

Hello everyone! As Grace Church has moved fully into the online spectrum of church, it is changing the way we do everything! From services to serve teams, getting connected to connect groups, our world has changed. In this document, you will find instructions for the utilization of several free, online video conference call services that can be utilized for your online connect group. Instructions are for both the leaders and participants of connect groups at Grace. These are all similar in service, so use the one that works best for you. If you have experience in a system that is not on here, please use whatever you are most comfortable with!

Two things of note for EACH of these service. 1). They work best if each participant is using headphones. 2). If you are not using headphones, make sure to mute yourself when you are not talking; otherwise, it will start an echo feedback that makes it very difficult to hear or understand people. A good general rule is that everyone should mute themselves except for whoever is talking at a given time.

Please check out the systems below and use the one that makes the most sense for you!

Platform: Free Conference Call (freeconferencecall.com)

What It Is: Video and/or audio conferencing call for unlimited time for up to 1000 participants

Requirements:

- A smartphone, ipad, or computer with internet access. (If using a smartphone or ipad, please download the Free Conference Call app from the App Store)

Quick How-To:

- For Leaders:
 - o Set Up:
 - On a computer, go to www.freeconferencecall.com to create a free account.
 - Create your account by inputting your personal email address, create a password, and click "Create My Free Account"
 - Once your account is created, it will automatically generate your conference call number. On your screen, click on the "host a meeting" button.
 - You will be prompted to download an application onto your computer. Once done, it will ask if you want to "allow Computer audio". Select "yes".

- You will be taken to a blank screen with your email address in the middle. At the bottom left of the screen, click the camera icon to allow your computer camera to be turned on.
 - Once your camera and audio are turned on, in the bottom middle of the screen, click “Invite”. A popup will come with all your hosting information.
 - Click on “Copy to Clipboard”
 - From there, you can paste it in an email to all of your connect group members. If you have the ability to text from your computer, you can text the information out.
 - Participants only have to click the “Join Online Meeting” link, then enter their name and email address. That’s it!
- For Participants:
 - Set Up:
 - Open the email or text message sent from your leader.
 - Click on the “Join Online Meeting” link
 - If on a computer, you will be taken to the weblink and will be asked to input your name and email address. You do not need to create an account
 - If on a phone, you will be prompted to download the Free Conference Call app. Once you do, you will need to create an account with a name, email, and password
 - Once you have joined the meeting, allow camera and microphone access.

Platform: Zoom

What It Is: Video and/or audio conferencing call for 40 minutes (on the free plan) for up to 100 participants.

Requirements:

- A smartphone, iPad, or computer with internet access. (If using a smartphone or iPad, please download the Zoom Cloud Meetings App from the App Store)

Quick How-To:

- For Leaders:
 - Set Up:
 1. On a computer, create a zoom account by going to zoom.us and following the directions with your email address. Basic Accounts are free.
 2. Once you have created your account, you can schedule a meeting by clicking the “Schedule a Meeting” link in blue on the top of your screen.
 - a. When you create your meeting, please enter the parameters you require for your meeting – time, duration, etc. [note: there is a limit to 40 minutes for a free account. If you need longer than 40

- minutes, you will need to schedule 2 meetings, go for 40 minute on the first meeting, close out, then re-connect to the second meeting]
- b. The zoom system will default to automatically generate a “Zoom ID.” This is the code your participants will enter to virtually join the meeting at the designated time.
 - c. We recommend that you turn the video component of your meeting “ON” for both hosts (leaders) and participants. Seeing each others faces can help us feel a little more sane and connected. 😊
 - d. The audio will work best when through a computer - make sure people have their sound on!
3. Once your meeting has been created, you can send your meeting information to your participants via calendar invite (Google, Outlook or Yahoo), or by copy and pasting the Join URL and Meeting ID into an email.

[Click here to watch a one minute tutorial video on how to create a Zoom Meeting](#)

- Running the Meeting:
 1. To start your meeting, log into your zoom account (<https://zoom.us>) and click on “My Account” in blue in the upper right hand corner.
 2. Click the “Meetings” link on the left side of your screen, under the Personal Tab.
 3. You can see your list of upcoming meetings here. Select the meeting you want, then click the button labeled START.
 4. If on a computer, a pop up should say “Allow access for zoom.us” - click allow (or yes).
 5. If on a computer, select join using the Computer Audio.
 6. If on an iPad or Phone, you will want to download the Zoom Cloud Meetings App from the app store for the best access.
 7. If on an iPad or Phone, allow access for the camera and microphone for full access to your meeting.
 8. Congrats! You are now logged into the meeting! Make sure your sound and video are turned on. You can set your microphone to “mute” that will mute your ability to be heard, but you will still be able to hear anyone in the group not on mute.
- For Participants:
 1. Open the email you received from your small group leader.
 2. If you will be joining the meeting through a phone or iPad, please download the Zoom Cloud Meetings app in the app store.
 3. Click on the link labeled “Join Zoom Meeting.” The link should start with [https://zoom.us/...](https://zoom.us/)
 4. When prompted, enter the Meeting ID given to you by your leader.
 - a. If on a computer, a pop up should say “Allow access for zoom.us” - click allow (or yes).
 - b. If on a computer, select join using the Computer Audio.

- c. If on an iPad or Phone, the meeting should open in the Zoom app.
 - d. If on an iPad or Phone, allow access for the camera and microphone for full access to your meeting.
5. Congrats! You are now logged into the meeting! Make sure your sound and video are turned on. You can set your microphone to “mute” that will mute your ability to be heard, but you will still be able to hear the leader and those not on mute.

[Click here to watch a one minute tutorial video on how to join a Zoom Meeting.](#)

Platform: Google Hangout

What It Is: Video and/or audio conferencing call for unlimited time for up to 25 people.

Requirements:

- A smartphone, iPad, or computer with internet access; a google email address account.

Quick How-To:

- For Leaders & Participants:
 1. Open Google hangouts by logging into <https://hangouts.google.com> on a computer, or through the Hangouts app on a phone or iPad.
 2. Click on Video Call
 3. Click "Allow" to use camera and microphone on your computer.
 4. Click Invite People and type in their email address. (If they don't have a google account it will send them an invite to setup an account)
 5. Congrats! You have your Google Hangout!

[Click here to view a tutorial on how to invite people to a Google Hangout \(please view from 3:48-4:40\)](#)

Note: You will want to download the Hangouts app if you are accessing on a phone or iPad.

Platform: Facetime Video Group Chat

What It Is: Video calling for unlimited time for up to 32 people.

Requirements:

- An Apple device (iPhone, iPad, or Mac Book)

Quick How-To:

1. Open the Facetime app on your device.
2. Input the phone number or email your contact and send a FaceTime call (video or audio).
3. Once they answer, to add another person:
 - a. On an iPhone, swipe up and press Add Person
 - b. On a Mac Book or iPad, open the menu button on the left and press Add Person.
4. Repeat for as many new people as necessary (up to 32).
5. Congrats! You are now connected to a Group FaceTime call.