

# Online meetings

Online meetings with friends, family, colleagues are becoming an increasingly important in the way we communicate.

## The best video calling apps for Android phones

There are now hundreds of apps that allow you to message and video call your contacts (friends, relatives, colleagues) for free. Video calling is a great way to stay connected when you can't be together in person.

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## Introduction to Zoom meetings

Zoom is an online meeting platform which surged in popularity during the Covid-19 crisis. It can be used to make 1-1 or group video calls from a computer, tablet or phone. Users can screen share, chat and use interactive features.

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## Hosting a Zoom meeting

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## Hosting an online quiz with Zoom and Kahoot

The internet is a wonderful place to find out information, it's also a great place to have fun!

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## Top tips for teaching on Zoom

Zoom the online video calling platform is one of the most popular for meeting with others virtually.

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## Making Zoom sessions fun



Video calling applications such

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## Getting ready to run a remote support session- Infographic

## Getting ready for your first session

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### Once you know your learner's needs...



Plan a brief session outline based on what your learner wants to learn.



Practise on the same device as your learner (if possible).



Decide what would be the most appropriate tools to use.



Let your learner know ahead of your session how you will be contacting them and anything they will need with them on the day.



Check that your own devices are set up with the appropriate tools and are secure.



Log in at least 5 minutes before your session is due to start and check that your connection and devices are working well.



Make sure you familiarise yourself with using the tools you've chosen.



Plan a back-up activity if things go wrong!

## Tools, ideas and tips for virtual meetings

A comprehensive guide to choosing a virtual meeting tool, and tips to help make your meetings a success.

**[>> Go to guide \(This guide from Event Manager Blog will open in a new tab\)](#)**

*This link will take you to information on a different website. Digital Unite have selected this information for inclusion because it is up-to-date, relevant and easy-to-understand.*

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## Top tips for creating the right professional virtual impression

Tips on making the best impression when communicating online either through email, social media or in online meetings.

**[>> Go to guide \(This guide from American Express will open in a new window\)](#)**

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## Easy read guide: Downloading Zoom to a desktop

Easy to follow instructions for downloading the Zoom meetings app onto a desktop computer or laptop.

**[>>Go to guide \(This guide from ClearCommunityWeb will open in a new window\)](#)**


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## Remote Digital Championing!

Guides covering some tips and techniques for providing remote support to learners, an increasingly important service in times of social isolation.



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