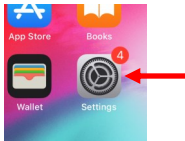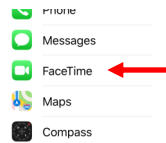Virtual Meeting Instructions:

FaceTime – iOS systems (apple iPhone, iPad, Mac)

FaceTime is an Apple specific app that can be used for video calls with other Apple Users. It works using internet through Wi-Fi or internet through the devices data plan (3G, 4G, etc). To use it there are a few steps in the settings that need to be taken first to make sure it will work.
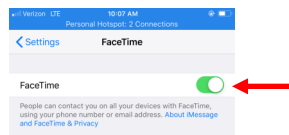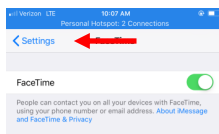
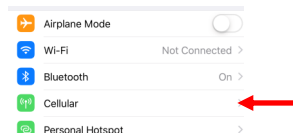1. Go into settings   2. Scroll down to FaceTime

3. Select FaceTime, then make sure the green indicator is on, meaning that FaceTime is on. It will now work on a Wi-Fi network
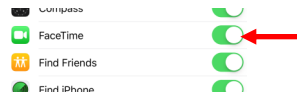

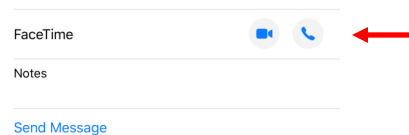4. Next go back to settings   5. Scroll to up to Cellular.

6. Open Cellular and scroll down to see which apps have access to cellular Data, Make sure FaceTime has permission to use Cellular Data if you wish to use it away from a Wi-Fi signal. Note, this will use data from the devices data plan to do video calls.

7. Once this is done, all contacts in the phone that are also using iOS devices will show up with the option to call with FaceTime as long as their FaceTime is turned on.

8. To make a FaceTime call, go to contacts, click on their name, under their name will be the option to call with Facetime.
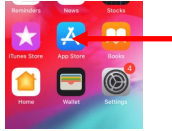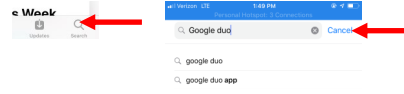
Google Duo for iOS

Google Duo is an app that can be used for video calls across all platforms (Andriod, iPhone, PC, Mac). It works using internet through Wi-Fi or internet through the devices data plan (3G, 4G, etc). Instructions are shown below for iOS phones.

iPhone

1. Go to the App Store on your iPhone
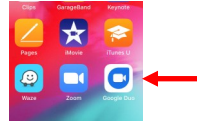

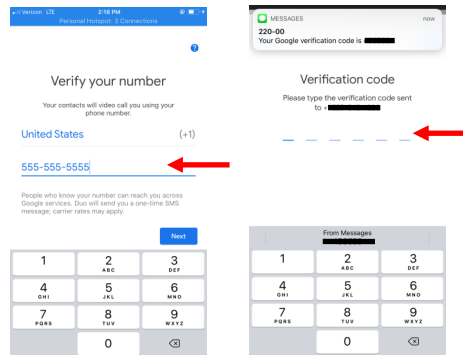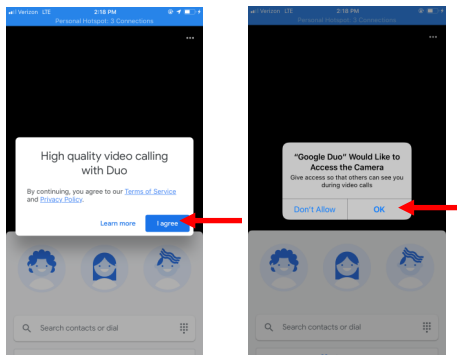2. In the App Store search "Google Duo"

4. Click Get or Download Symbol

5. Go to home screen and find Google Duo app icon

6. Follow on screen instructions within app to complete setup
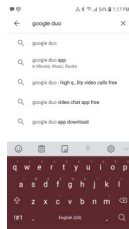
Google Duo– Android

Google Duo is an app that can be used for video calls across all platforms (Android, iPhone, PC, Mac). It works using internet through Wi-Fi or internet through the devices data plan (3G, 4G, etc). Instructions are shown below for android devices.

Android

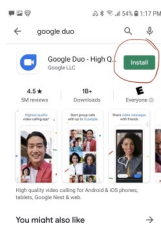1. Go to the Google Play store on your android device
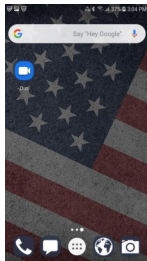

2. In Google Play search "Google Duo"

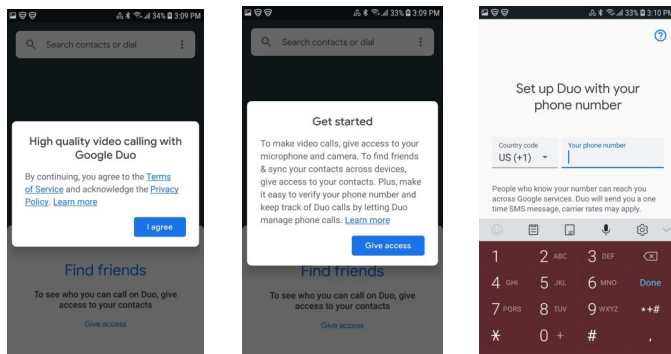3. Click on " Google Duo- High Quality Video Calls "
4. Click Install

5. Go to home screen and find Google Duo app icon

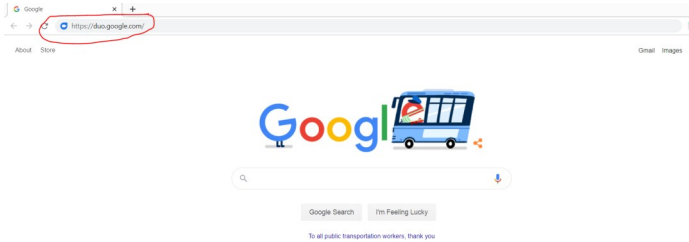6. Follow on screen instructions within app to complete setup

Google Duo—Laptop/ Desktop

Google Duo is an app that can be used for video calls across all platforms (Andriod, iPhone, PC, Mac). It works using internet through Wi-Fi or internet through the devices data plan (3G, 4G, etc). Instructions are shown below for laptop/desktop.
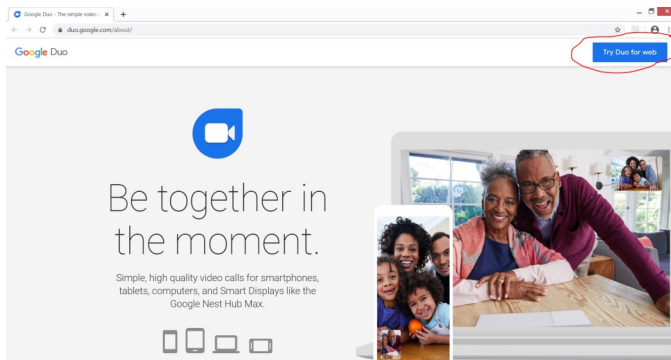
Note: Google Duo for Laptop/Desktop requires that you have a webcam to use the video call function
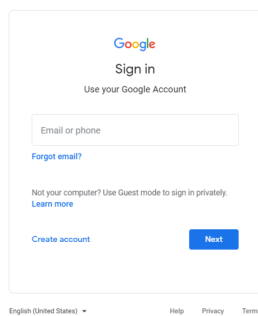
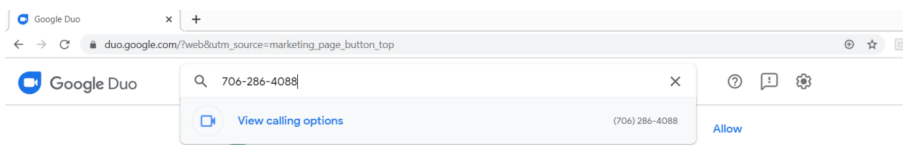Instructions:

1. In your internet search bar type https://duo.google.com/

2. Click on "Try Duo for Web" button

3. Sign in with your google account

.

4.Type in phone number you would like to video call in search bar at top of page
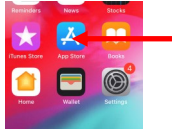
Zoom

Zoom is an app that can be used for video calls across all platforms (Andriod, iPhone, PC, Mac). It works using internet through Wi-Fi or internet through the devices data plan (3G, 4G, etc). Instructions are shown below for each common platform.

iPhone

1. Go to the App Store on your iPhone

2. In the App Store search "Zoom"

4. Click Get or Download Symbol

5. Go to home screen and find Zoom app icon

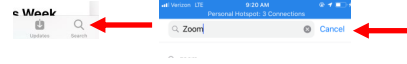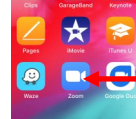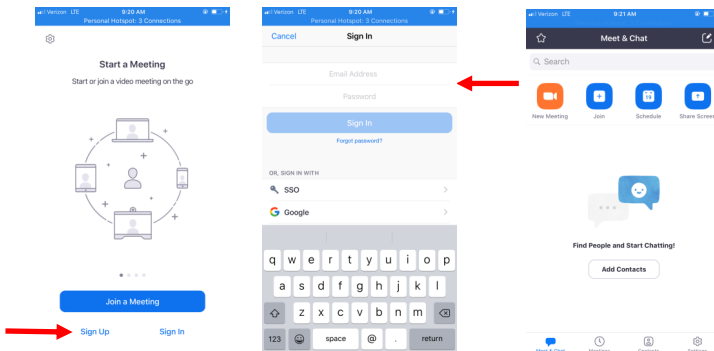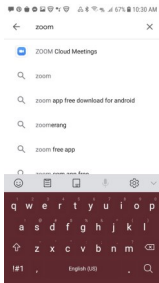6. Follow on screen instructions within app to complete setup

Zoom– Android

Zoom is an app that can be used for video calls across all platforms (Android, iPhone, PC, Mac). It works using internet through Wi-Fi or internet through the devices data plan (3G, 4G, etc). Instructions are shown below for android devices.

Android

1. Go to the Google Play store on your android device

2. In Google Play search "Zoom"
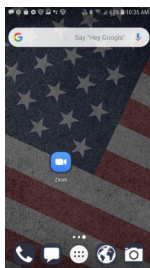

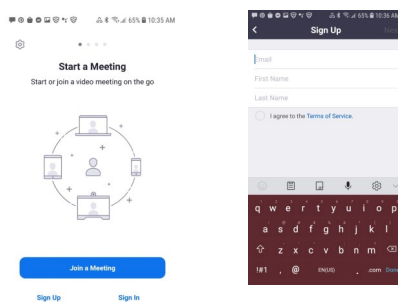3. Click on " Zoom Cloud Meetings "

4. Click Install

5. Go to home screen and find Zoom app icon

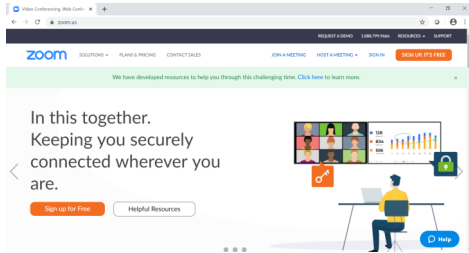6. Follow on screen instructions within app to complete setup

Zoom—Laptop/ Desktop

Zoom is an app that can be used for video calls across all platforms (Andriod, iPhone, PC, Mac). It works using internet through Wi-Fi or internet through the devices data plan (3G, 4G, etc). Instructions are shown below for Laptop/Desktop.
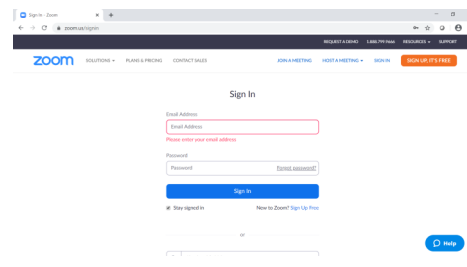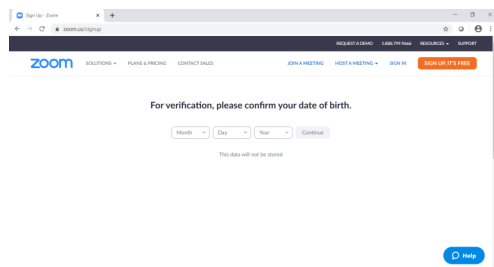
Note: Zoom for Laptop/Desktop requires that you have a webcam to use the video call function

Instructions:

1. In your internet search bar type https://zoom.us/

2. Click on "SIGN UP, ITS FREE" button or "SIGN IN" if you already have an account

3. Create an Account if new user, sign in if you already have an account, Follow the prompts starting with you Date of Birth Information.

4. Follow steps for signing up, once signed in you can host and join meetings. To share meetings, share through email, or copy and send the meeting ID or link to participants.