

Elmwood virtual meetings and meetups (updated 4 April 2020)

While we can't meet in person under current circumstances, online video meeting services enable our Elmwood church family to be better connected than ever. We're adapting our ministries and opportunities for fellowship to meet virtually, using the following services:

- For 4 or less people, the **WhatsApp** service allows people to join a chat using audio or video. Perfect for prayer 'pairs', 'triplets' and 'squares'!
- For more than 4 people there are 2 options:
 - **Skype**, which is free, has no meeting length limit, allows up to 50 participants, *but only displays up to 4 participants at a time.*
 - **Zoom**, which is free, displays up to 25 participants at a time, allows up to 100 participants, *but limits meetings to 40 minutes.* Upgrading to the 'Pro' plan for £11.99 per host, per month removes the 40 minute limitation.


WhatsApp video/audio calls (for up to 4 people)

- You need to have WhatsApp installed on a smartphone. It doesn't work on iPads/tablets, laptops or desktop computers.
- Install it on your phone using its app store, or from [here](#).
- One person needs to initiate the call with the rest of the group, so agree beforehand who will do it.
- To start the call with an existing chat group, press the 'phone+' button at the top right, select each person to be called, then press the 'movie camera' button.
- A guide to making WhatsApp group video calls is available [here](#).

Zoom video/audio meetings (for up to 100 people)

- You need a Zoom account to host a meeting. Other participants don't need an account to join.
- Zoom is available for smartphones, iPads/tablets, laptops and desktop computers. Install it beforehand from [here](#).
- One person should arrange the meeting in advance, sharing a '**Personal Meeting ID**' link by email and WhatsApp so that it can be accessed on any device. The link does not expire, so it can be reused for future meetings.
- Using Zoom's default settings, the host needs to manage people joining the meeting through the '**Waiting room**' feature, which can complicate things a little. This setting can be disabled in the host's Zoom Profile Settings [here](#), as illustrated below:

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 



- Everyone joins the meeting simply by clicking the link at the time you've arranged to meet.
- The free version limits meetings to 40 minutes. However, all participants can simply re-join the meeting immediately after it stops by clicking on the same link.
- A guide to making Zoom 'Personal Meeting ID' video meetings is available [here](#), with guides for other features [here](#).

- If using Zoom on your computer, you can share your desktop, for example to let everyone see a PowerPoint presentation.

Skype video/audio meetings (for up to 50 people)

- You need a Skype account to host a meeting. Other participants don't need an account to join.
- Skype is available for smartphones, iPads/tablets, laptops and desktop computers. Install it beforehand from [here](#). There are different versions of Skype for Apple iPhones and iPads, so make sure to download the appropriate one.
- One person should arrange the meeting in advance, sharing a '**Meet Now**' link by email and WhatsApp so that it can be accessed on any device. The link does not expire, so it can be reused for future meetings.
- Everyone joins the meeting simply by clicking the link at the time you've arranged to meet.
- A guide to making Skype 'Meet Now' video meetings is available [here](#).
- If using Skype on your computer, you can share your desktop, for example to let everyone see a PowerPoint presentation.

Tips

- Make sure your device is connected by WiFi rather than mobile data, as video and audio calls use more data and may incur additional charges.
- Video calls consume battery charge relatively quickly, so make sure your device is charged before the call, or plugged in.
- Video calls require a strong WiFi signal, so you'll need to be reasonably close to your WiFi hub/router.

Meeting etiquette

- Use the 'mute' feature to minimise background noise for all participants, only unmuting yourself when speaking.
- While these services enable us to meet using video, joining using audio only is completely fine – it's a personal choice.
- With 2 or 3 participants, you should be able to chat away normally. For larger groups, people will need to take turns to speak. So, try not to interrupt and give others the opportunity to speak. Use emoticons to indicate that you'd like to say something. Also, the meeting host has the option to mute participants.

Help

- If you have problems getting started with any of the above, email us at admin@elmwoodpresbyterian.com with your phone number and one of our support team will call you to help.