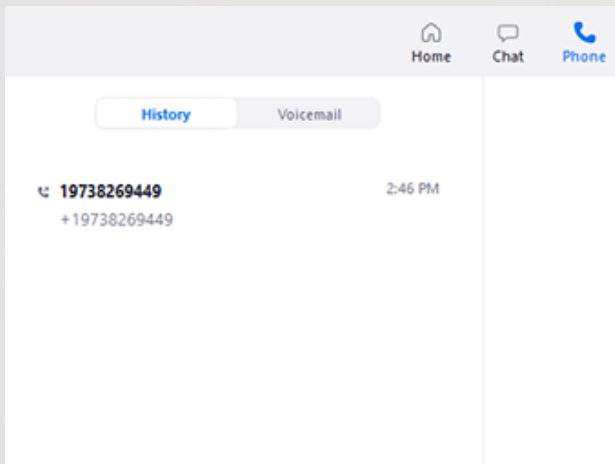
Select the **Chat** tab at the top of your screen to view private conversations with your contacts or group conversations.

You can access the following features in the left-side panel:

- Jump to search box: Search for a contact or channel (conversation).
- Starred Messages
- Click your name to use your personal chat space.
- Add icon (+ next to **Recent**): Start a new chat, create a channel for group chats, or join an existing conversation/channel.
- Under **Recent**, click a channel (indicated by the group icon) to view the channel's chat history and send group messages.

After selecting a contact or channel in the left-side panel, you may:

- Start a meeting with the contact (Click Video Icon)
- Add the contact or channel to your starred list (Click Star Icon)
- Compose and send messages to your contact or channel (Message Box)
- View additional options for the contact or channel (Click Info Icon)



05

PHONE

Select the **Phone** tab (at the top of your screen) to make phone calls, view call history, and play voicemail messages.

Note: Zoom Phone licence is required.

You may:

- View and delete call history and recordings (Click **History** Tab, Left Side)
- Play and manage voicemail messages (Click **Voicemail** Tab, Left Side)
- Make calls by entering a phone number or searching through your contacts (**Dial Pad to the Right**)

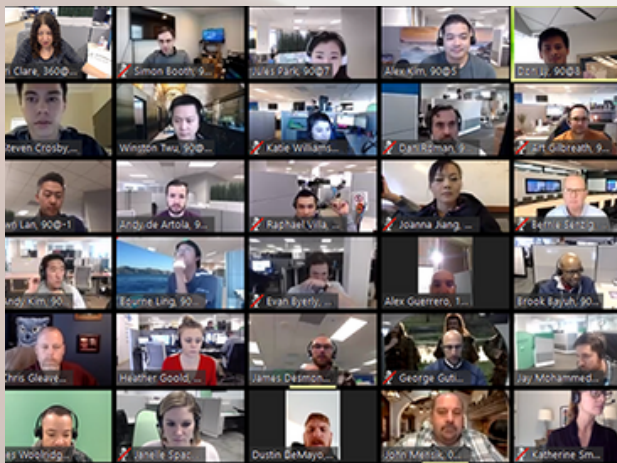
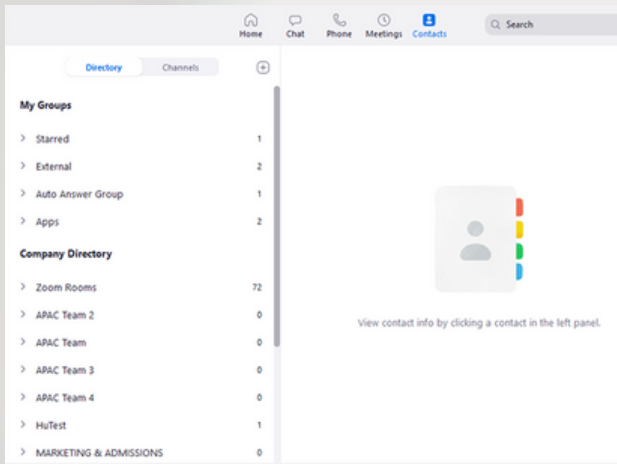
06

MEETINGS

- Select the **Meetings** tab (at the top of your screen) and click **Upcoming** to view, start, edit, and delete scheduled meetings.

You may:

- Schedule a new meeting (Click + icon)
- Refresh the meeting list if you do not see your scheduled meeting (Click Refresh Icon)
- **Start** - Start the scheduled meeting
- **Copy Invitation** - Copy your meeting's invitation text
- **Edit** - Edit meeting details and options
- **Delete** - Permanently delete your scheduled meeting



07

CONTACTS

Select the Contacts tab (at the top of your screen) to view and manage your contacts.

- **Directory tab** - View all your contacts
- **Channels tab** - View a directory of your channels (used for group messaging).
- **Add icon** - You can add a contact, create a contact group, create and/or join a channel.

08

MEETING CONTROLS

During the Zoom Meeting, you may:

- View participants
- Chat with participants
- Record the meeting
- Invite new participants
- Show/Stop video
- Mute/Unmute
- Share your screen
- Leave meeting

09

FOR MORE INFORMATION

Please visit
<https://support.zoom.us/hc/en-us>
 for more information.

"Getting Started on Windows and Mac." Zoom Help Center,
support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac#h_8968ed2e-21e9-420f-9a16-1e0fdd6f6fc2.

GOOGLE MEET

*"Securely connect,
collaborate, and
celebrate from
anywhere."*



Stay connected



Share your screen



Host large meetings



Join from your phone



Take control



Broadcast internal events

01

ACCESSING GOOGLE MEET

For personal use, simply sign in to your existing Google Account. You may access Google Meet from your computer, phone, or tablet.

02

FROM YOUR COMPUTER

You may use any modern web browser to start a meeting or join your meeting. There are no downloads or additional software required. Visit <https://apps.google.com/meet/> to sign in.

03

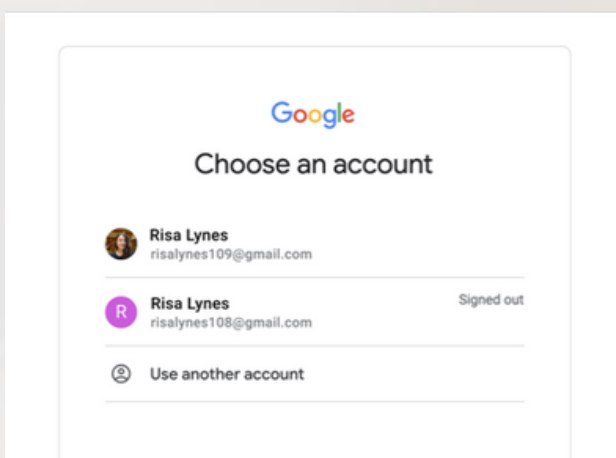
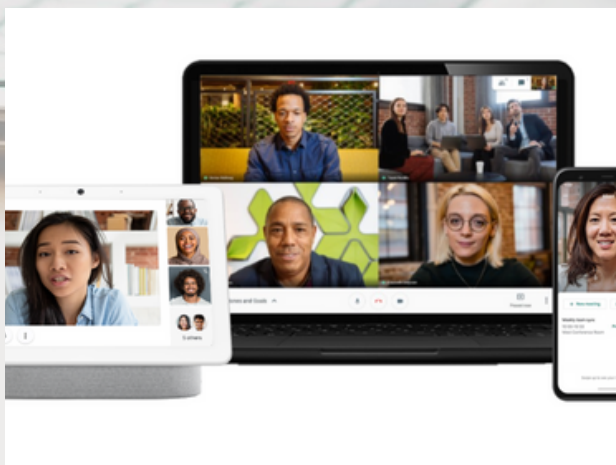
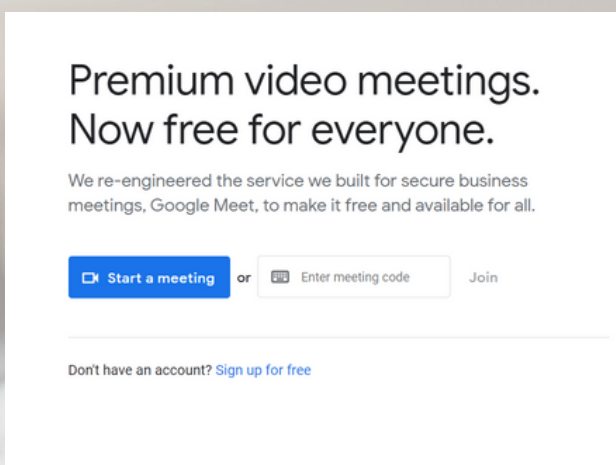
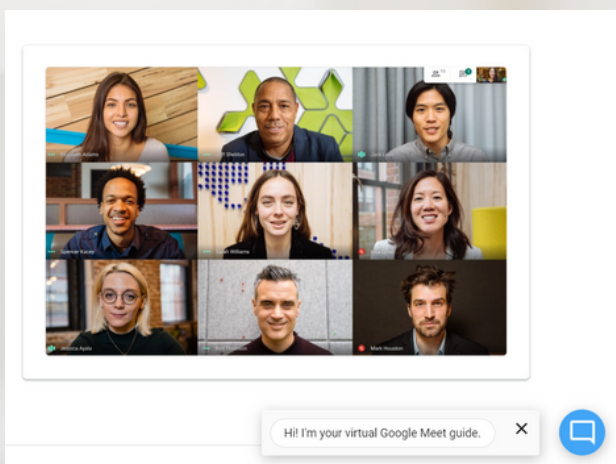
FROM YOUR PHONE OR TABLET

You may use your phone or tablet to access Google Meet. Simply download the Google Meet mobile app from Google Play or Apple Store. You may join, host, or share your screen from the Google Meet mobile app.

04

CREATING A NEW MEETING

To create a new video meeting, sign in to your existing Google Account. If you do not have a Google Account, sign up for free.



05

INVITING PARTICIPANTS AND JOINING A MEETING

To invite others to your online meeting, send a link or meeting code to your participants. The meeting code is the string of letters at the end of the meeting link. You do not have to enter the hyphens.

For the free version of Google Meet, guests will need to create or sign in to an existing Google Account to join.

To join, click the meeting link from the invite or enter the meeting code from your host. The meeting host may also invite the participant during the meeting by clicking the "Add People" option.

06

FREE FEATURES

Free features include:

- Unlimited number of meetings
- Live captioning during meetings
- Video and audio preview screen
- Adjustable layouts and screen settings
- Controls for meeting hosts (e.g. pin, mute, or remove participants)
- Screen Share (Click Present Screen)
- Message Participants
- Integration with Google and Microsoft Office apps

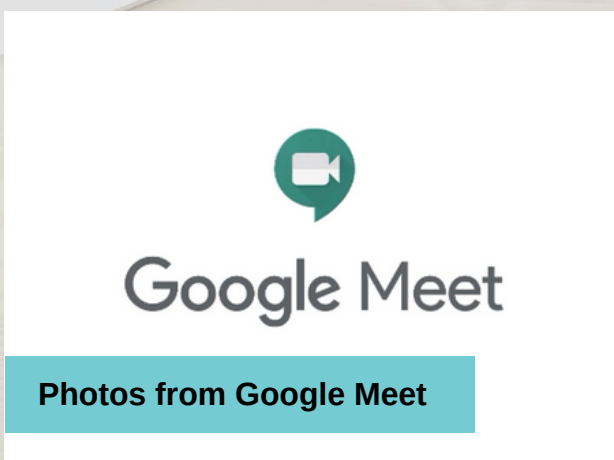
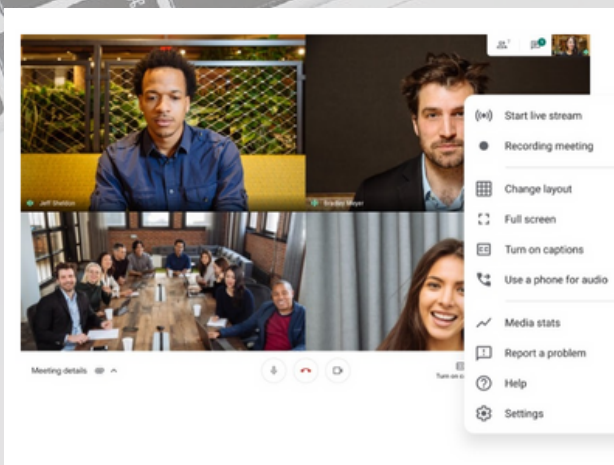
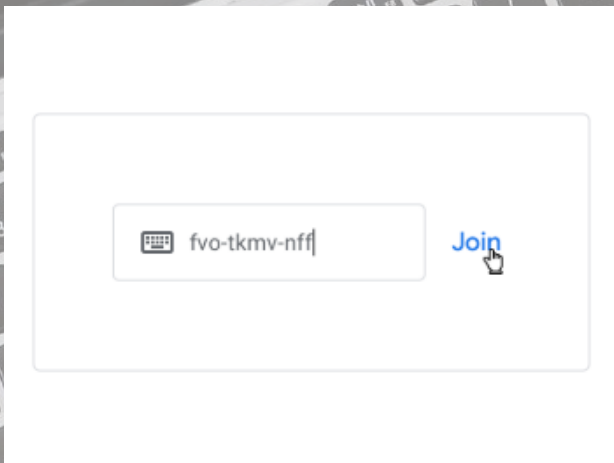
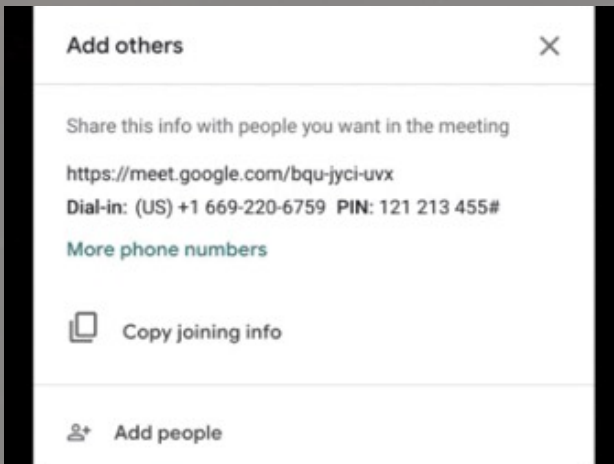
07

FOR MORE INFORMATION

Please visit

<https://support.google.com/meet/?hl=en>

"How to Use Google Meet Video Conferencing | Google Meet." Google, Google, apps.google.com/meet/how-it-works/.



SKYPE

"Stay in touch! Free online calls, messaging, affordable international calling to mobiles or landlines and instant online meetings on Skype."



*Discover More Features with
Skype Meet Now!*

- *Live Subtitles*
- *Skype Call Recording*
- *Skype Number*
- *Mobile Screen Sharing*
- *and More*

Skype for Desktop

Available for Windows, Mac OS X and Linux.

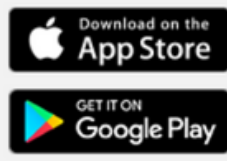
By downloading Skype, you accept [Terms Of Use](#) and [Privacy & Cookies](#).

[Get Skype for Windows](#) ▾

See [system requirements](#).



Skype for Mobile



Available for Android and iPhone.



Sign in

to continue to Skype

Skype, phone or email

No account? [Create one!](#)

[Sign in with a security key](#) ?

[Sign-in options](#)

Back

Next

🔍 People, groups & messages



Chats



Calls



Contacts



Meet Now



New

01

ACCESSING SKYPE

Visit <https://www.skype.com/en/> to download Skype or create a free meeting. To download Skype for your desktop, you may visit <https://www.skype.com/en/get-skype/>. Select the type of desktop you own (e.g. Windows, Mac, Linux, etc.) and click the 'Get Skype' button. Skype is also available for Mobile.

02

FROM YOUR COMPUTER

After downloading Skype, visit your Downloads folder. Click the Skype download and follow the instructions on your screen to install.

03

YOUR ACCOUNT

Once Skype is successfully installed, you may create a new account or sign in to an existing account. Click 'Create one!' to create a new account. You may create your account using an email or a phone number.

04

SKYPE MEET NOW

With Skype Meet Now, you may send out links to attendees via email. Attendees may join without a Skype account and without downloads. To start a Meet Now call, click the 'Meet Now' button on the top left corner of your screen.

05

INVITING PARTICIPANTS AND JOINING A MEETING

Click on 'Share invite' for details on how to add your participants. You may share using the generated link. When you are ready, click 'Start call' to begin your meeting.

06

JOINING THE CALL

Your attendees will see this screen when they have been invited to the Skype Call. They may join as a guest, sign in, or create a new Skype account. No downloads or accounts are required.

07

CALL FEATURES

Features include:

- Open recent chats.
- View participants currently in the call.
- Share the Meet Now link.
- Record the call.
- Mute or unmute microphone.
- Turn video on or off.
- End the call.
- Open the conversation.
- Share the screen.
- Send a reaction to the call.
- View More options.

07

FOR MORE INFORMATION

Please visit
<https://support.skype.com/en/skype/all/>

"How to Use Google Meet Video Conferencing | Google Meet." Google, Google, apps.google.com/meet/how-it-works/.

