

Some Options for Video Conferencing for small groups or meetings

Each conferencing option out there has many pros and cons, I would suggest Microsoft teams as there is no limit to how long you can meet, but it is a bit more technical. Zoom is really easy to setup and use but it does have a limit of 40 min for group meetings, which might be too short for connect groups.

FaceTime

Pro	Con
Very easy to use	Only available on Apple products

Microsoft Teams (how to Guide below)

Pro	Con
Integrates with Microsoft	You can only view 4 other people at the same time but can hear everyone
Probably already installed on your computer	Person organising needs to log in and setup the meeting
can invite anyone they don't need a login	Can seem complex at first, because it does so much more than just video calls
Has phone (android and iPhone) and iPad apps	
Once setup its really easy to use	

Zoom see link for How to guide

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

Pro	Con
Really easy to setup	Limit of 40 min for group calls But you can hang up and start again
Can have multiple views eg just one person or everyone...	Person organising needs to log in and sign up for account
can invite anyone without a log in required	
Has phone (android and iPhone) and iPad apps	

Requirements for joining a Video Conference

You will need one of the following to join a video conference

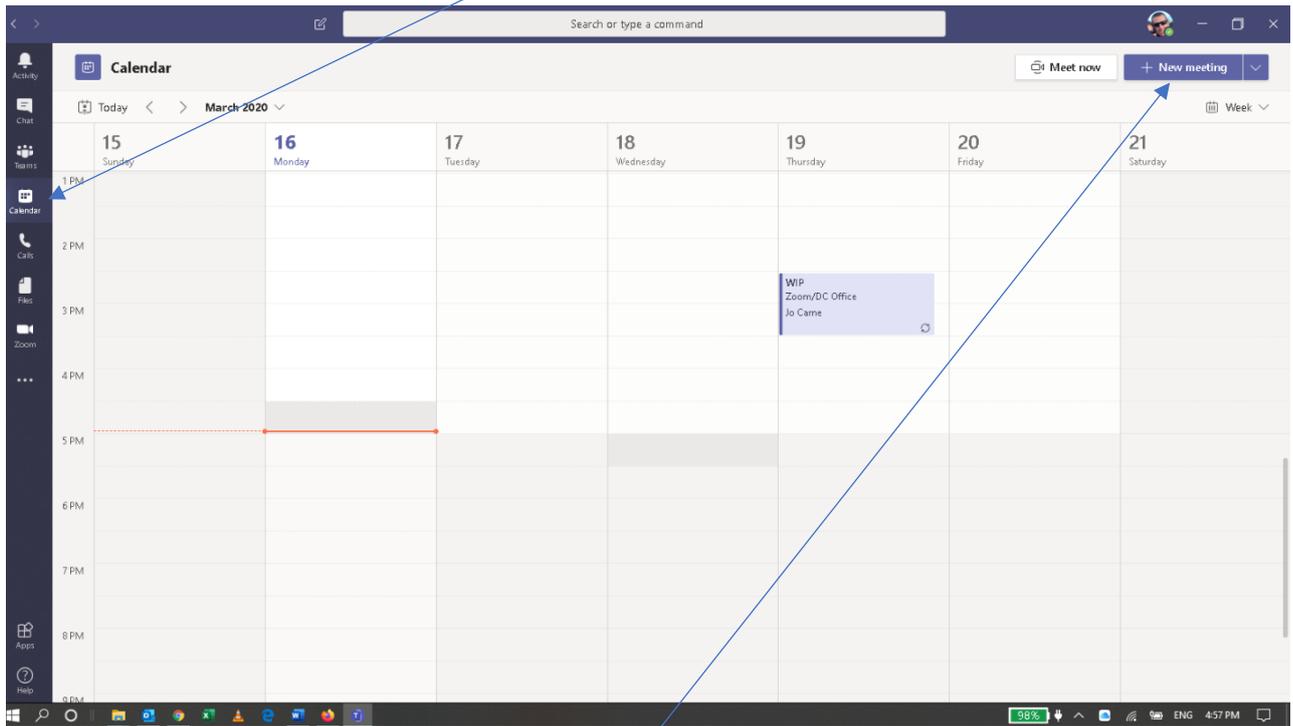
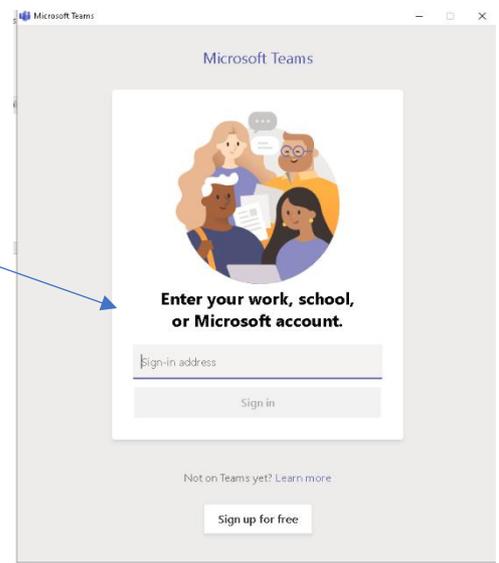
- Laptop
- Desktop with a camera and Microphone
- Smart phone or tablet, Note you will have to download the teams app and sign up to join on a tablet or Phone, make sure you send the email you login with to the person organising the meeting.

How to use Microsoft Teams

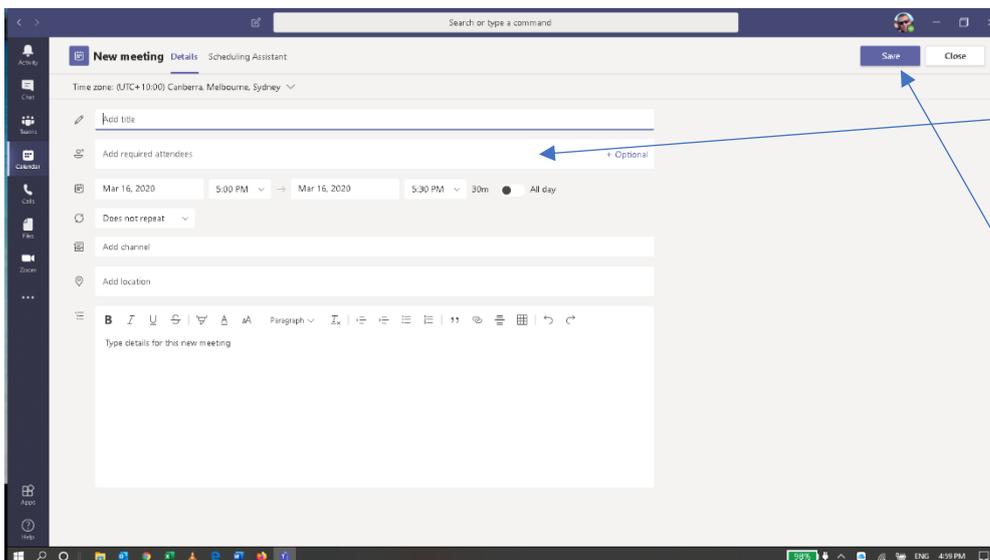
Go to <https://teams.microsoft.com/downloads> to download Microsoft Teams if you don't already have it installed on your computer (it comes with Microsoft Office)

Open Microsoft Teams and sign in with your Microsoft account, (this is the account you use for Office 365) if you don't have a Microsoft account select sign up for Free

Teams can do a lot of different things but what we are looking at using it for is Video Conferencing so all you have to do is select the calendar option from the left of the screen to schedule a video call



Next if you select New Meeting you can schedule your meeting



When inviting people you can just add their email address into the Add participants section Also remember to give the meeting a good name such as online Small group then click send this will email them an invite like the following:

test

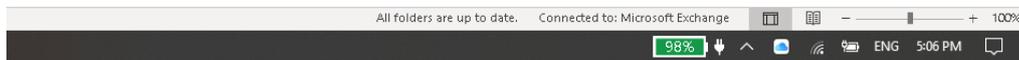
Andrew Newnham <andrew.newnham@spc> ✓ Accept ? Tentative ✗ Decline 🕒 Propose New Time ⋮
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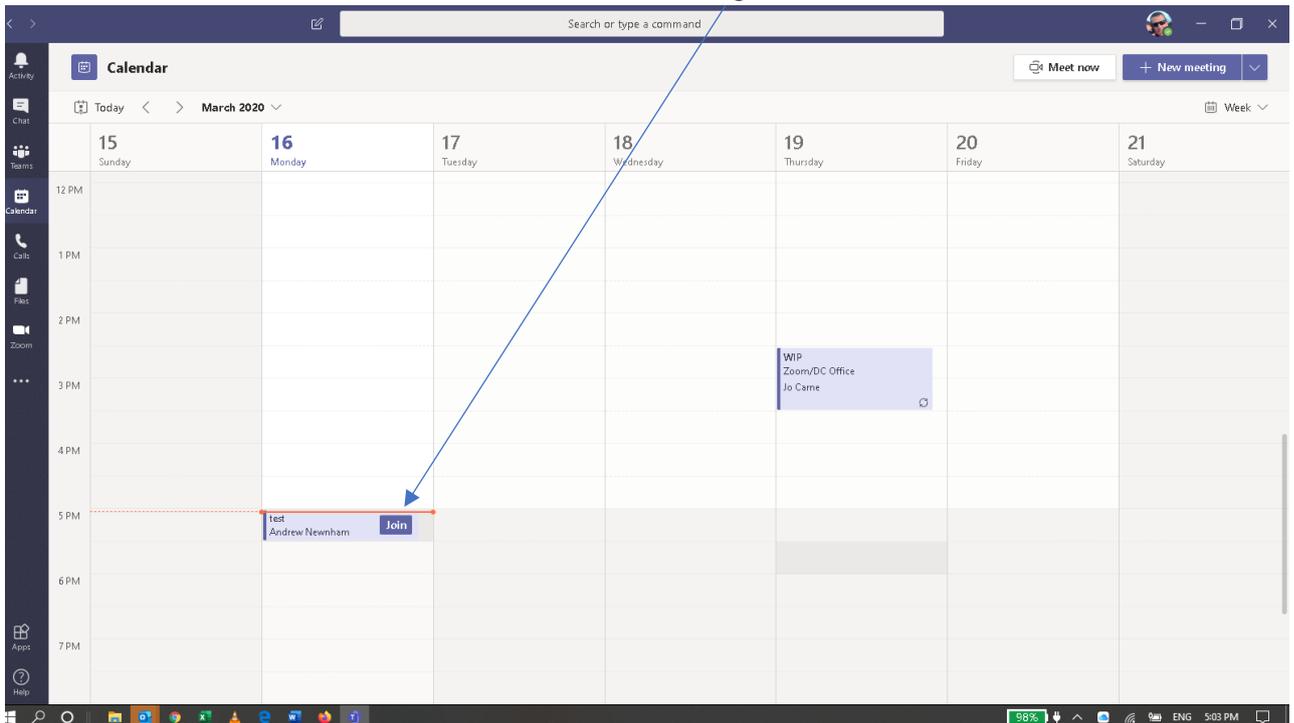
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[Join Microsoft Teams Meeting](#)

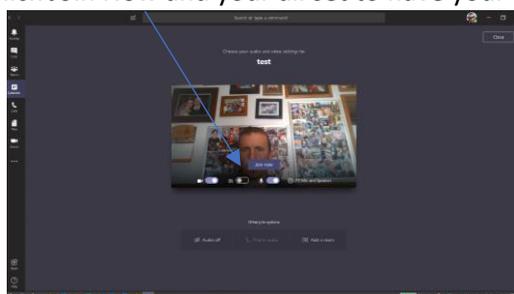
[Learn more about Teams](#) | [Meeting options](#)



This will allow them to add the meeting to their calander as well as join the meeting, note they do not need to sign up to teams to join a meeting they just have to click on the link in the email. You can join the meeting by opening teams and selecting the calander option then clicking the Join button on the meeting



Finally click Join Now and your all set to have your meeting



More info: <https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>