



How-To Video Conference Using Facebook Messenger

Using Facebook Messenger requires a Facebook account.






Using a Computer:

1. Open a web browser (i.e. Chrome, Firefox, Internet Explorer, Safari) and type in *www.facebook.com*. Sign-up for an account or sign-in.
2. Click on the Messenger icon located near the top right side of screen. 
3. Open an existing conversation, or start a new group chat with the participants you wish to video conference with.
4. Click on the video camera icon at the top right of the chat box*. 



Using a Smartphone:

1. Download the Facebook Messenger app from your phone's app store. 
2. Open the app and sign-in with your Facebook account e-mail and password. (Several prompts will appear the first time you use the app.)
3. Tap on an existing conversation, or start a new group chat by pressing the new chat icon located at the top right side of the app, then selecting the participants. 
4. Click on the video camera icon at the top right of the chat*. 

*First time users will need to allow Facebook access to your camera and/or microphone.

Video instructions and additional info can be found by [clicking here](#).



How-To Video Conference Using Zoom

Getting Started


1. Open a web browser (i.e. Chrome, Firefox, Internet Explorer, Safari) on your computer and type in *www.zoom.us* or download the Zoom app from your phone's app store.
2. Sign up for an account with your e-mail.
3. Check your e-mail and click on a link from Zoom to verify the new account.
4. Enter your information and you will be prompt to download the Zoom app when you set-up or join a meeting.



Setting Up a Video Conference

1. Open the Zoom app. *First time users will need to allow the application to have access to your camera and/or microphone.
2. Click on the  “New Meeting” button.
3. Click the  “Invite” button.
4. Email participants an invitation to join the call.

Joining a Video Conference

A link may have been e-mailed or messaged to you. Click on the link in your invitation e-mail to join the meeting.  Alternatively, you may have been given a Meeting ID and password - enter the details in the Zoom app. In both cases, you will be prompted to adjust your microphone and video settings before you begin.

Video instructions and additional info can be found by [clicking here](#).

Using Zoom's service is subject to acceptance of the company's terms & conditions. Please read the terms carefully before you use their service.



How-To Video Conference Using Skype

Using Skype requires a Skype account.

Windows Hello, Hotmail or Outlook users can bypass this step.




Using a Computer:




1. Open a web browser (i.e. Chrome, Firefox, Internet Explorer, Safari) and type in *www.skype.com*. Download and install the application.
2. Start the application and sign-in with your Skype, Windows Hello, Hotmail or Outlook account, or make a new account.
3. Add contacts through phone numbers, e-mail addresses or usernames.



Using a Smartphone:

1. Download the Skype app from your phone's app store. 
2. Open the app and sign-in with your Skype, Windows Hello, Hotmail or Outlook account, or make a new account.
3. Add contacts manually through phone numbers, e-mail addresses, or usernames. You can allow the application to search through your address book as well.

On either computer or smartphone:

4. Once you have added your participants, click on the  New Chat icon and select  New Group Chat.
5. Select the participant(s) and click on the  camera icon to start.

Video instructions and additional info can be found by [clicking here](#).

Using Skype's service is subject to acceptance of the company's terms & conditions. Please read the terms carefully before you use their service.

How-To Video Conference

Setting Up Your Environment

Lighting

Light is important and you ultimately want to have light behind your computer or device. An inexpensive ring light works great, however, a table lamp will do as well. You can also situate yourself in front of a window however full on direct light which may cause squinting. Avoid sitting with a window or a bright light behind you as well as having a light under you. This will cause you to look washed out and cause shadows. Move your device's camera around the room to see where the best light is.

Positioning of the your camera

Locate where the camera is on your device as you want the camera directly in front of you or slightly higher. Avoid looking down at the camera (looking up at your chin) or positioning it too high where you will have to strain your neck. You can elevate your device by putting it on a filing cabinet or a box. Next, you want to position yourself not too close to the mic so it sounds like you're shouting or too far away so you are too quiet. Your face should not be taking up too much of the screen or too far away so people will be distracted by the room around you. Speak in your regular conversation voice.

Background

Declutter your space of laundry and any other mess. Keep your background simple so your viewers do not get distracted. If possible, close the door to the room, inform others you will be on a video call and put a "Do Not Disturb" sign on your door.

Appearance

Avoid plaid and pinstripe.

Simple makeup with focus on eyebrows and lips.

Hair combed and not covering your face.

Tips & Etiquette

- Have a trial run with friends and get some feedback. Record yourself and if too loud you are too close and alternatively to sound get closer.
- No gum chewing or eating food while on call.
- Sit in a comfortable chair and think about your straight posture.
- If it is not your turn to talk, mute yourself.
- If you need to take a quick break, turn your camera off and mute your microphone.
- Looking into the camera makes you look attentive and avoid looking only at your image.
- Don't do anything on camera that makes you look like you don't want to be there.
- Try not to look at your phone, answer texts or look distracted.