

# Setting Up Online Meetings: Help!

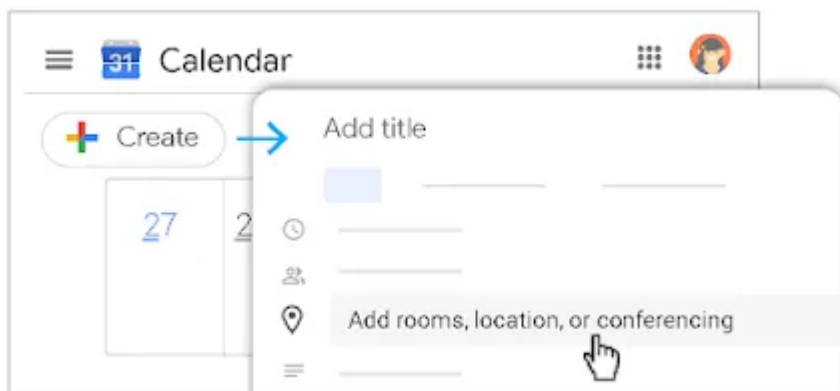
*Google Hangouts | Zoom | FreeConferenceCall*

## Google Hangout Meetings Quickstart

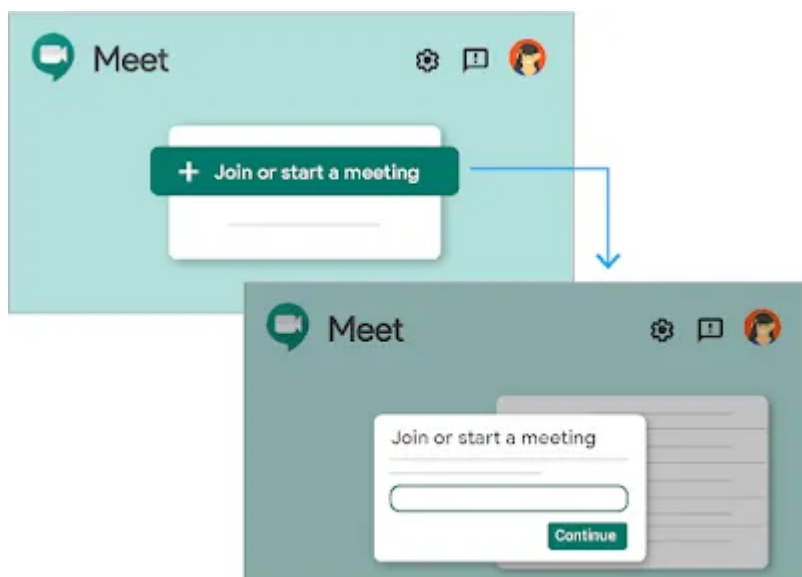
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### 1. Schedule a video meeting from Calendar.

Go to Google Calendar (<https://calendar.google.com/calendar/r>) and create an event.



### 2. Start a video meeting.

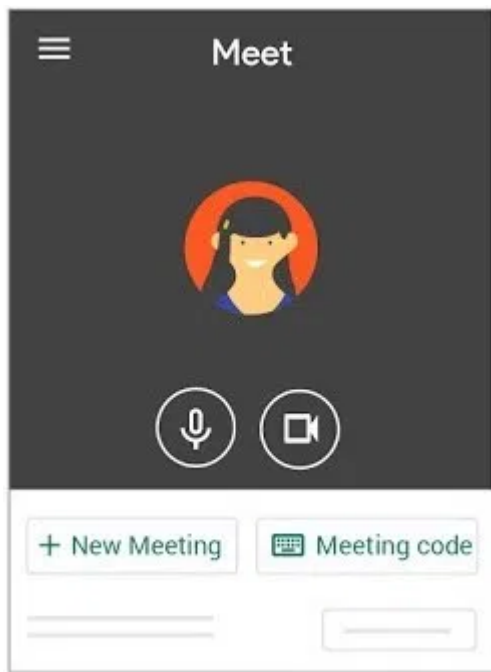


**From your mobile device:** Open the

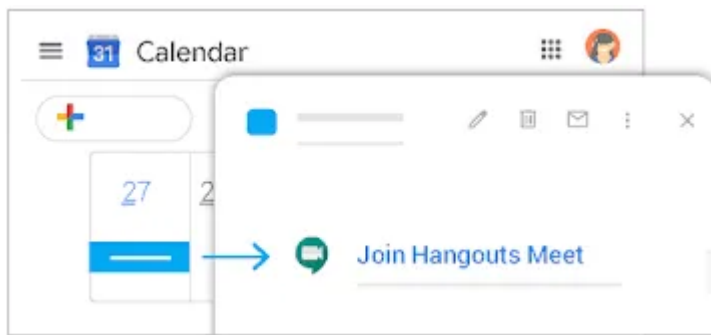
Meet app on your Android (Play Store (<https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>)) or Apple® iOS® (App Store

[Click to Chat](#)

(<https://itunes.apple.com/us/app/meet/id1013231476>)) mobile device.

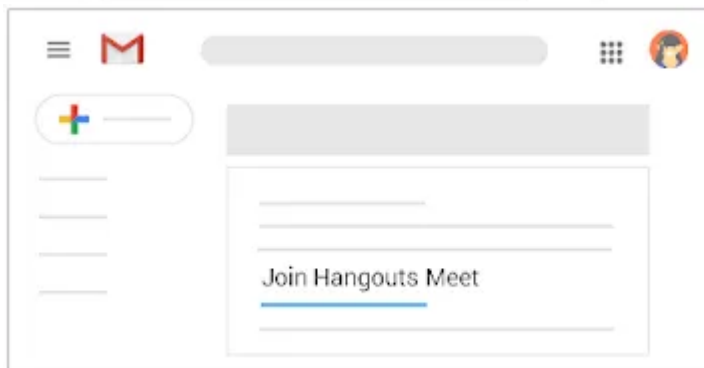


### 3. Join a video meeting.



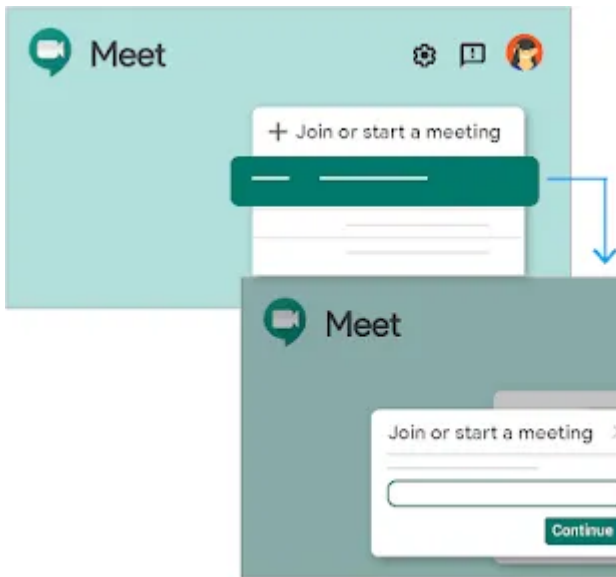
**From Gmail:** Click the meeting link in a text

or email.



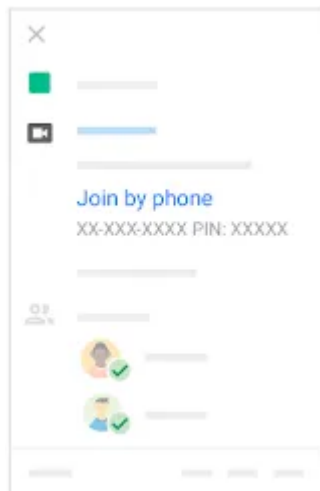
**From Meet:** In Meet

(<https://meet.google.com/>), join a scheduled meeting or use a meeting code.



**From your mobile device:** Open

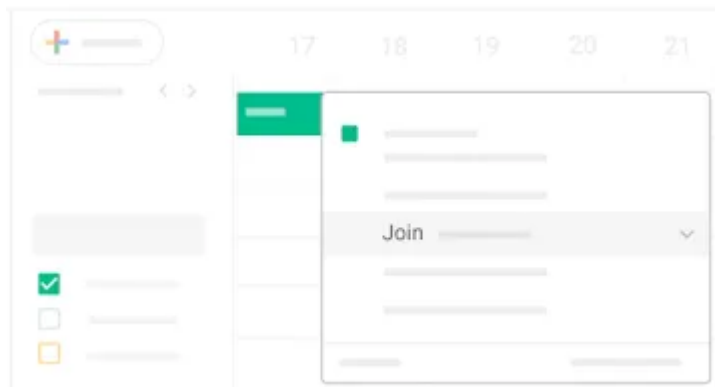
the Calendar (<https://calendar.google.com/>) event or meeting invite to dial in to a meeting from a phone.



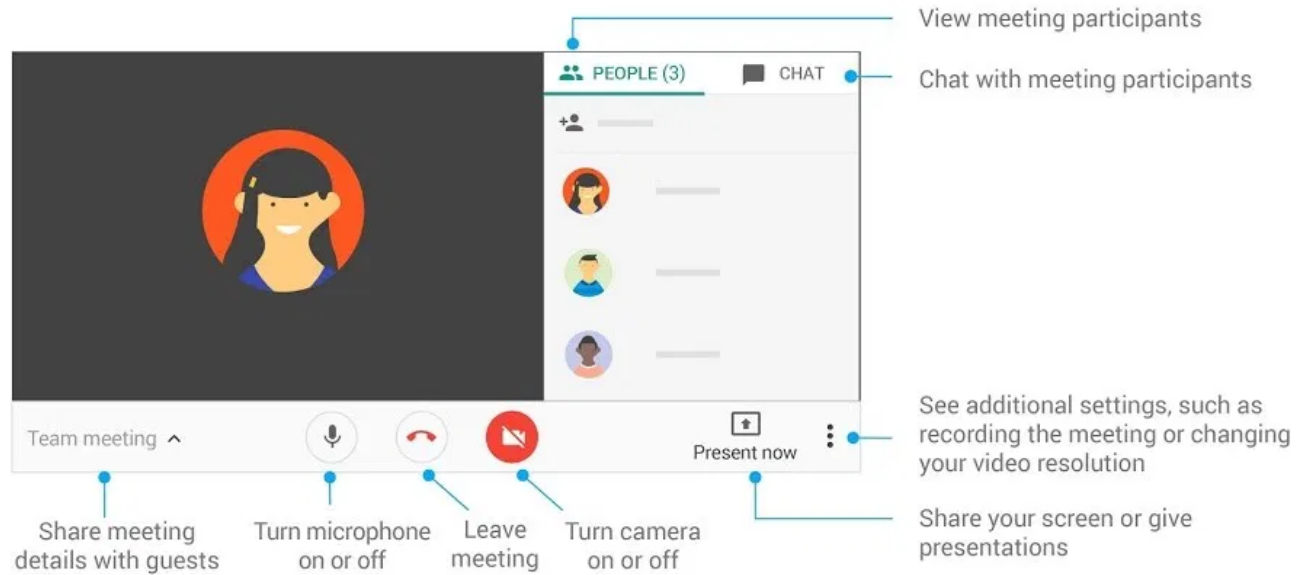
**From a third-party conferencing system:** Open the Calendar

(<https://calendar.google.com/>) event or meeting invite. Click **More joining options** to join from a

third-party conferencing system.



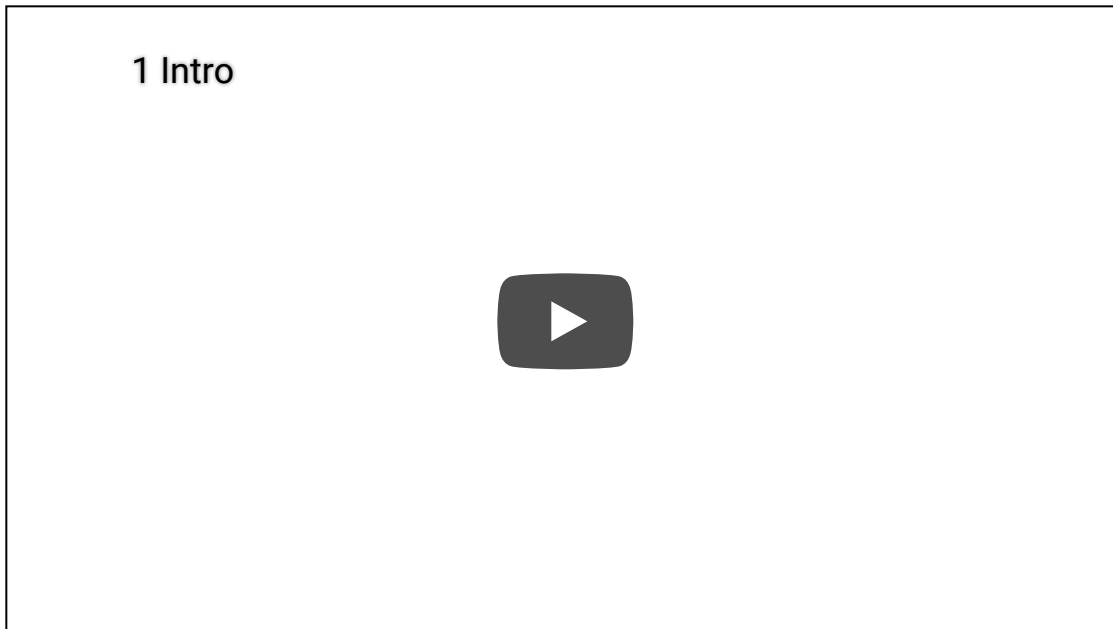
## 4. Collaborate during a video meeting.



## ZOOM Meetings Quickstart

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Watch the Zoom Quickstart playlist:



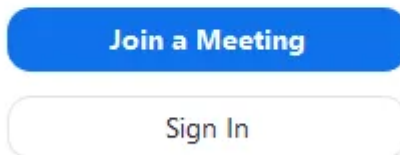
### Sign in and Join

After launching Zoom, click **Join a Meeting** to join a meeting (<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>) without signing in. If you want to log in and start or schedule



your own meeting, click **Sign In**.

To sign in, use



your Zoom, Google, or Facebook account. You can also log in using SSO (<https://support.zoom.us/hc/en-us/articles/201800126>). If you don't have an account, click **Sign Up Free** (<https://zoom.us/signup>). If you have a Zoom account but cannot remember your password, click **Forgot**.

## Sign In

[Sign Up Free](#)

[Forgot?](#)

☐ Keep me signed in

**Sign In**

or



Sign In with SSO



Sign In with Google

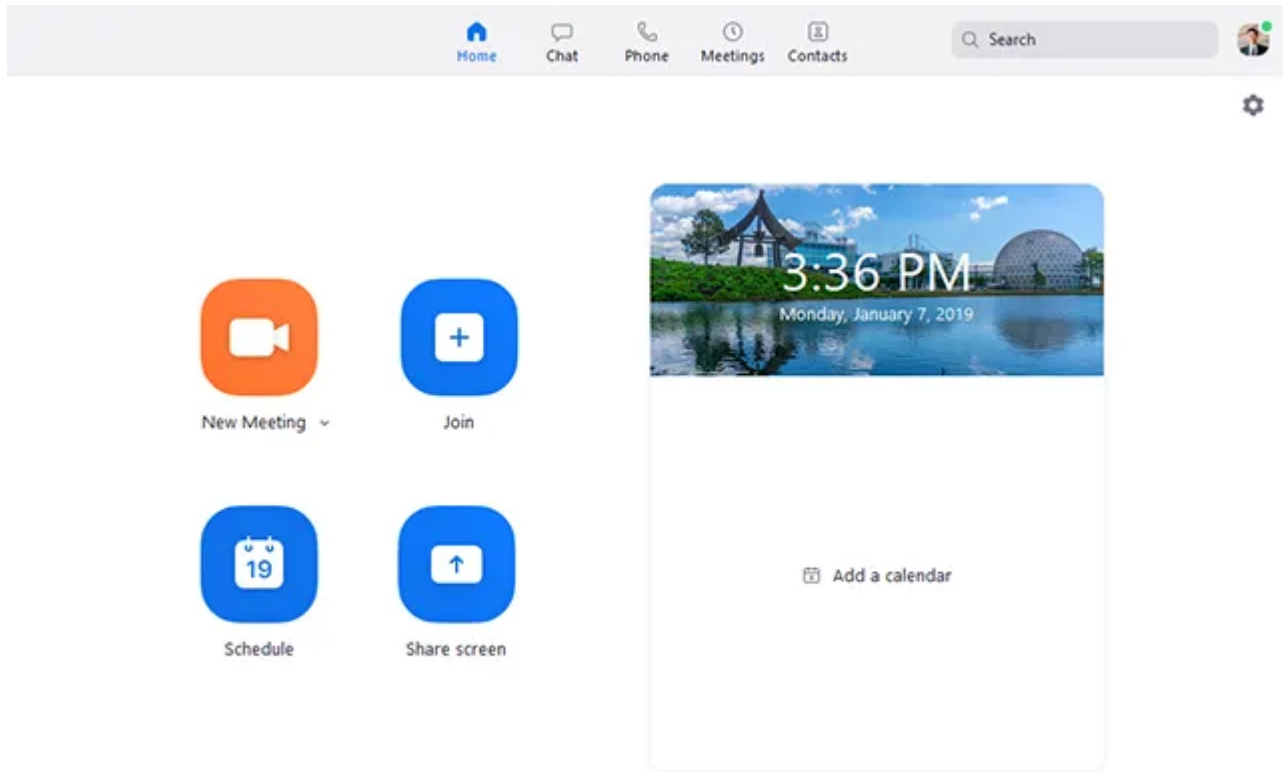


Sign In with Facebook

[← Back](#)

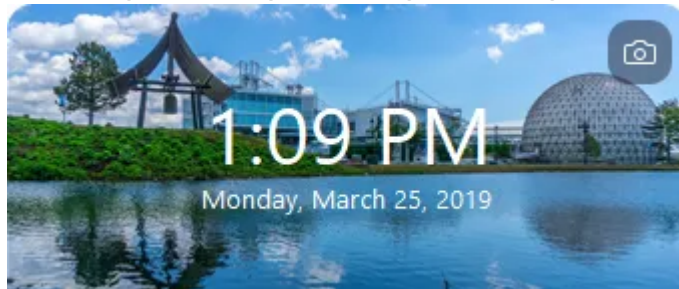
# Home

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



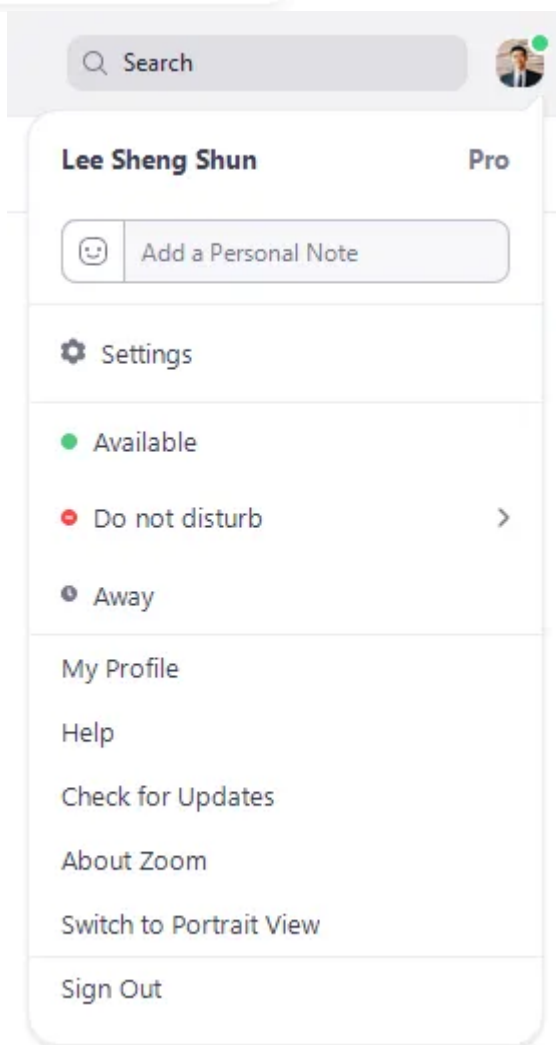
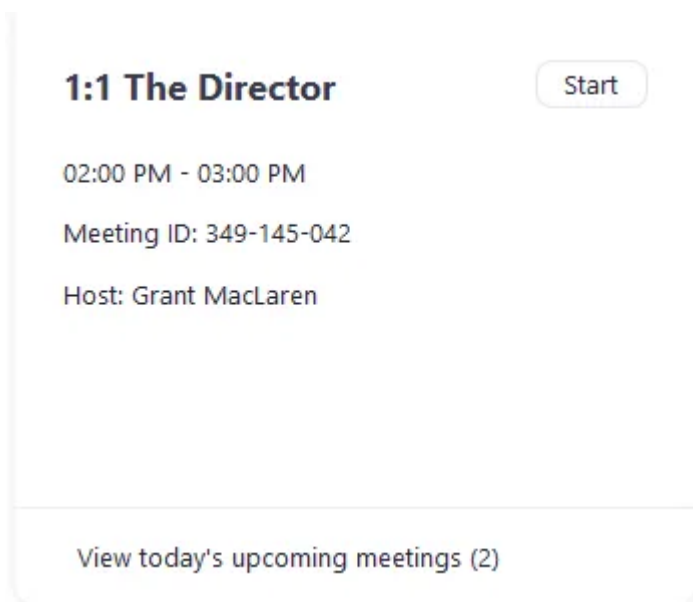
- **New Meeting:** Start an instant meeting (<https://support.zoom.us/hc/en-us/articles/201362533-Meet-Now-vs-Scheduled-Meetings>). Click the downwards arrow to enable video or use your personal meeting ID (PMI) (<https://support.zoom.us/hc/en-us/articles/203276937-Using-Personal-Meeting-ID-PMI->) for instant meetings.
- **Join:** Join a meeting (<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>) that is in progress.
- **Schedule:** Set up a future meeting (<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->).
- **Share Screen:** Share your screen in a Zoom Room (<https://support.zoom.us/hc/en-us/articles/203727929-Screen-Sharing-with-Zoom-Rooms>) by entering in the sharing key or meeting ID.
- **Date and time with background image:** To change the background image, hover over the picture

and click the camera icon.



- **Upcoming meeting:** Displays the next meeting for the current day. Add a third-party calendar service (<https://support.zoom.us/hc/en-us/articles/115005506303>) if you want to sync upcoming

meetings.



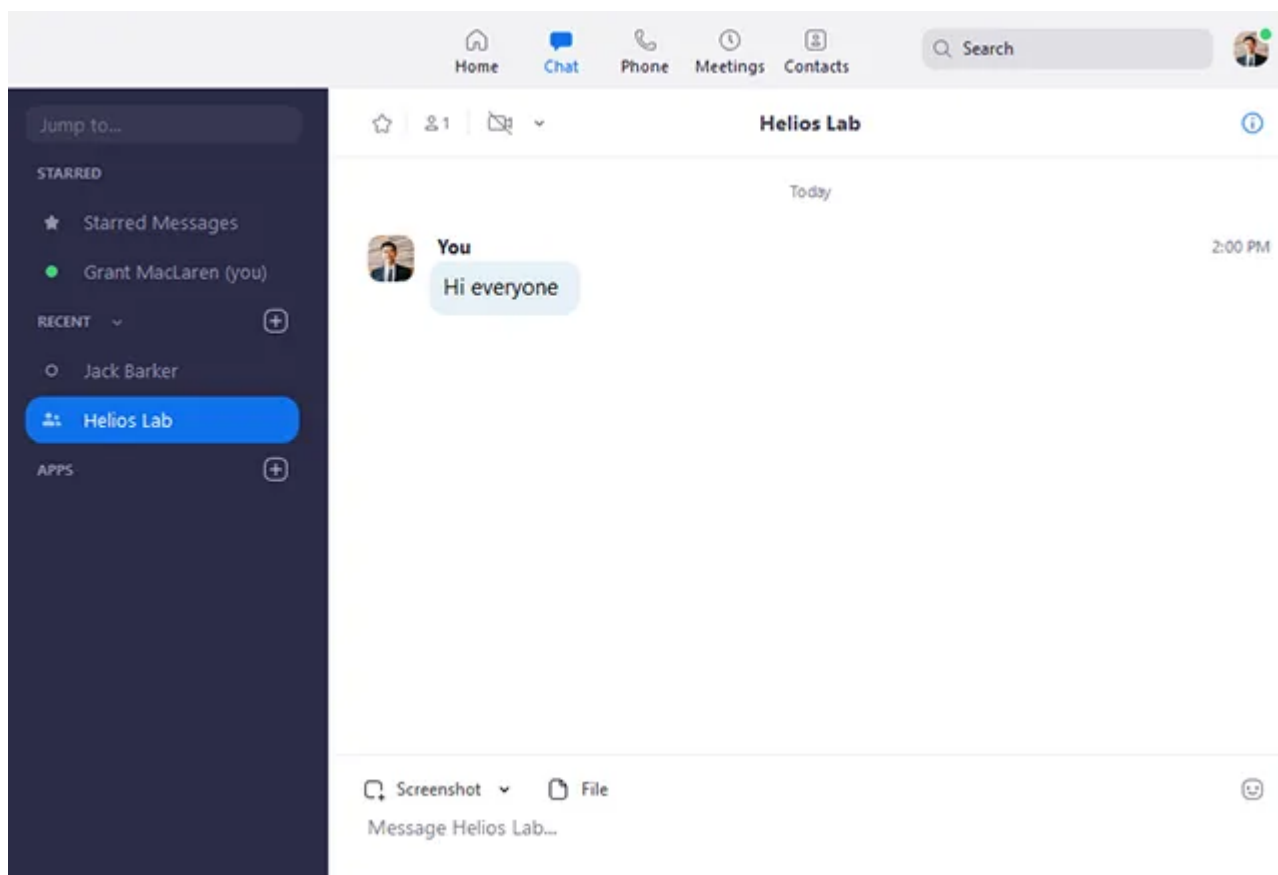
- Click your profile picture for these options:

- Add a personal note (<https://support.zoom.us/hc/en-us/articles/115002571866-Personal-Note-for-Your-Chat-Profile>).
- **Settings:** Access settings (<https://support.zoom.us/hc/en-us/articles/201362623>) you can change in the client.
- Change your status to **Available**, **Away**, or **Do Not Disturb**.
- **My Profile:** Open the Zoom web portal to edit your profile (<https://support.zoom.us/hc/en-us/articles/201363203-My-Profile>).

- **Help:** Open the Zoom Help Center (<https://support.zoom.us/hc>).
- **Check for Updates:** Check if Zoom is up to date.
- **About Zoom:** View the current version.
- **Switch to Portrait View:** Switch the Zoom window to portrait view if you prefer a narrower window.
- **Sign out**
- **Upgrade to Pro** (if you are on a free account)

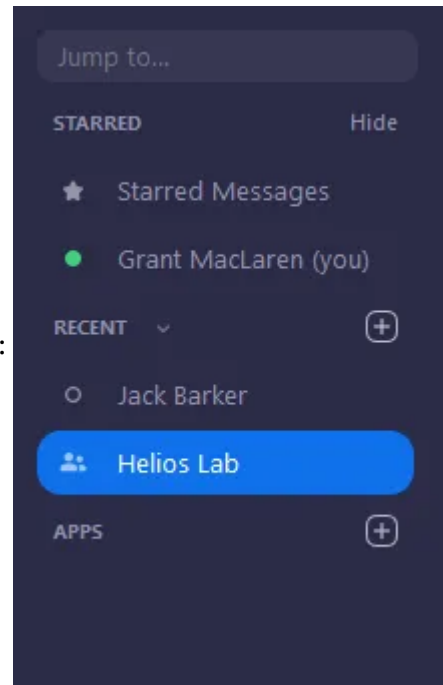
## Chat


Select the **Chat** tab to view private conversations with your contacts or group conversations (channels (<https://support.zoom.us/hc/en-us/articles/200912909>)).



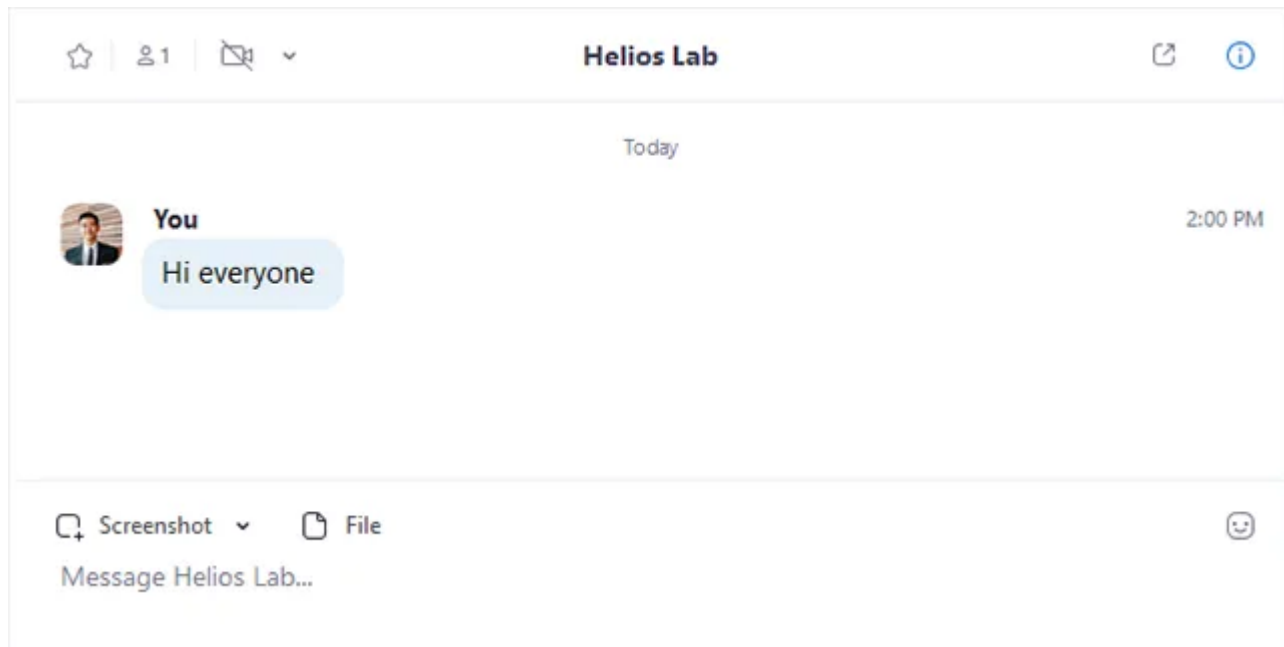


You can access these features in the left-side panel:



- **Jump to** search box: Search for a contact or channel.
- **Starred Messages:** View messages you have starred (<https://support.zoom.us/hc/en-us/articles/115004789183-Starring-Editing-and-Deleting-Chat-Messages>).
- Click your name to use your personal chat space (<https://support.zoom.us/hc/en-us/articles/360021806951-Using-your-Personal-Chat-Space>).
- Add icon  (next to **Recent**): Start a new chat with one of your contacts, create a channel (<https://support.zoom.us/hc/en-us/articles/200912909-Getting-Started-With-Channels-Group-Messaging->) for group chats, or join an existing channel (<https://support.zoom.us/hc/en-us/articles/200912909-Getting-Started-With-Channels-Group-Messaging->).
- Under **Recent**, click a contact to view chat history and continue to chat with them. Contacts have a status icon (<https://support.zoom.us/hc/en-us/articles/360032554051>) before their name.
- Under **Recent**, click a channel (<https://support.zoom.us/hc/en-us/articles/200912909-Getting-Started-With-Channels-Group-Messaging->) (indicated by the group icon before the name) to view the channel's chat history and send messages to channel members.

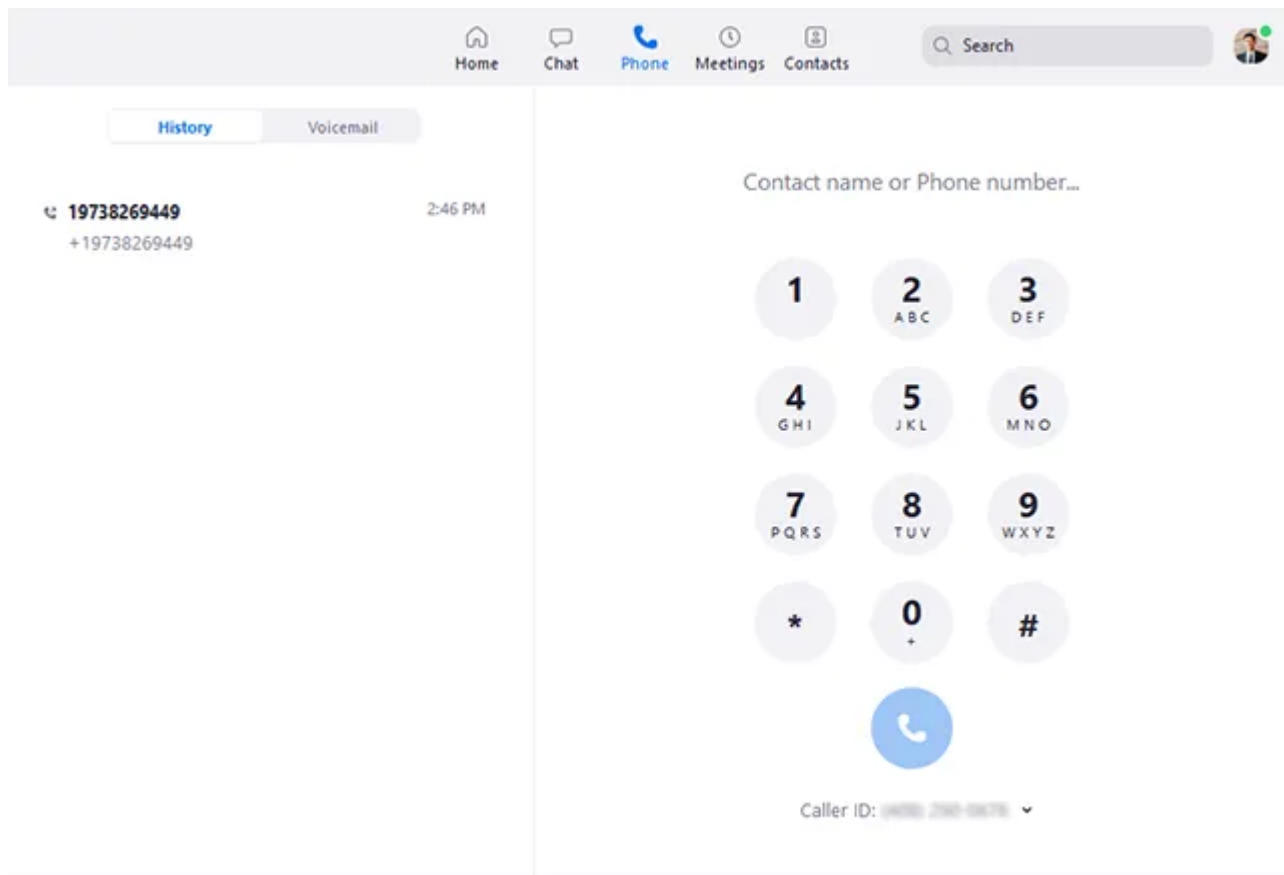
After selecting a contact or channel in the left-side panel, you can use these features in the chat window:



- Star icon ☆: Add the contact or channel to your starred list (<https://support.zoom.us/hc/en-us/articles/115004055706-Managing-Contacts>), giving you quick access to those contacts or channels.
- Video icon □: Start a meeting with the contact. If a channel is selected, this will start a meeting with all members of the channel.
- New window icon □ (hover your pointer over the contact or channel name to display this icon) : Opens the selected chat in a new window.
- Info icon ⓘ: View additional options for the contact or channel. Also gives you quick access to files, images, and starred messages (<https://support.zoom.us/hc/en-us/articles/115004789183-Starring-Editing-and-Deleting-Chat-Messages>) in the selected chat.
- Message box: Compose and send messages to your contact or channel. You can also send screenshots (<https://support.zoom.us/hc/en-us/articles/202920879-Capture-Screen-Send-Picture-File-Transfer>), files (<https://support.zoom.us/hc/en-us/articles/202920879-Capture-Screen-Send-Picture-File-Transfer>), code snippets (<https://support.zoom.us/hc/en-us/articles/360000489103>), and animated GIFs (<https://support.zoom.us/hc/en-us/articles/115004802246>).

## Phone

Select the **Phone** tab to make phone calls, view call history, and play voicemail messages using Zoom Phone (<https://support.zoom.us/hc/en-us/articles/360028936531>). **Note:** Zoom Phone licence is required.

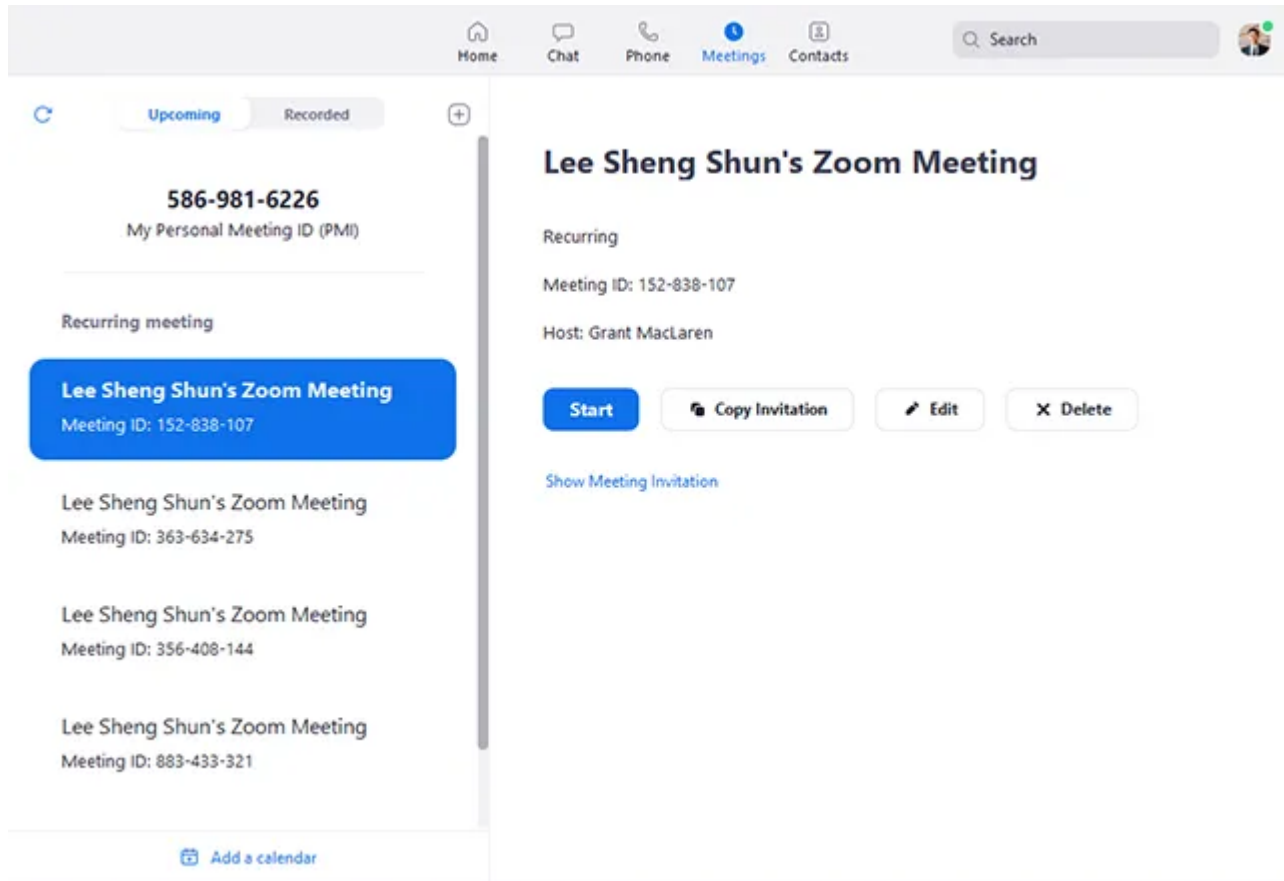


- **History** tab: View and delete call history and recordings (<https://support.zoom.us/hc/en-us/articles/360021336671>).
- **Voicemail** tab: Play and manage voicemail messages (<https://support.zoom.us/hc/en-us/articles/360021400211>).
- **Dial pad**: Make outbound calls (<https://support.zoom.us/hc/en-us/articles/360021087192>) by manually entering a phone number or searching through your contacts.



Learn more about using Zoom Phone features (<https://support.zoom.us/hc/en-us/articles/360028936531>).

## Meetings

Select the **Meetings** tab and click **Upcoming** to view, start, edit, and delete scheduled meetings.

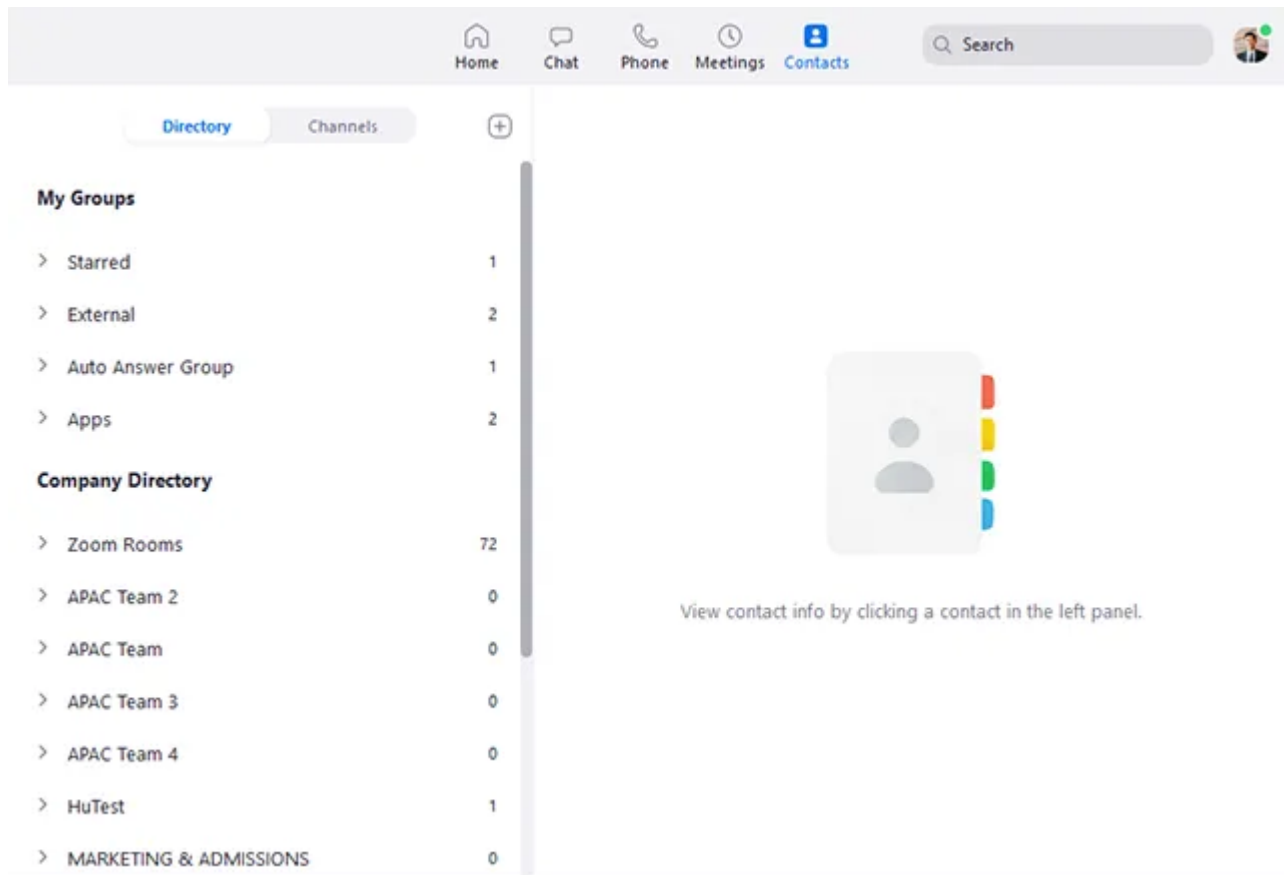


You can click the following options after selecting a scheduled meeting in the left-side panel:

- Add icon : Schedule a new meeting (<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->).
- Refresh icon : Refresh the meeting list if you don't see your scheduled meeting.
- **Start**: Start the scheduled meeting (<https://support.zoom.us/hc/en-us/articles/201362423-How-do-I-Start-or-Join-a-Scheduled-Meeting-as-the-Host->) that you have selected in your upcoming meetings.
- **Copy Invitation**: Copy the scheduled meeting's invitation text (<https://support.zoom.us/hc/en-us/articles/201362773-Where-can-I-find-the-meeting-invitation-text->), allowing you to manually paste into an email, instant messenger etc. Click **Show Meeting Invitation** if you want to view the invitation you're copying.
- **Edit**: Edit the meeting options (<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->) for your scheduled meeting.
- **Delete**: Permanently delete your scheduled meeting.

## Contacts

Select the **Contacts** tab to view and manage your contacts.



- **Directory** tab: View a directory of all your contacts, including starred (<https://support.zoom.us/hc/en-us/articles/115004055706>), external, and auto answer (<https://support.zoom.us/hc/en-us/articles/203736135>) contacts. If your organization has Zoom Rooms, you will also see a list of Zoom Rooms.
- **Channels** tab: View a directory of your channels (used for group messaging). Starred channels appear at the top of the list.
- Add icon (+): Show options for contacts (<https://support.zoom.us/hc/en-us/articles/115004055706>) and channels (<https://support.zoom.us/hc/en-us/articles/200912909>). You can add a contact, create a contact group, create a channel, or join a channel.

## In-Meeting Controls

Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls). Learn more about meeting controls for hosts (<https://support.zoom.us/hc/en-us/articles/201362603-Host-Controls-in-a-Meeting>), co-hosts (<https://support.zoom.us/hc/en-us/articles/360016056751-Co-host-controls-in-a-meeting>), and attendees (<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>). You can also join a test meeting (<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>) to familiarize yourself with meeting controls before joining a scheduled meeting.



## FreeConferenceCall.com Quickstart

### Instructions on How to Start a Remote Group Conscience Meeting

#### Host Instructions

Below are instructions for hosting meetings with FreeConferenceCall.com.

For more information, attend a live training session, go to [www.freeconferencecall.com/support](http://www.freeconferencecall.com/support) to live chat with 24/7 Customer Care, email [support@freeconferencecall.com](mailto:support@freeconferencecall.com) or call (844) 844-1322.

#### Audio Conferencing

A conference call is the easiest way to connect with a group.

#### How to Invite

To send an online invitation or email:

1. Log in to your FreeConferenceCall.com account.

2. Click Invite below your meeting credentials.
3. Click Copy to Clipboard or Invite by Email to distribute the meeting information on your own. Or, expand your view to complete the meeting details, add participant email addresses and click Invite.

#### How to Host

To host an audio conference call:

1. Dial the dial-in number.
2. When prompted, enter the access code, followed by pound or hash (#).
3. Press star (\*) to enter the host PIN, followed by pound or hash (#).

Page 2 of 3

#### Phone Keypad Commands

##### Host Keypad Commands

Control all aspects of the conference from the telephone with the following commands.

You can use the “Manage Q&A” (\*1) function to toggle between participants to hear their opinions and thoughts as you collect the group conscience.:

##### Command Title Description

\*1 Manage Q&A Enter the following commands after \*1:

- 1 Start Q&A session
- 2 Move to the next questioner
- 3 End Q&A session
- 4 Mute or unmute current questioner
- 5 Clear Q&A queue
- \* Return to the conference

\*2 Caller Count Hear a count of how many callers joined the conference.

\*3 Breakout

#### Rooms

Leave the main conference to join a sub-conference. Press \*3 followed by the number of the sub-conference, from 1 to 9, or press \*3\* to [return to the main](#) conference room at any time.

SUGGESTION: This tool is probably not needed in the process of collection a group conscience remotely.

\*4 Instructions Hear the list of available keypad commands.

\*5 Mute Control whether or not participants are heard in the conference.

Press \*5 once to mute all participants. Participants can unmute themselves

Page 3 of 3

by pressing \*6.

Press \*5 again to mute all participants. Participants are NOT able to unmute themselves.

Press \*5 again to return the conference to open conversation mode.

Note: By default, all lines are unmuted, allowing all participants to talk.

\*6 Self Mute Mute your individual line. Press \*6 again to unmute the line.

\*7 Conference

Lock

Lock the conference and block all other participants from entering. Press \*7 again to unlock the conference and allow participants to join.

\*8 Entry/Exit

Tones

By default, the entry and exit tones are turned on.

Press \*8 to turn off entry and exit tones.

Press \*8 again to turn off entry tones and turn on exit tones.

Press \*8 again to turn on entry tones and turn off exit tones.

Press \*8 again to reset both entry and exit tones to the default.

Note: A prompt will explain the current settings each time the host dials \*8.

SUGGESTION: Turn off Entry and exit tones once you begin to collect opinions.

Participant Keypad Commands

Control certain aspects of the conference from the telephone with the following commands:

Command Title Description



\*4 Instructions Hear the list of available keypad commands.

\*6 Self Mute Mute your individual line. Press \*6 again to unmute the line.

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Still confused? Feel free to contact us  
(<https://www.nyintergroup.org/contact-us/>) and we can try  
to help!

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