

Remote working and the use of real time communication tools

Introduction - Richard White

In the session we will look at how the need for home working has progressed the opportunities for the various tools, including: Zoom, GoMeetings & Teams from Microsoft. We will also look at some quick wins to get the best out of the format, along with discussing the pitfalls to be avoided (based on some practical examples).

There will be an opportunity investigate & discuss the mental health benefit visual real time communication can possibly offer a workforce not used to being remote.

The final element will be some suggestions for a smooth and successful webinar or web meeting – so hopefully worth staying for.

Following & Q&A session a short handout containing useful links, along with a copy of the session, will be provided to all attendees.

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“If you are not ZOOMED out already”

- Zoom (one of many)
- Benefits of being visual
- What to avoid
- Health?
- Quick wins
- Q&A's

Remote working and the use of
real time
(video collaboration)
communication tools

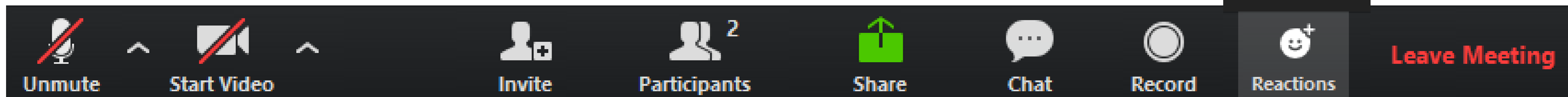
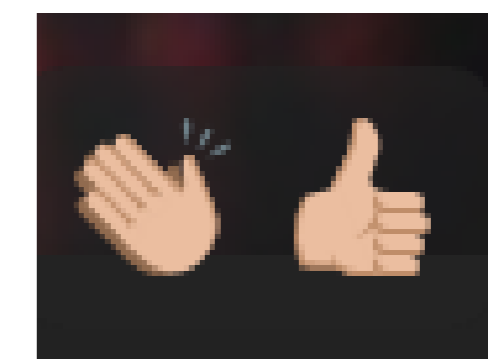
Let's dive in

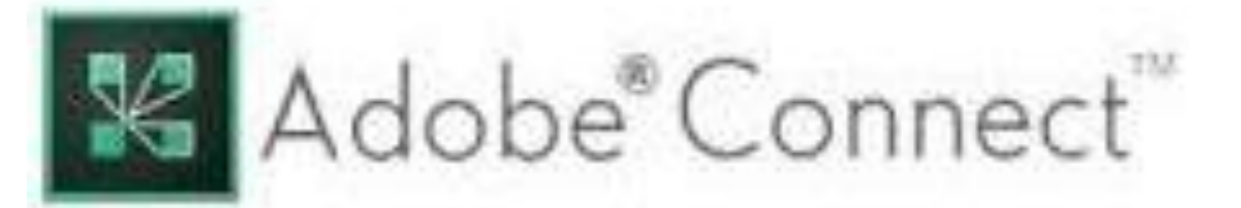


using the WAVING HAND icon (or select from Participant option)

Q1. How many of you have HOSTED a meeting with ZOOM or similar

Q2. How many of you have RARELY used a video collaboration tool





Google Hangouts



zoom

COV19 March 26

Audience of 11,200

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Microsoft Outlook – iCloud Calendar – Google Calendar (example)



Google Calendar

Calendar Today < > April 2020

Search Help Settings Day [dropdown] [grid icon] [profile icon]

+ Create

April 2020 < >

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Search for people

- My calendars [dropdown]
- Other calendars + ^
- Christian Holidays
 - Holidays in United Kingdom

THU 2

richard white [profile icon]

GMT+01

10:00

11:00

12:00

13:00

14:00

15:00

16:00

17:00

18:00

19:00

Create your 11:30 – 12:30

National Theatre on YouTube 18:00 – 19:00

Create your MEETING here [close icon]

Event

🕒 2 Apr 2020 11:30 – 12:30 2 Apr 2020

👤 Add guests

📍 Add location or conferencing

☰ Add description

📅 richard white [dropdown]

More options Save **Make it a Zoom Meeting**



Zoom - Free Account

Home Chat Meetings Contacts

Search

Upcoming Recorded

613-877-0567
My Personal Meeting ID (PMI)

Today

tea and cake
10:00-11:00
Meeting ID: 559-387-651

Sun, Mar 29

OTT MTB WEBCHAT
10:00-10:30
Meeting ID: 973-835-489

Start Copy Invitation Edit Delete

Show Meeting Invitation



Zoom - Free Account

Home Chat Meetings Contacts Search

12:59
27 March 2020

New Meeting ▾ Join

Schedule Share screen ▾

No upcoming meetings today

The image shows the Zoom desktop application interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings, and Contacts, along with a search bar and a user profile icon. The main area features four large, rounded square buttons: 'New Meeting' (orange with a video camera icon), 'Join' (blue with a plus sign), 'Schedule' (blue with a calendar icon showing '19'), and 'Share screen' (blue with an upward arrow). To the right, a dark-themed card displays the current time '12:59' and date '27 March 2020'. Below this, a white box contains the text 'No upcoming meetings today'. A settings gear icon is visible in the top right corner.

Settings

General

- Video
- Audio
- Chat
- Virtual Background
- Recording
- Advanced Features
- Statistics
- Keyboard Shortcuts
- Accessibility

Application

- Start Zoom when I start Windows
- When closed, minimize window to the notification area instead of the task bar
- Automatically copy Invitation URL to Clipboard after meeting starts
- Confirm with me when I leave a meeting
- Show my connected time
- Remind me minutes before my upcoming meetings

Content Sharing

- Use dual monitors
- Enter full screen automatically when starting or joining a meeting
- Enter full screen automatically when viewing screen shared by others
- Maximize Zoom window automatically when viewing screen shared by others
- Scale to fit my Zoom window when viewing screen shared by others
- Enable screen sharing with GPU acceleration
- Enable the remote control of all applications
- Side-by-side Mode
- Limit your screen share to frames-per-second

[View Advanced Features](#)

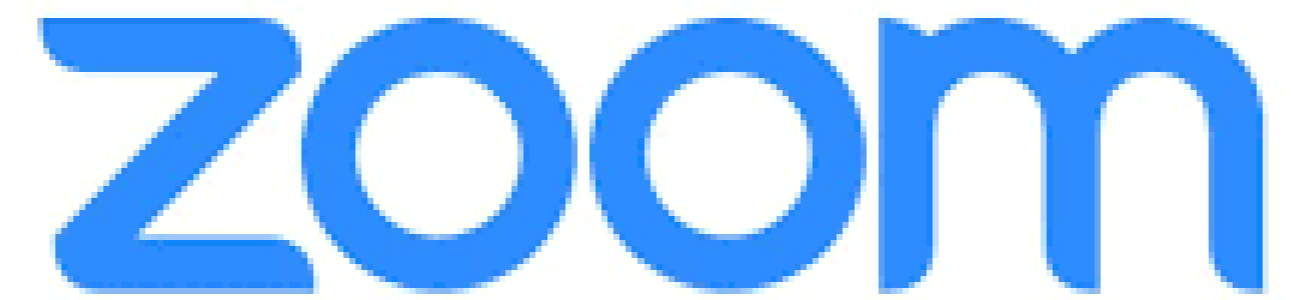
Meetings Contacts Search

13:01
27 March 2020

No upcoming meetings today



richard white



Want to be a really SMART host?

- Set up your profile
- Create break-out rooms
- Identify who leaves meeting* (1st April*)
- Use captions for hard of hearing or languages
- Allow note taking feature
- End of meeting survey
- Record meeting (cloud or PC) for publication
- Open & private chat feature
- Control file sharing
- Whiteboard feature

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Want to be a really SAFE host?



© The Telegraph





Want to be a really SAFE host?

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Personal meeting ID

Passwords

Sharing URL – link to meeting

Disable

Join before Host/File share option

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COV19 March 1

Globally + 25%

Italy 4 x

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- Complete the test page
- PC not SMARTPHONE (for host)
- Check signal strength (wi-fi)
- Set up webcam (consider virtual background or image)
- Mic/webcam on & off
- Share protocol (e-mail before)
- Start early (video intro)

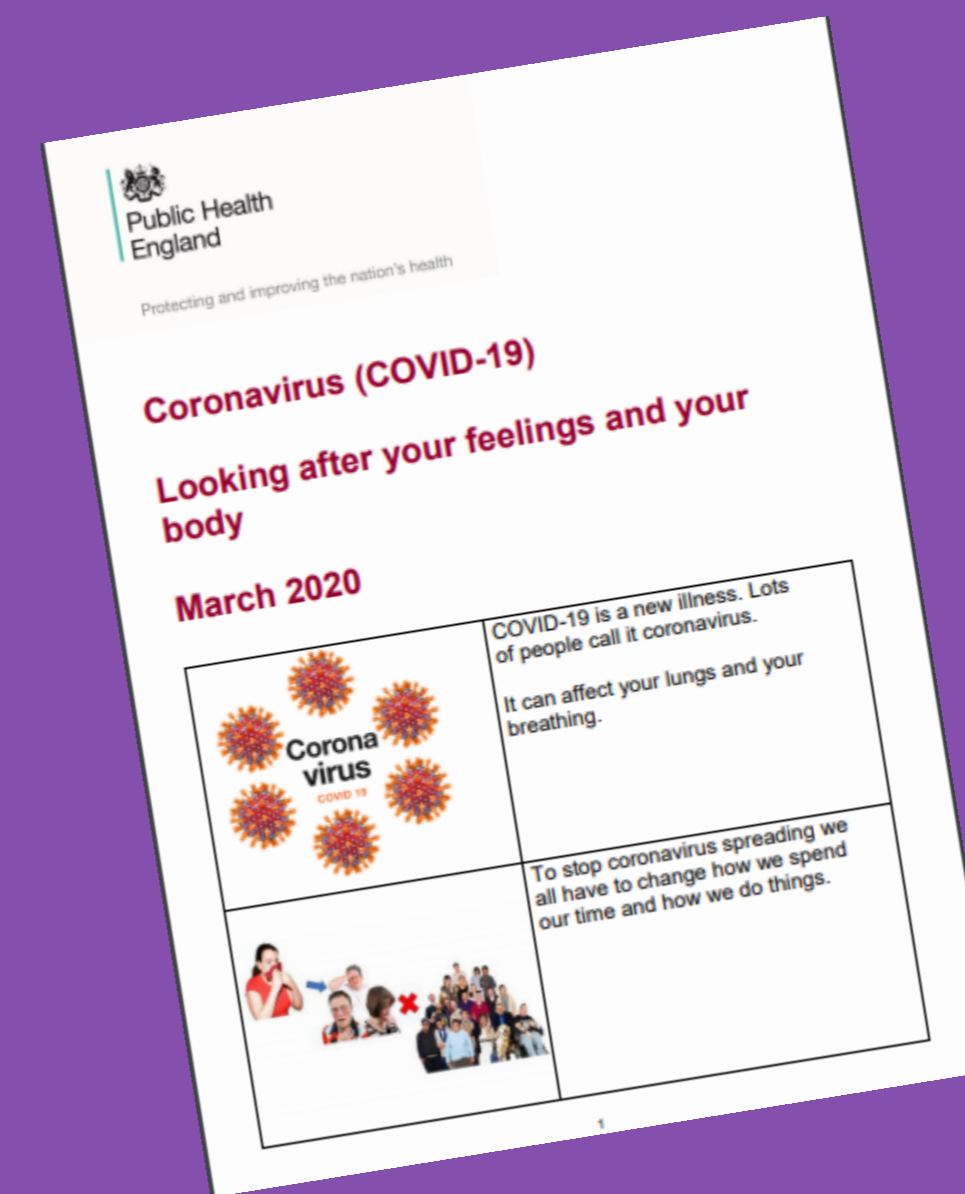
Quick
Wins

- Be careful with screen sharing
- Prepare documents
- Coughing/sneezing (close mic-sorry)
- Tell everyone
- Avoid food & drink
- Important - have fun

Quick
Wins

- Collaborative
- Face to face (well almost)
- Remote anxiety
- Your views

Mind
Wellbeing



OPPORTUNITIES

- Visualize (risk assessments)
- Think about use of animation
- Use mobile polling/voting

Adapt
Innovate
Collaborate

Thank-you

**QUESTIONS + REAL TIME
SESSION**

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Useful links

Zoom [announcement](#) 1st April 2020

Go To Meetings - [LINK](#)

Mobile polling – Turning Tech - [LINK](#)

Kaltura - [LINK](#)

Asana - [LINK](#)

NetGear Wi Fi Analytics app - [LINK](#)

Review site here for all video collaboration software

<https://www.softwareadvice.com/video-conferencing/zoom-profile/>

Zoom resources for home working during crisis

<https://zoom.us/docs/en-us/covid19.html>



www.denholm-white.co.uk

