

Tools for Remote Meetings

Disclaimer of Endorsement

Any reference to a specific product or service does not constitute or imply an endorsement of that product or service by the Knights of Columbus.

Google Hangout (free if you have a google account)

1. Set a time and date for your next officer/business meeting
2. Email your officers this time and date, and tell them to have their email open at that time
3. Create or have a google/gmail account
4. At the time of the meeting, visit <https://hangouts.google.com/>
5. Click “video call” in the middle of the screen
6. Click “copy link to share”
7. Send your council membership the link you just copied
8. Membership will begin to join your call
9. If members are not sharing, they should mute their mics by clicking the microphone button at the bottom of their video
10. The presenter can share their screen to show a meeting agenda or anything else pertinent to the meeting by clicking the three buttons in the type right corner of the screen



Privacy Information:

<https://policies.google.com/privacy?hl=en>

Skype (free)

1. Visit <https://www.skype.com/en/free-conference-call/>
2. Click “Create a free meeting” on the right side of the screen
3. Share the link via email to your membership or officer list along with the date/time of the meeting
4. You can record your call for those unable to join live



Privacy Information:

<https://support.skype.com/en/skype/all/privacy-security/>

<https://privacy.microsoft.com/en-us/privacystatement>



GoToMeeting (\$12-\$20 per month, with 14-day free trial)

1. Visit <https://www.gotomeeting.com/>
2. Click “Start for Free”
3. Create an account and your council size and click “Sign Up”
4. Log In with your account
5. On the right side of the screen, click schedule
6. Enter your meeting name and time and click “Save”
7. Your meeting information will appear on an “invite people” screen
8. Click “copy” on the bottom right of this dialogue box
9. Paste this information into an email to your membership
10. Members will click the link to join your video call
11. They can use their built-in audio of their computer/iPad to call into your video call or they can call the toll-free or regular number to join
12. At the time of your meeting, sign into your go to meeting account and find your meeting name in the middle of the screen listed under “My Meetings”
13. Click “Start” which is in blue on the right side of your meeting
14. Membership will begin to join your call
15. If members are not sharing, they should mute their mics by clicking the microphone button at the bottom of their video
16. The presenter can share their screen to show a meeting agenda or anything else pertinent to the meeting by clicking the three buttons in the type right corner of the screen
17. See our best practices for more information on how to run a meeting remotely



Privacy Information: <https://www.logmeininc.com/legal/privacy>

Zoom (free)

1. Visit <https://zoom.us/>
2. In top right corner, click “SIGN UP, IT’S FREE”
3. Create an account with email, or with Google or Facebook
4. Check your email to activate your account
5. After signing in, click “SCHEDULE A MEETING” on the center top of the screen.
6. Enter meeting topic i.e. Council 987654 Officer Meeting
7. Select the date and time
8. Be sure to allow all participants to have video and audio
9. Click save
10. Scroll down to “Join URL” and share that link with your membership or officers via email
11. Please note your meeting ID
12. At the time of the meeting, simple login into zoom, click meetings on the left-hand side under “PERSONAL”, then click the meeting you created, then on the right-hand side of the screen, click “Start this meeting”



Privacy Information: <https://zoom.us/privacy>



Webex (free)

1. Visit <https://www.webex.com/>
2. Click “Start for Free” in the upper right-hand corner
3. Enter your email address and click “sign up”
4. Enter your first and last name and click “continue”
5. Check your email and click the link provided
6. Create a password for your account and click “continue”
7. Click “Meetings” on the left navigation row
8. Click “Schedule” on the right hand side
9. Enter a name for the meeting
10. Enter a password for the meeting
 - a. Use something simple like your council number
11. Click the drop down arrows to adjust the date and time of your meeting
12. Copy and paste your member or officer email addresses in the “Attendees” box
13. Click “Show advanced options” if you would like to add an agenda, adjust the email reminder for the meeting, etc.
14. Click “Schedule” and you are all set.
15. When you are ready to open up your meeting, login and go to “Meetings” on the left navigation row and click “Start Meeting”
16. See our best practices for more information on how to run a meeting remotely



Privacy Information: <https://www.cisco.com/c/en/us/about/legal/privacy-full.html>

FreeConferenceCall.com (free)

1. Visit <https://www.freeconferencecall.com/>
2. Enter email and create password and click “Create My Free Account”
3. You will be emailed and can see on your webpage your dial-in number, access code, and host PIN #
4. You can email this number and date/time to your council membership.
5. When you call in, follow the prompts and enter your access code. Then be sure to enter your Host PIN to ensure that call begins and that you are in charge of the call
6. You can also host an online meeting, which is great when sharing your screen to show meeting agendas, etc.



Privacy Information: <https://www.freeconferencecall.com/privacy-policy>

FreeConference.com (free)

1. Visit <https://www.freeconference.com/>
2. Click “SIGN UP FREE”
3. Enter name, email, and password, and agree to the terms and conditions and click “create account” or sign up using your Facebook account



4. Follow the easy prompts to schedule a conference call by clicking “Schedule”
5. Give the name of your call a title, date, time, and description i.e. officer meeting, business meeting, etc. and click “next”
6. Enter the emails of your membership. You can type them in individually or click the three lines in the top right-hand portion of the screen and click “Upload CSV” to add your excel list of member emails.
 - a. OR, you can wait until the end when you schedule your meeting, and then copy the information to email to your membership yourself.
7. Click “add” and then click “next”
8. Click “Standard free dial-in numbers” to maintain the free account. Other options, including recording your call, will come with a fee. You can choose those if you wish.
9. Click “next”
10. Click the free numbers to use and then click “next”
11. Click “schedule”
 - a. If you did not add your member contacts, or wish to email them yourself, click “copy details” on the top left
 - b. You can then go to your email and click “paste” (Ctrl+V) and email your membership the information
12. Click “close”
13. At the time of your meeting be sure to dial-in and enter your access code to start your meeting.

Privacy Information: <https://www.freeconference.com/page/privacy-policy/>

Best Practices for Remote Meetings

Use these best practices to minimize your technical issues as well as any awkwardness that might occur from transitioning in-person events into video conferencing and online meeting.

1. Test the Service

- a. Before you host a business meeting, test your online meeting platform for your officers meeting.

2. Set Up Where Wi-Fi is Strong

- a. Are you using a laptop or iPad? Know where your wireless router is located in your home and set up in a remote area near that location. If you are using a desktop computer, you should be fine.

3. Use Headphones

- a. If you have headphones with a microphone (Apple corded headphones or air pods) or a Bluetooth headset, we encourage you to use those. It will be easier to be heard as well as to hear. Built-in computer audio may work fine for you, but it is not always the best quality or reliable.

4. Mute when Not Speaking



- a. In order to reduce interference and lots of background noise, it is a best practice to have all attendees mute themselves when they are not speaking. This is typically done by clicking a little microphone button to turn it red, or to put a line through it. If you are on the phone, simply hit the mute button. Remember to hit unmute when it's your time to speak.

5. Raise Hands and Utilize Chat Features

- a. If a presenter is speaking and you have something to add or ask during the conversation, it's best to raise your hand or use the chat feature of a platform. This will draw the presenter's attention to you without disrupting the audio feed of a video call.

6. Ask for Thumbs Up and Thumbs Down

- a. When gaining mass consensus among a group, whether for a simple yay or nay, or a ready to move on to the next topic, the presenter should ask for a thumbs up or a thumbs down motion from your attendees. This will give him the majority opinion in quick fashion.

