



## DIACONAL MINISTRIES CANADA

The world is calling for an increase in online gathering.

Now more than ever we need to understand the importance of why remote meetings work, and how to make them work for us all! Gathered here are some tips and general info to help you on your virtual meeting journey as a ministry leader.

### TO BEGIN WITH:

With an abundance of technology out there, running online meetings is easier, quicker and more effective - but which tool is the best one for you?

[See some options here ----->](#)

### PRO TIPS:

- Choose the right tool for you!
- Set an agenda and keep time (short and sweet is a good rule of thumb)
- Agree on mutual etiquette (e.g. videos on, muted microphones)
- Choose one host/moderator
- Don't forget about follow-up!
- Encourage one another (prayer)

### REACH US AT:

Need more help? We've got you!

905-336-2920  
dmc@crcna.org

[facebook.com/diaconalministries](https://facebook.com/diaconalministries)  
[instagram.com/diaconalmin](https://instagram.com/diaconalmin)

# VIRTUAL MEETING TIPS

## ZOOM

### Get started

Visit [zoom.us](https://zoom.us) and click "download" in the footer of the page.

### Log in and Set-up

Click "sign in" use your Facebook ID. OR, click "join meeting" (no sign-up)

### Schedule a meeting OR join a room

Click "schedule a meeting" to set up the details of your room (very similar to setting up a calendar appointment). Copy the "Join URL" and send this to your participants.

### Additional Support

You can add up to 100 people on a free zoom account for a maximum of 40 minutes. For additional support and for further information visit [support.zoom.us](https://support.zoom.us)

## GOOGLE HANGOUTS

### Get started

Visit [hangouts.google.com](https://hangouts.google.com) and select what type of call you would like to make (e.g. video call).

### Log in and Set-up

Login in with your google suite account (e.g. a Gmail address). Copy the link of your meeting to others and share the URL to join the meeting.

### Schedule a meeting OR join a hangout

Use your Gmail calendar to schedule a meeting; select "hangouts call" as the conferencing option. Join a hangout by clicking the link that has been sent to you!

### Additional Support

You can add up to 100 people on a google hangouts call.. For additional support visit [support.google.com](https://support.google.com) and select "hangouts"

## SKYPE

### Get started

Visit [www.skype.com](https://www.skype.com) and choose "Get Skype" from the menu. Select "Download Skype". 1st time users will create a (free) account; others will sign-in as usual.

### Log in and Set-up

Once you have set up your user, or logged in, add a contact by searching (Contacts>Import Contacts). Users wanting to have a call with you via Skype will also need their own Skype account.

### Schedule a meeting OR make a call

Select a contact from your list, click "call" button (or right-click contact>call). To make a conference call, create a group (save the group to contacts)>call the group (you can call up to 24 people with unlimited time).

### Additional Support

For additional support visit [support.skype.com](https://support.skype.com) for a list of help topics and products.

## OTHERS

### YouTube

A great instrument for uploading original content and sharing with your community. Churches use this to upload services or group-time ministry (e.g. bible studies).

### FaceTime

An apple-based product great for connecting with family/friends. Allows you to make audio/video calls from an iPhone, iPad, or iPod to other iOS devices

### Facebook Messenger

Already an avid Facebook user? You can video chat with one person, or with a group. Launch your messenger app and select the video icon next to a contact.

[WWW.DIACONALMINISTRIES.COM](https://www.diaconalministries.com)