Video Conferencing

INFOCOMM MEDIA DEVELOPMENT AUTHORITY

Communicate Online

Content

Introduction

The Digital Skills for Life (DSL) guide is a series of booklets which comprise of:
• step-by-step instructions and
• quick tips
to help you get online confidently and safely.

It is meant for everyone with or without any digital experience but is interested in finding out more about essential digital skills for daily living.

The essential skills are grouped into 5 competency areas as shown in the diagram.

Learning outcome of Communicate Online competency:
Able to initiate communication with my contacts or organization using different modes of digital communication.

To help you acquire the learning outcomes, this guidebook uses different video conferencing platforms as examples to demonstrate the common steps to communicate with others.

The following guide is based on common software icons and mobile device settings. Please note that certain features may differ across different mobile devices and models.

DSL

Be Safe, Smart & Kind Online
Safeguard against cyber threats; Protect personal information; Develop a positive online presence.

Explore Information Online
Search, view and retrieve information online.

Communicate Online
Connect with others online.

Transact Online
Carry out online transactions.

Set up & Use Smart Devices
Set up and operate the basic hardware and software functions of your mobile device.

Cyber Security Tips

To stay safe while using video conferencing apps, please keep to the following:

Do not open or download any unverified links or attachments from unknown sources in the chat function.

Do not share personal or financial details, passwords or one-time password (OTP) with anyone.

Check for updates and **update your app promptly** to protect your devices from known security vulnerabilities.
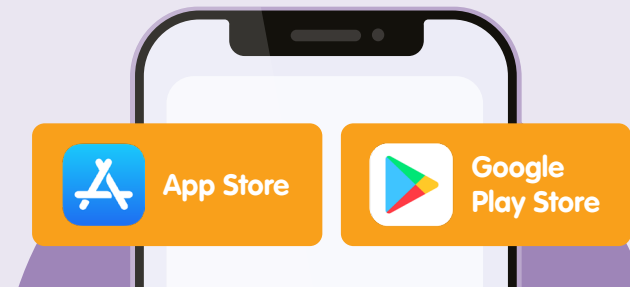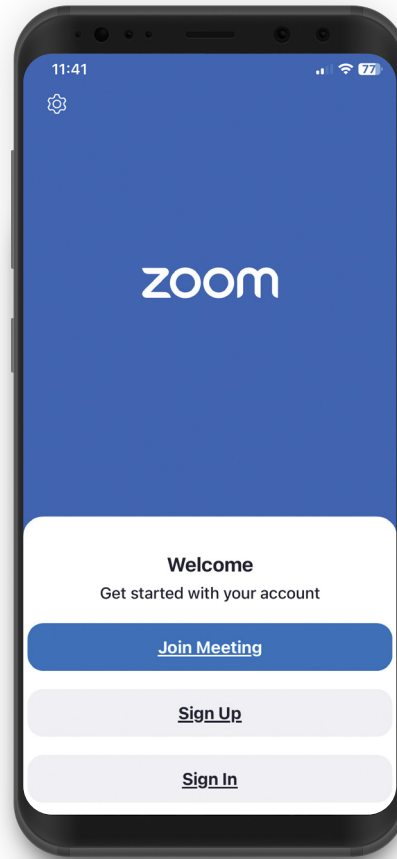

Download apps from **official** sources.

About Video Conferencing

Video conferencing apps such as Zoom, Google Meet, Skype and MS Teams allow face-to-face online meetings for two or more people in real time over the Internet without the need to be physically present.
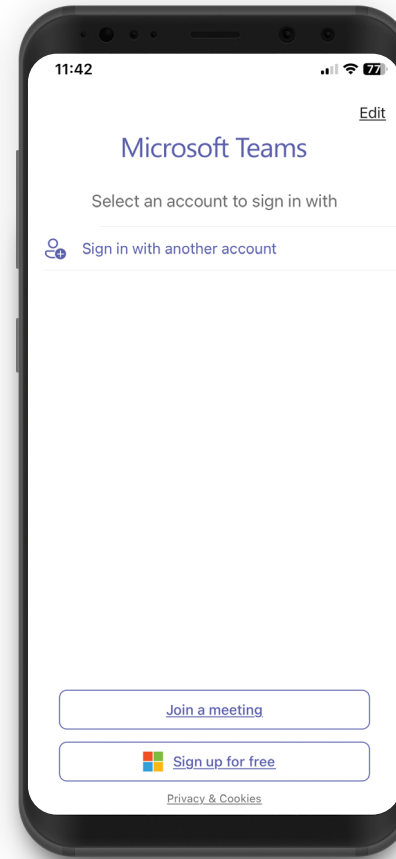
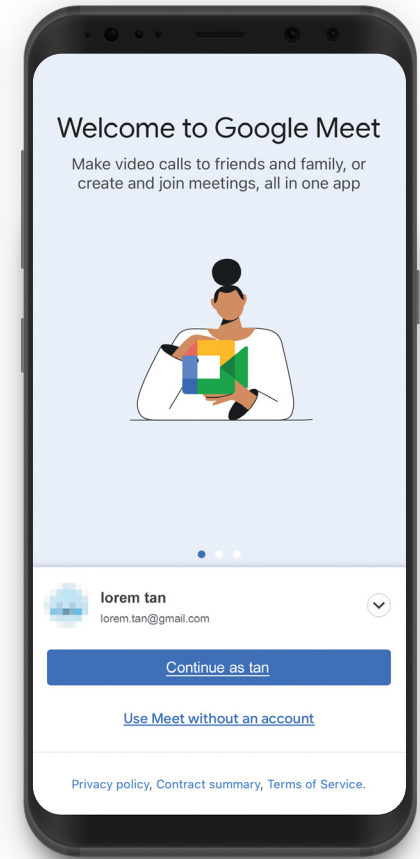## Pre-requisites to learning the app

Learner must:

- Have a mobile device with a working camera.
- Have a mobile device connected to cellular network or Wi-Fi.
- Know how to download an app.
- Have an active email account.

Zoom

11:41

Welcome
Get started with your account

Join Meeting

Sign Up

Sign In

MS Teams

11:42

Edit

Microsoft Teams

Select an account to sign in with

Sign in with another account

Join a meeting

Sign up for free

Privacy & Cookies

Google Meet

Welcome to Google Meet

Make video calls to friends and family, or create and join meetings, all in one app

lorem tan
lorem.tan@gmail.com

Continue as tan

Use Meet without an account

Privacy policy, Contract summary, Terms of Service.

Common Features across Different Video Conferencing Apps

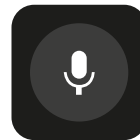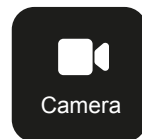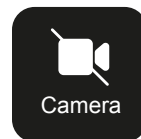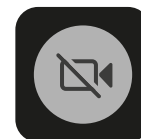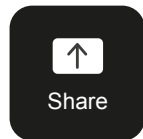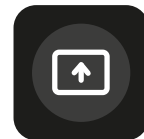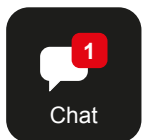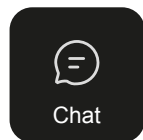| **Zoom**	**MS Teams**	**Google Meet**	
Unmute Mute	Unmute Mute	Unmute Mute	Unmute the mic so that you can speak. Mute the mic so that you will not be heard.
Show Video Hide Video	Show Video Hide Video	Show Video Hide Video	Show video so that participants can see you. Hide video so that participants cannot see you.
Share Screen	Share Screen	Share Screen	Share screen to show the content you want your participants to see.
Chat	Chat	Chat	Tap "Chat" to type and send messages to participants.

Common Features across Different Video Conferencing Apps
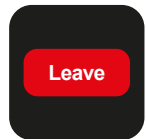
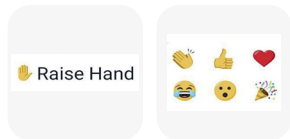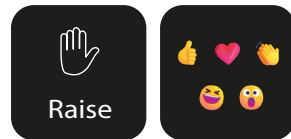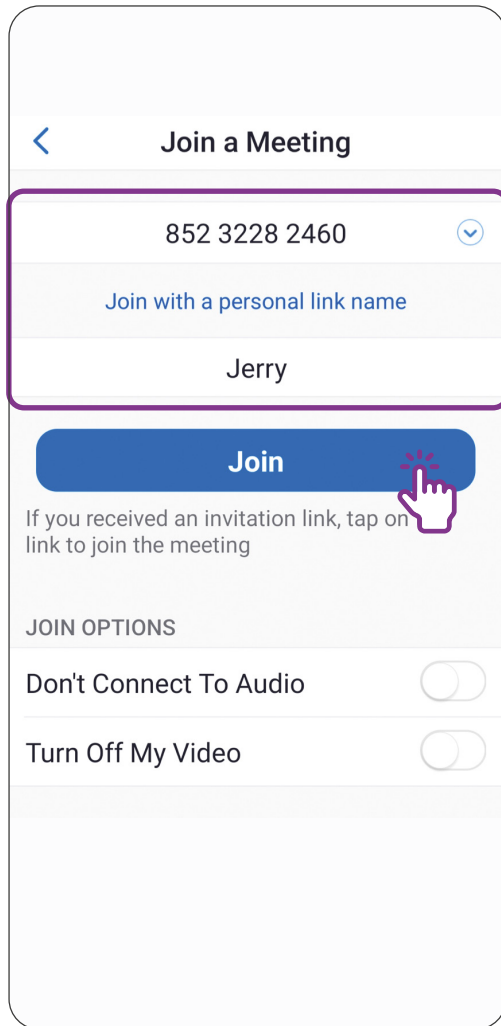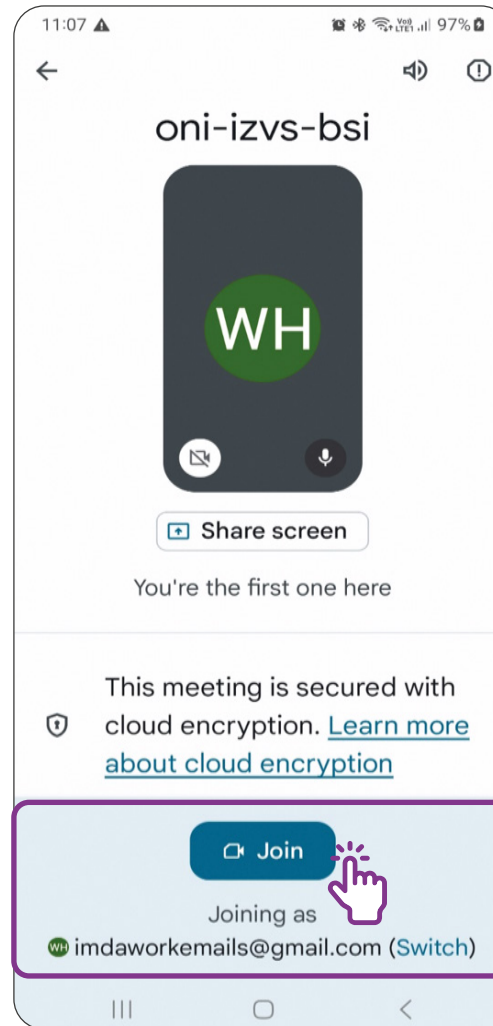| Zoom	MS Teams	Google Meet	
Participants	Participants	Participants	Show participants.
End Call	End Call	End Call	Leave the call.
Reactions	Reactions	Reactions	Respond/react during meeting by tapping on "Raise" to raise hand or "React" to select your emojis.

Common Steps to Use a Video Conferencing App

1 Join a meeting by entering meeting invite details or tap on meeting link, then tap "Join".
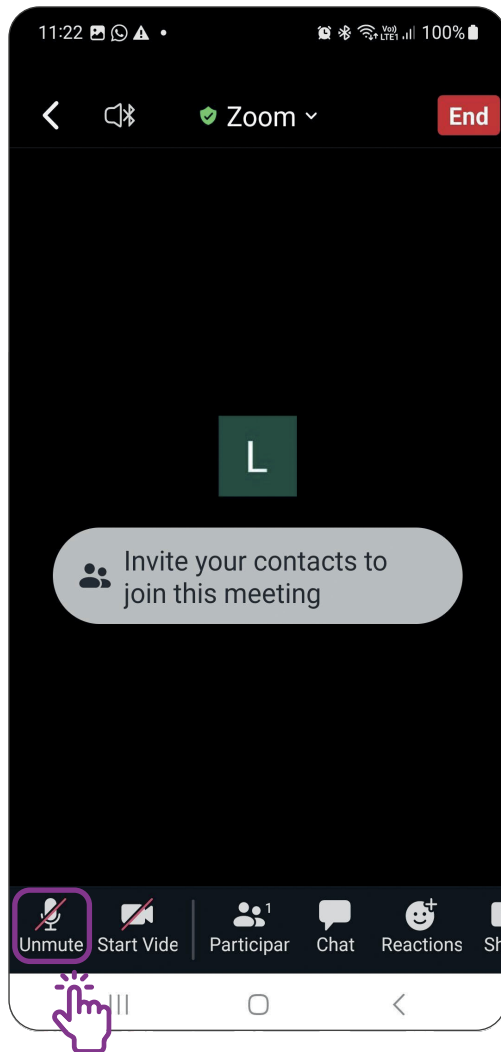
Zoom

Join a Meeting

852 3228 2460

Join with a personal link name

Jerry

Join

If you received an invitation link, tap on link to join the meeting

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

Google Meet

11:07

oni-izvs-bsi

WH

Share screen

You're the first one here

This meeting is secured with cloud encryption. Learn more about cloud encryption

⬚ Join
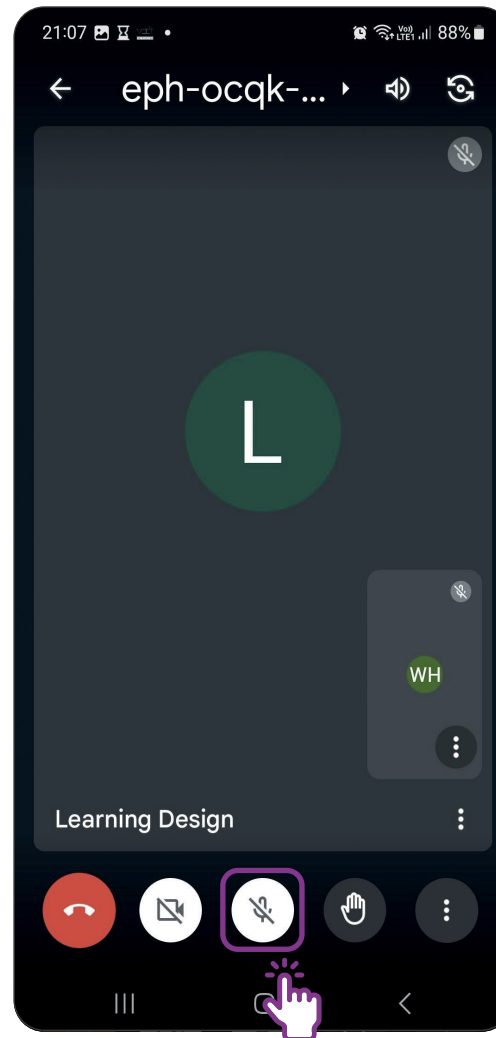
Joining as
imdaworkemails@gmail.com (Switch)

Common Steps to Use a Video Conferencing App

2 In the meeting, you can tap to "Mute" if you do not wish to be heard or "Unmute" if you wish to speak.
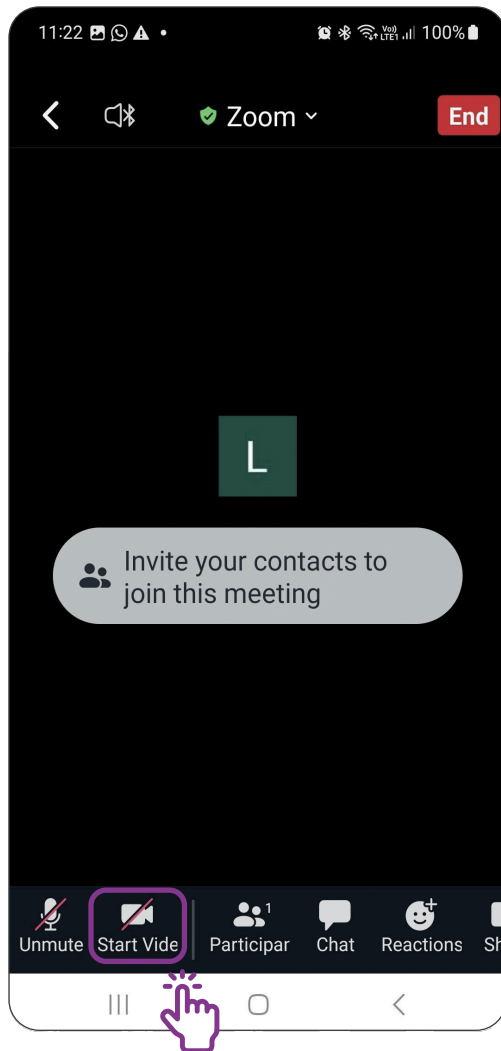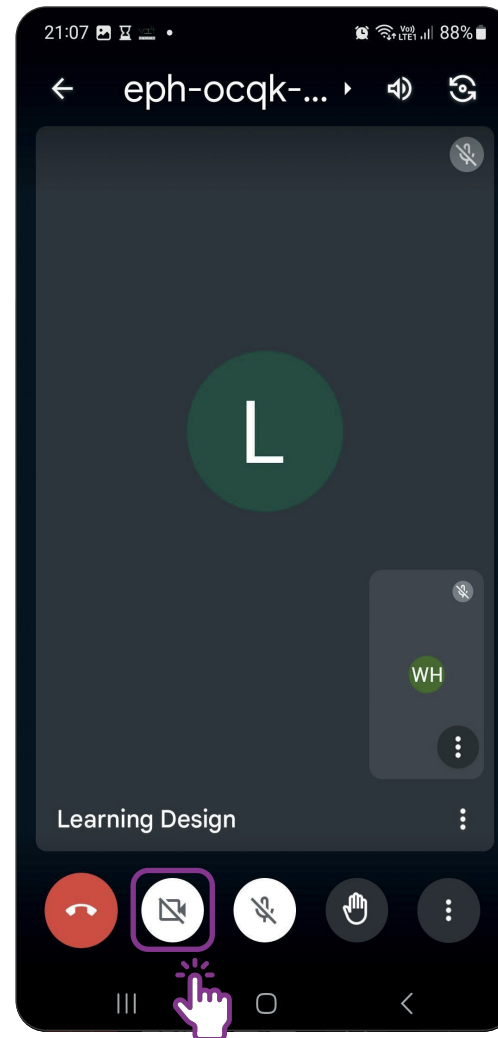
Zoom

Google Meet

Common Steps to Use a Video Conferencing App

3 In the meeting, you can tap to "Start Video" if you want other participants to see you or hide video if you do not wish to be seen by other participants.
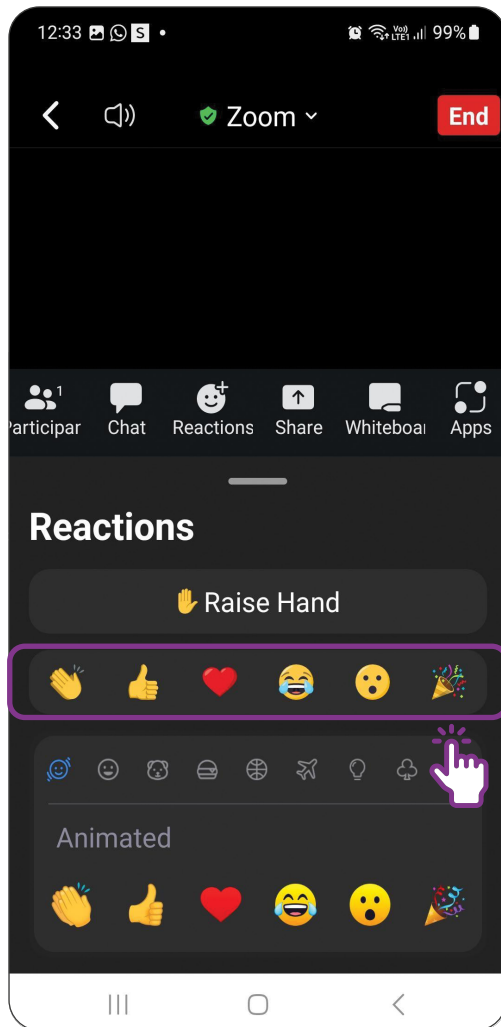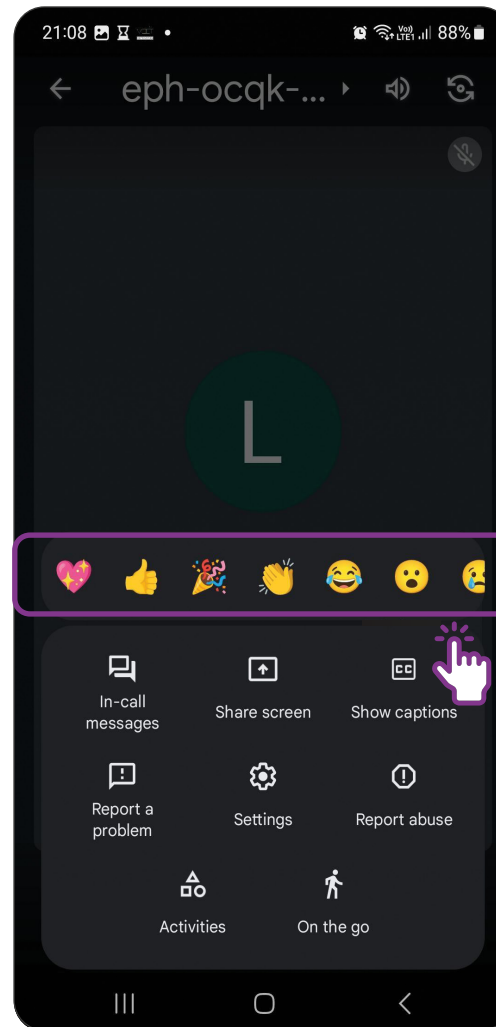
Zoom

Google Meet

Common Steps to Use a Video Conferencing App

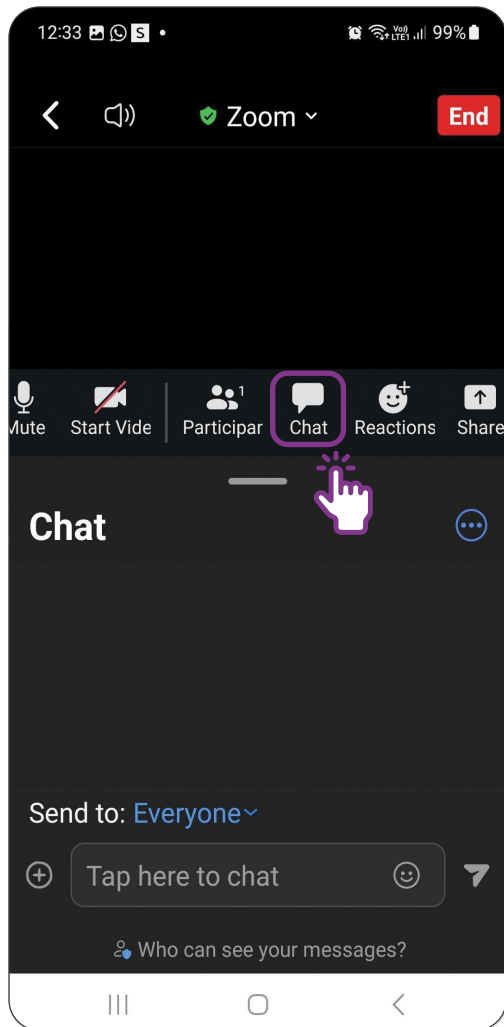**4** In the meeting, you can give a reaction by selecting appropriate emojis.
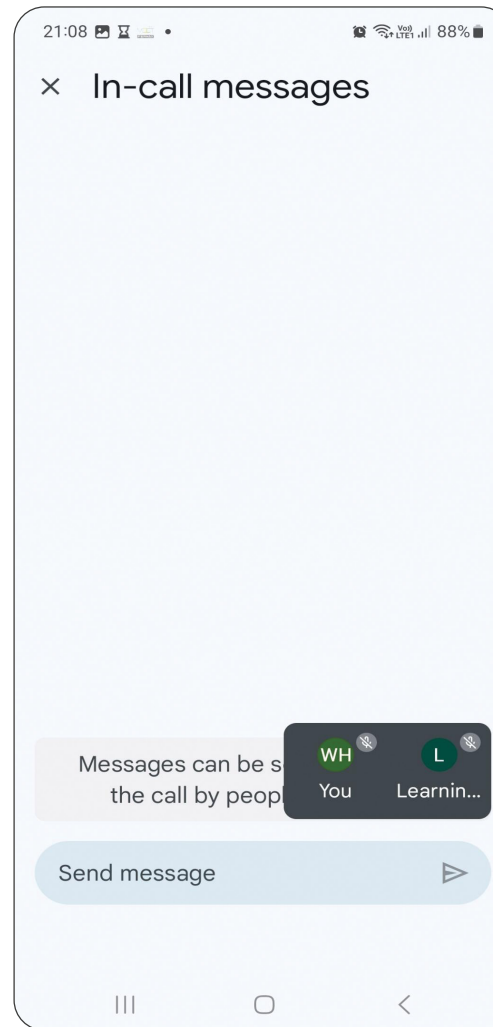
Zoom

Google Meet

Common Steps to Use a Video Conferencing App

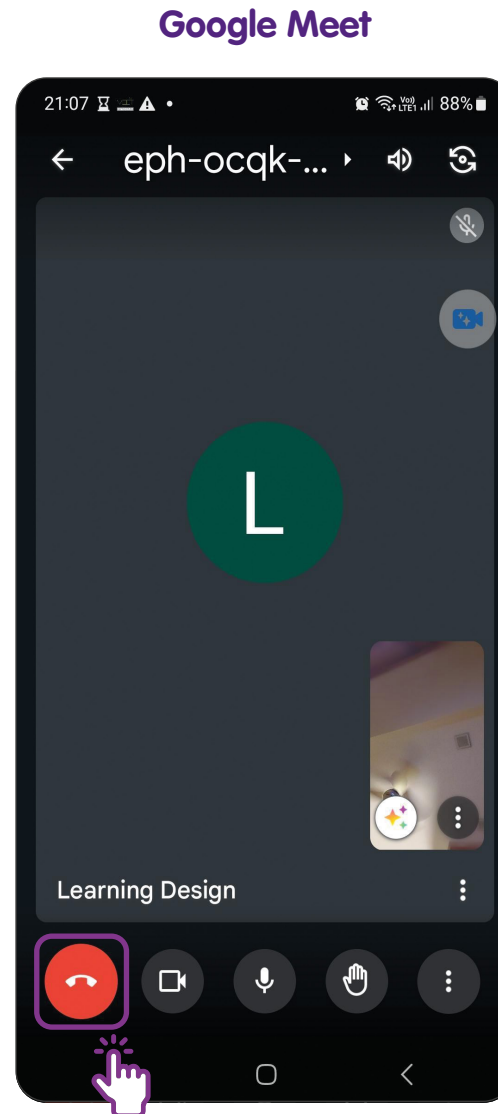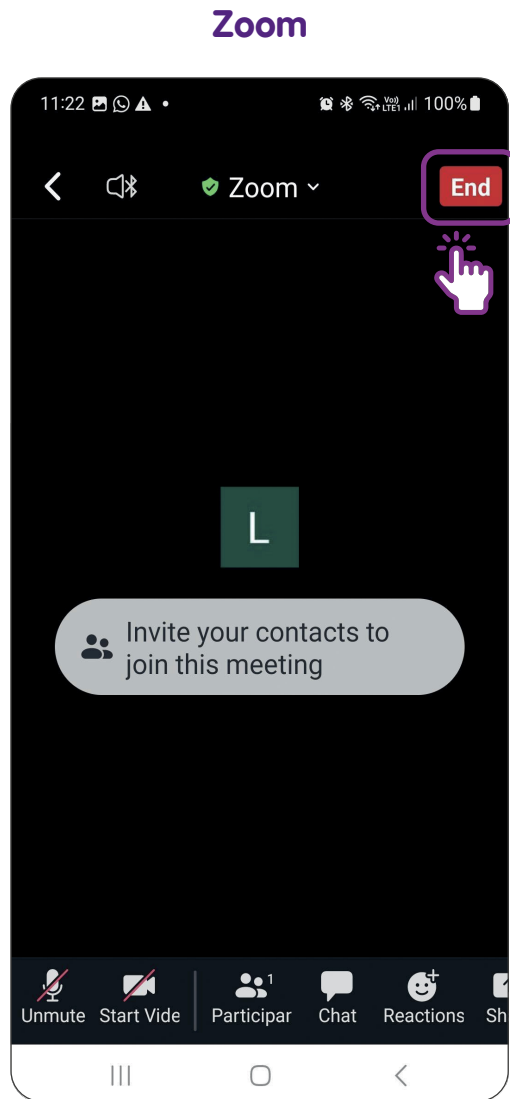**5** You can chat with "Everyone" or a particular participant by using the chat function.

Zoom

Google Meet

Common Steps to Use a Video Conferencing App
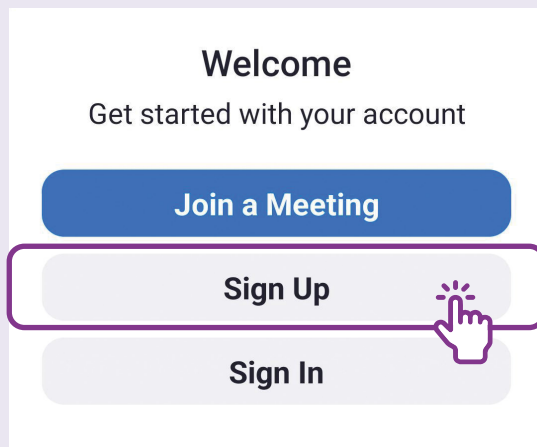
6 Tap "End" or "Leave" if you wish to leave the call.

Zoom

Google Meet

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Sign up for a Zoom Account

1 **Launch the Zoom app on your home screen**

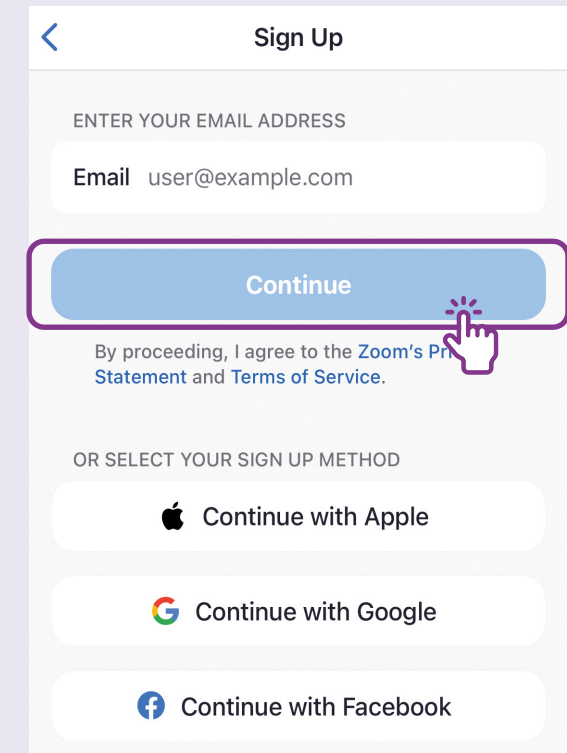Download **"Zoom"** app from Apple App Store or Google Play Store and launch it.

2 **Select Sign Up**

Welcome
Get started with your account

Join a Meeting

Sign Up

Sign In

3 **Enter your birth year and select Continue**

‹   Sign Up

VERIFY YOUR AGE

Birth Year

Please confirm your birth year. This data will not be stored

Continue

1	2	3	⌫
4	5	6	Done
7	8	9	.-
	0		,
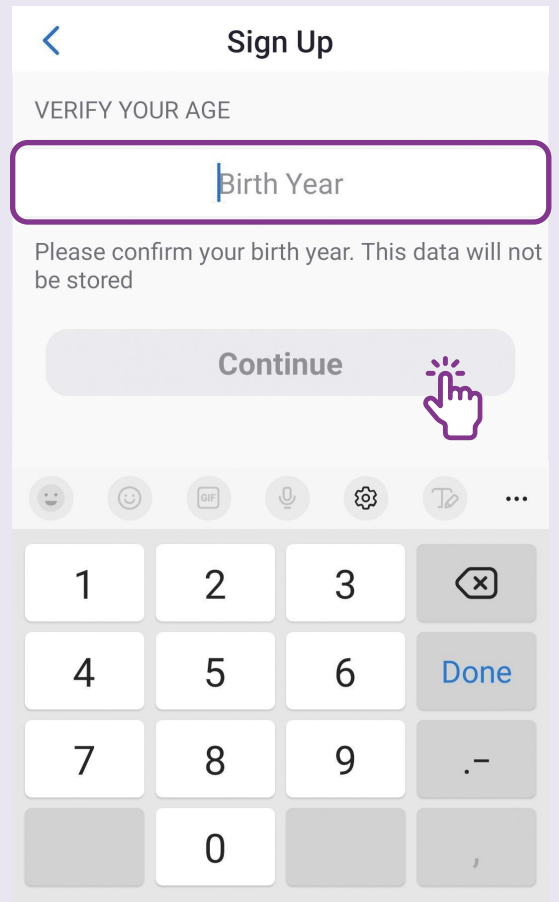
4 **Enter your email address and select Continue. You can also sign up using your Google, Apple or Facebook account**

‹   Sign Up

ENTER YOUR EMAIL ADDRESS

Email   user@example.com

Continue

By proceeding, I agree to the Zoom's Pri Statement and Terms of Service.

OR SELECT YOUR SIGN UP METHOD

 Continue with Apple

G Continue with Google

 Continue with Facebook

Sign up for a Zoom Account

5 **Key in the 6-digit code from the email sent to your email address**

< Verification

Check your email for a ...

Please enter the verification code sent to your email address loremipsum@gmail.com

— — — — — —

09:45

Did not get the code? **Resend Code**

| 1 | 2 | 3 | ⌫ |
| 4 | 5 | 6 | Go |

6 **This is an example of the email you would receive with the 6-digit code**

← 📥 🗑 ✉ ⋮

345678 is your Zoom verification code Inbox ☆

zoom **Zoom** 19:52 ↩ ⋮
to me ⌄

zoom

Verify your email

Hi,

Enter this code in the next 10 minutes to

7 **Enter a strong password and select Create account**

< Create Account

ENTER YOUR NAME AND SET A PASSWORD

First Name John

Last Name Appleseed

Password Required 👁

Continue

Q W E R T Y U I O P
A S D F G H J K L

14

Sign up for a Zoom Account

8 **Personalise your profile now or select Not Now to skip**

Personalize your profile

Your profile picture and display name will be shown to others on Zoom—during meetings, in team chat, and on your profile.

Upload image (optional)

DISPLAY NAME

Learning Design IMDA ⊗

Enter a name (e.g. your first name, last name, or nickname)

Continue

Not Now

---

9 **Select Check It Out to trial the chargeable app or select Not Now to skip**

Try Zoom One Pro for free

Enjoy unlimited meetings, cloud recording, access productivity apps and more with Zoom One Pro. Try it free today!

Check It Out

Not Now

---

10 **Account setup is complete. Select Get started to start using Zoom**

You're ready to go!

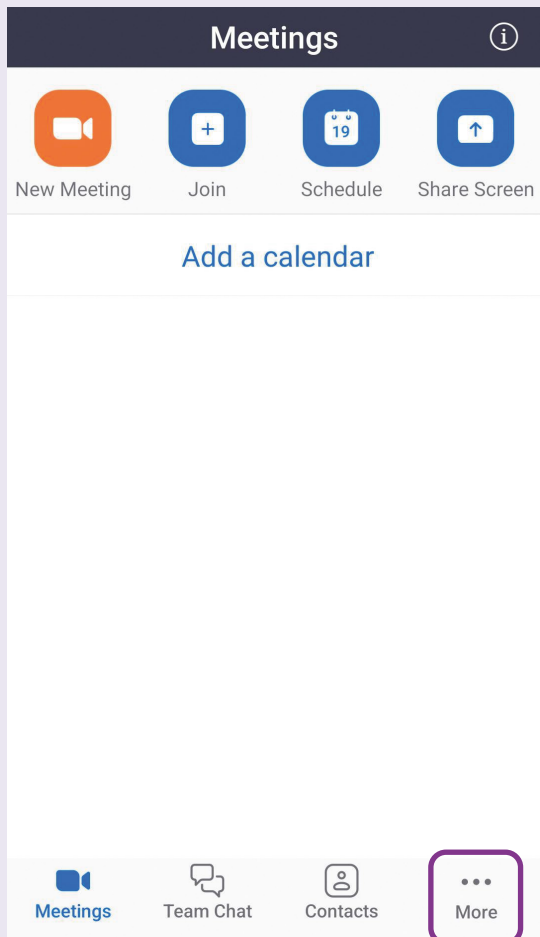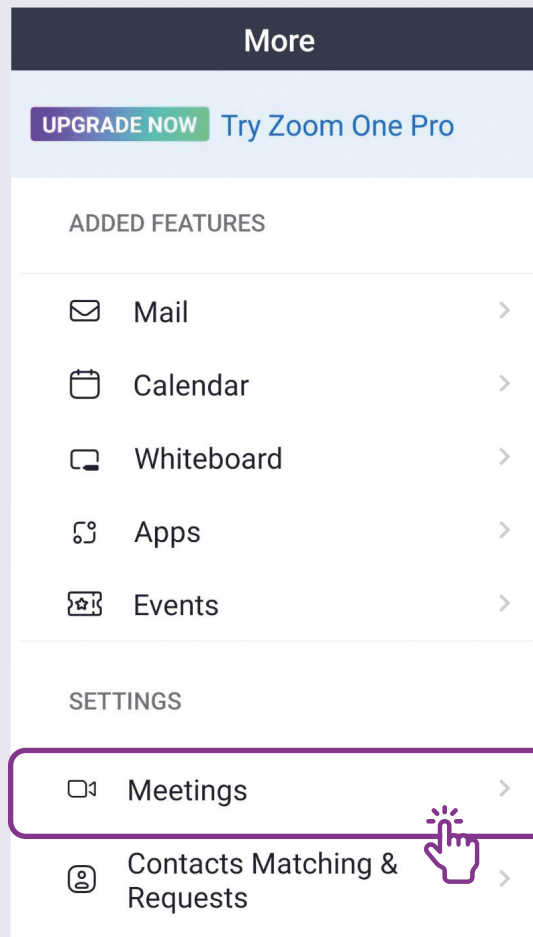Welcome to Zoom—one app for team chat, phone, meetings, and more.
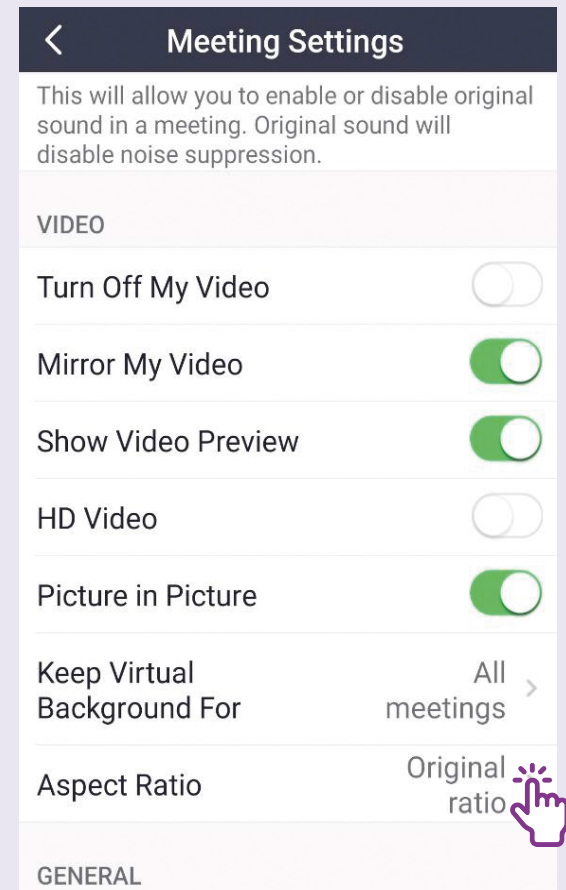
Get started

Manage Settings

1 Select More

Meetings ⓘ			
New Meeting	Join	Schedule	Share Screen

Add a calendar

Meetings | Team Chat | Contacts | More

3 Select Meetings

More

UPGRADE NOW Try Zoom One Pro

ADDED FEATURES

✉ Mail ›

📅 Calendar ›

🖥 Whiteboard ›

⚏ Apps ›

🎟 Events ›

SETTINGS

📹 Meetings ›

👤 Contacts Matching & Requests ›

3 Set your preferred settings

‹ Meeting Settings

This will allow you to enable or disable original sound in a meeting. Original sound will disable noise suppression.

VIDEO

Turn Off My Video ⬜

Mirror My Video ✅

Show Video Preview ✅

HD Video ⬜

Picture in Picture ✅

Keep Virtual Background For — All meetings ›

Aspect Ratio — Original ratio

GENERAL

16

Sign in to Join a Meeting

1 **Select Sign In to join a meeting**

ZOOM

Welcome
Get started with your account

Join Meeting

Sign Up

Sign In

2 **Select Join**

Meetings

New Meeting | Join | Schedule | Share Screen

Add a calendar

No Upcoming Meetings
The scheduled meetings will be listed here

Meetings | Team Chat | Contacts | More
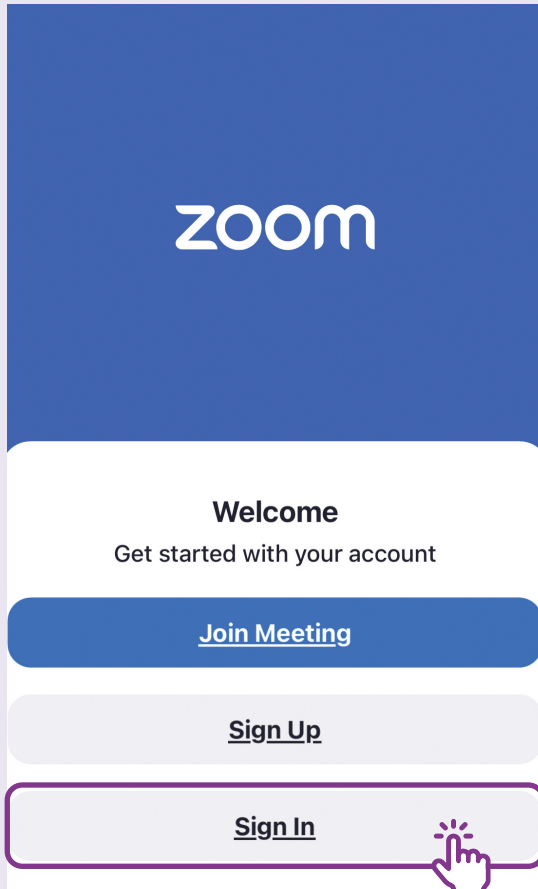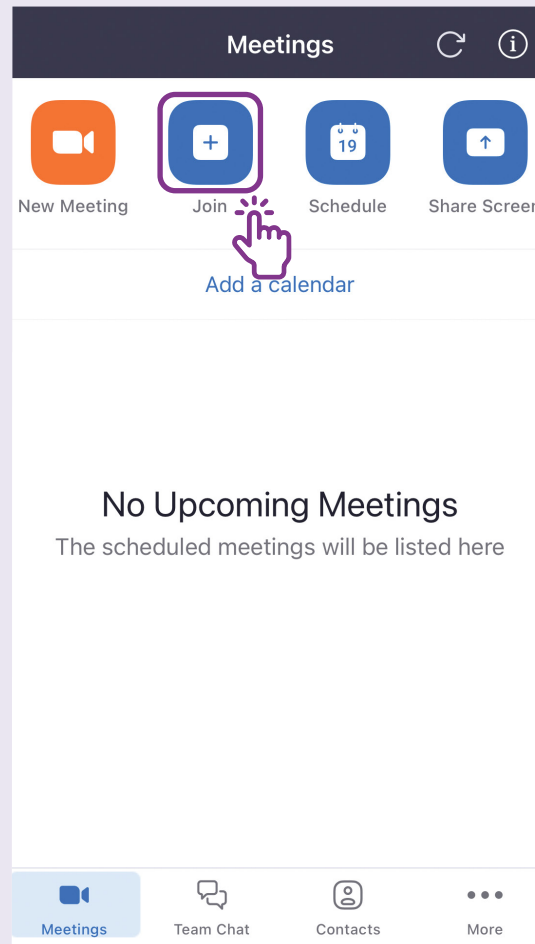
3 **Enter meeting invite details and select Join**

Cancel   Join Meeting

852 3228 2460

Join with a personal link name

Jerry

Join

If you received an invitation link, tap on the link again join the meeting

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
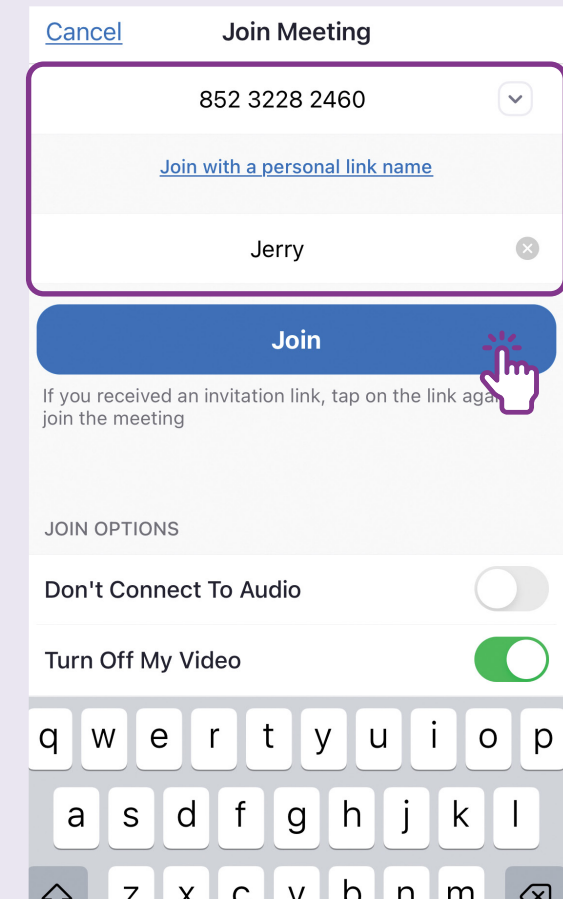
Sign in to Join a Meeting

4 **Select Wifi or Cellular Data**

Wifi or Cellular Data

Cancel
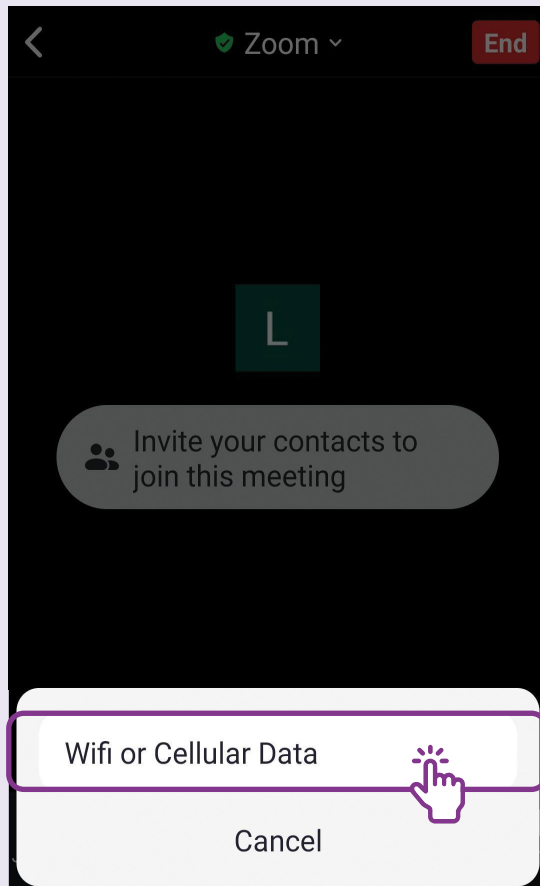
5 **Adjust your video and mic settings**

Unmute Start Vide Participar Chat Reactions Sha
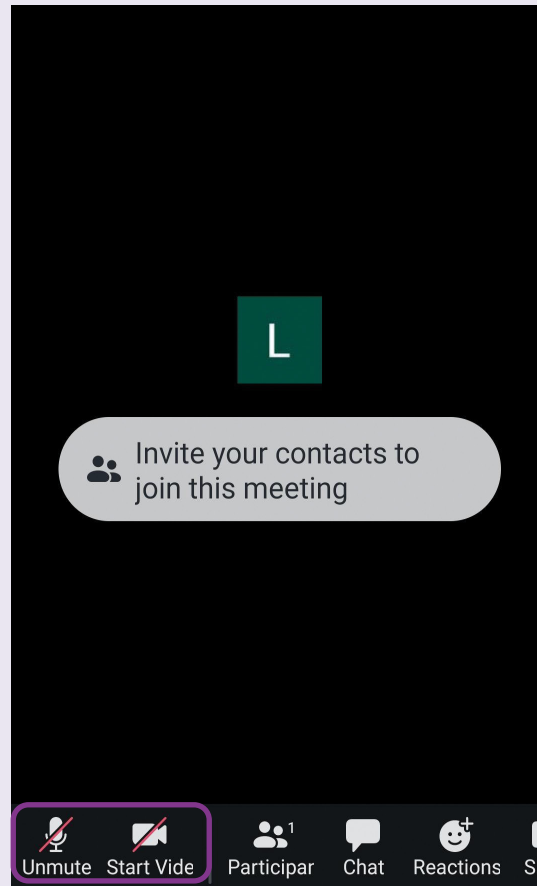
Tap on the Mic icon to mute or unmute the mic

- Mute – Participants cannot hear you
- Unmute – Participants can hear you

Tap on the Video icon to show or hide video

- Show video – Participants can see you
- Hide video – Participants cannot see you

18

Adjust Video Background and Effects

1 **Select More**
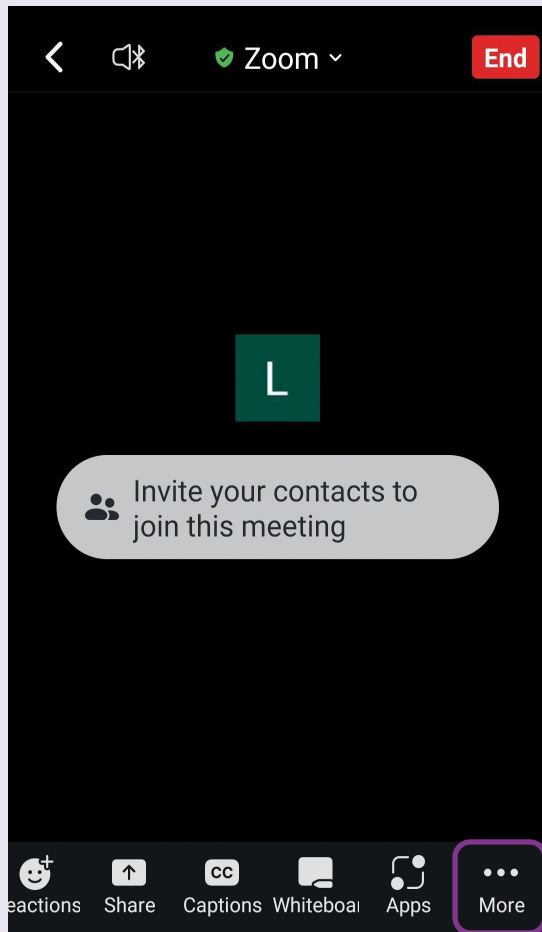
2 **Select Background & Effects**

Security 🛡

Meeting Settings ⚙

Background & Effects 👤

Disconnect Audio 🎧

Cancel
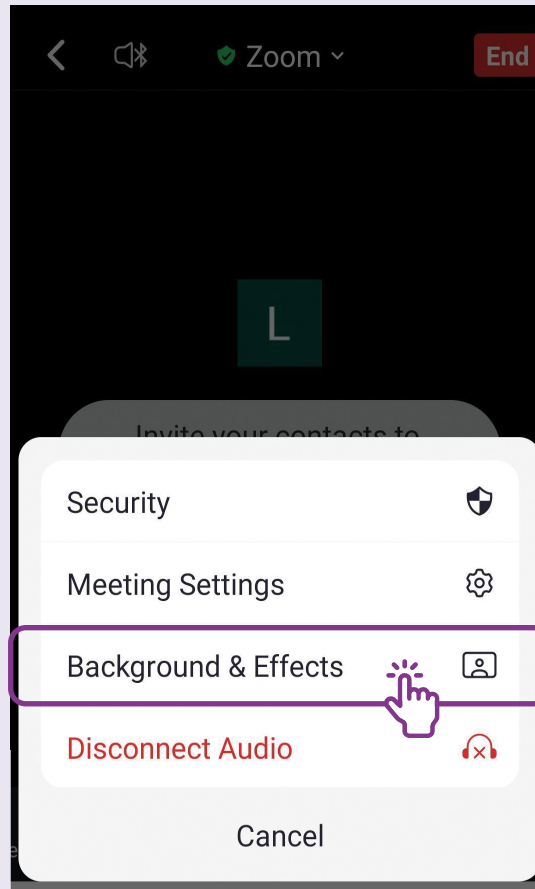
3 **Select your preferred background or effects**

Virtual Backgrounds   Video Filters   A

⊘ None   ＋ Add   ◌ Blur
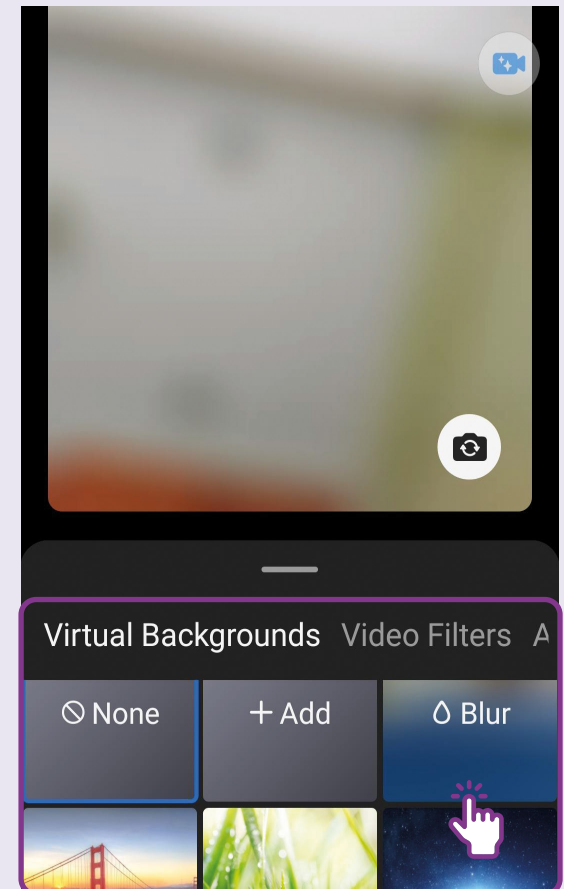
Interactions during the Meeting

1 **Select Reactions to interact with participants**
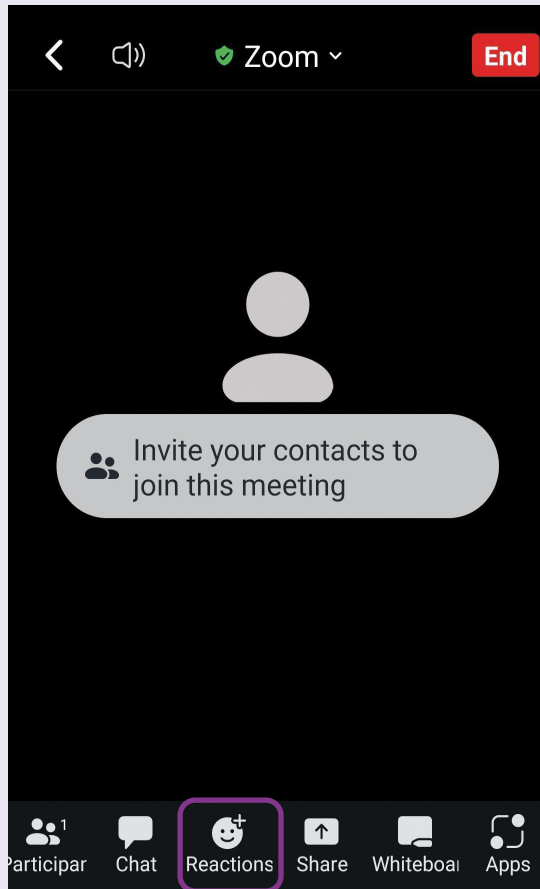
2 **Select your preferred emoji**
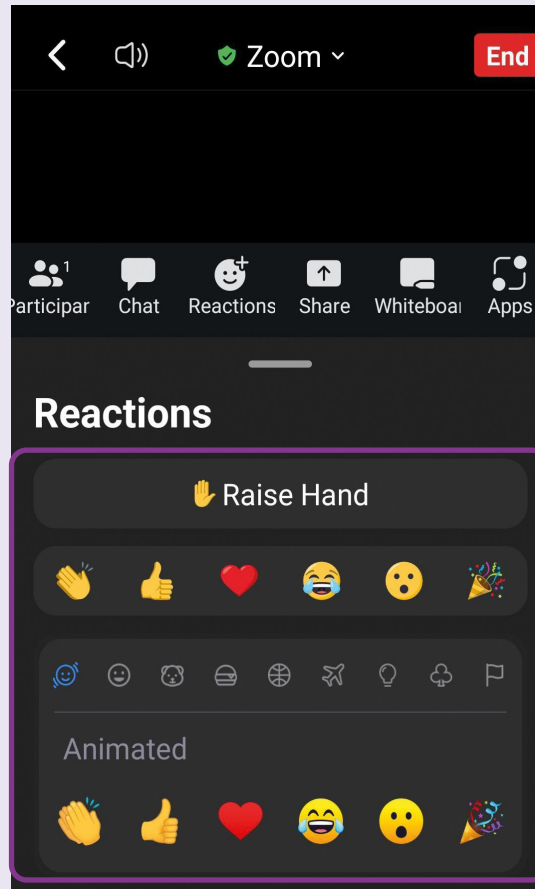
Chat with Individual and Group Participants during the Meeting

1 **Select Chat**
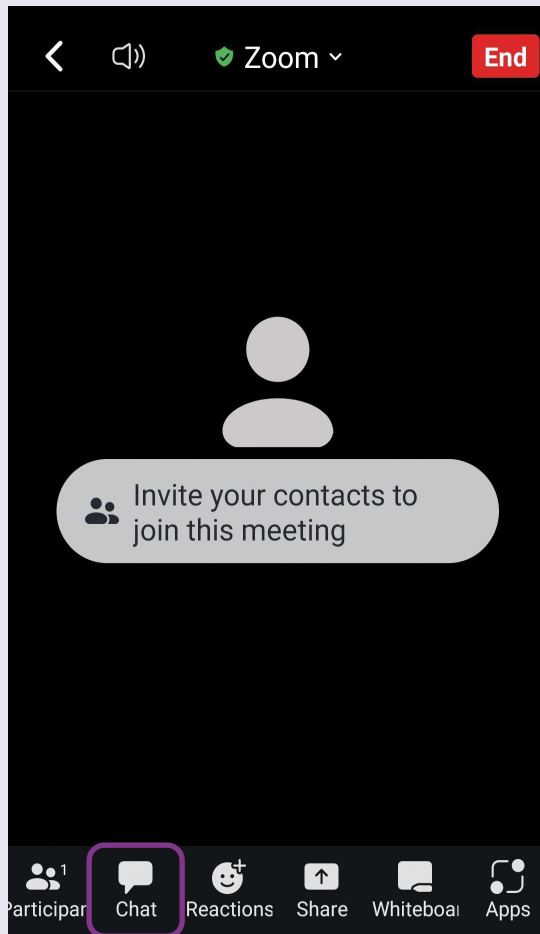
2 **Select Everyone to chat with everyone. Input text and tap the Send button**
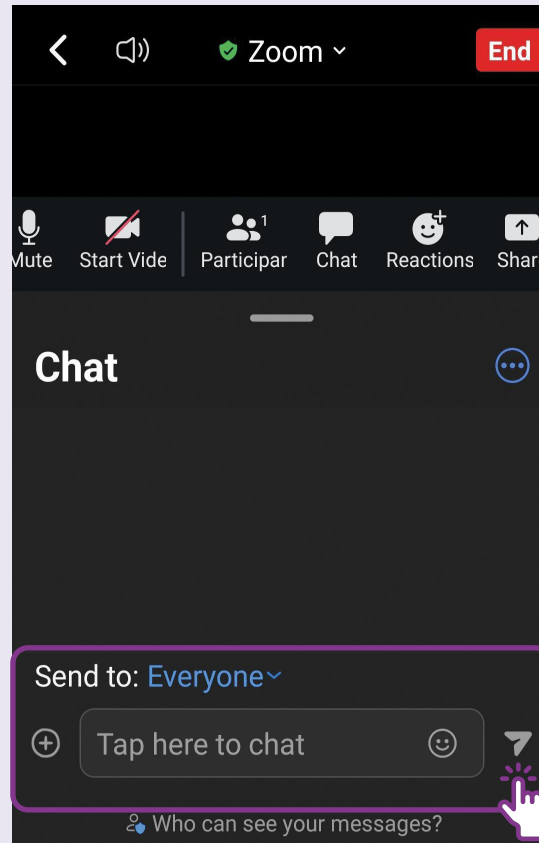
3 **Tap the names of selected participants to chat with them. Input text and tap the Send button**
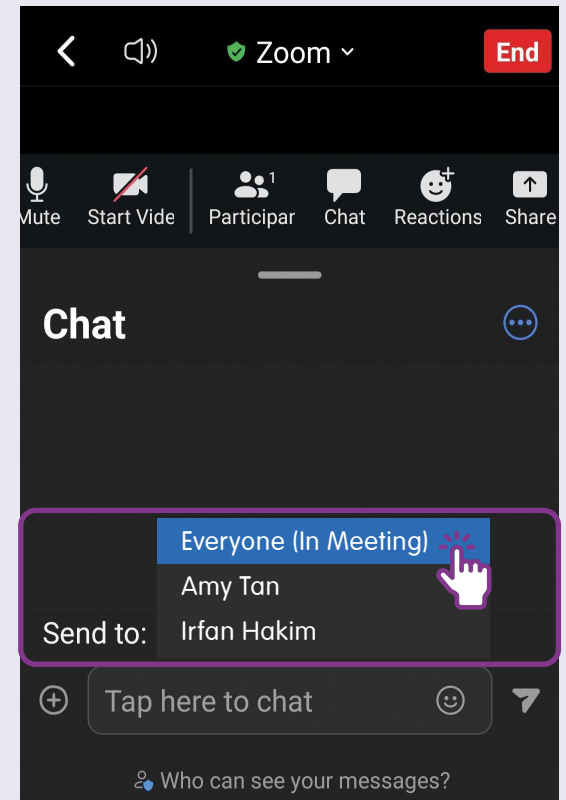
Share Attachment in the Chat

1 **Select the recipient of your attachment and tap the + icon**
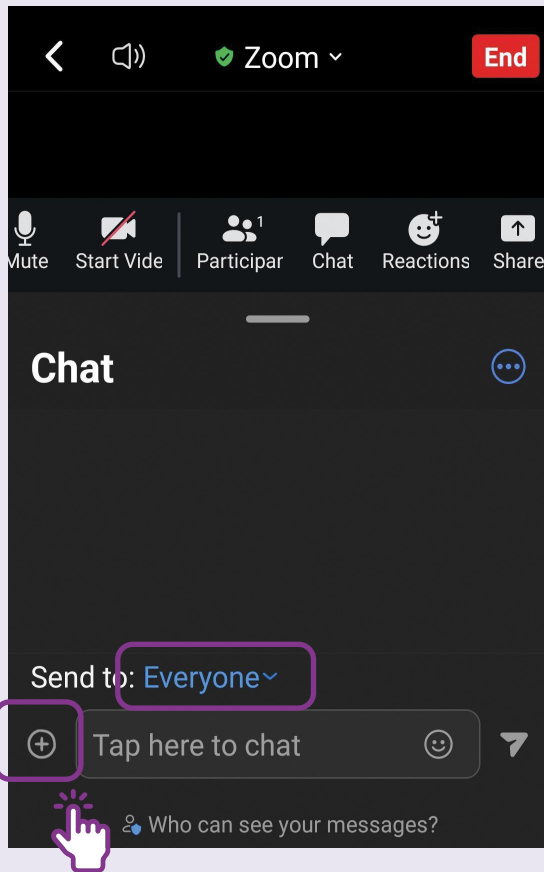
2 **Select a Photo or File**
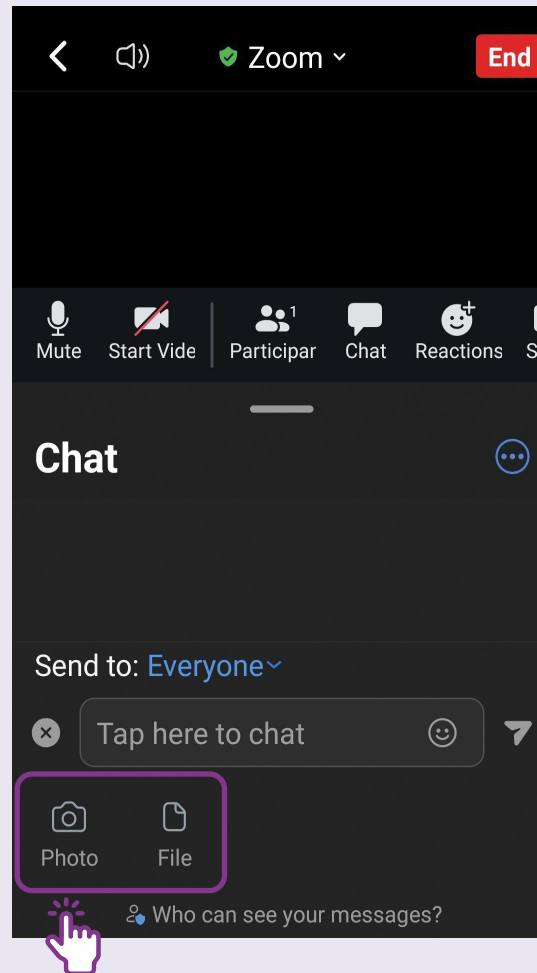
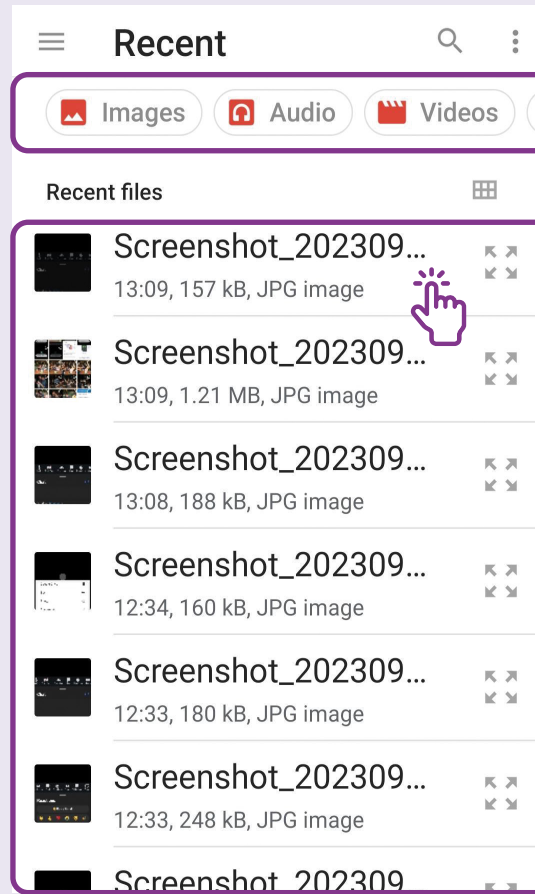**3** **For Photo attachments, allow access to Photos and make your selection**
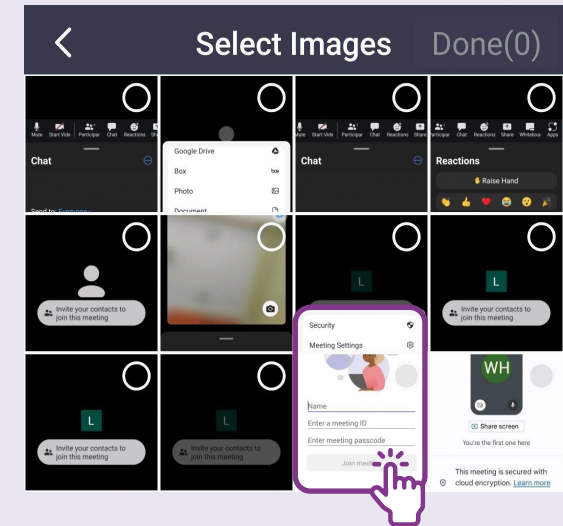
Share Attachment in the Chat
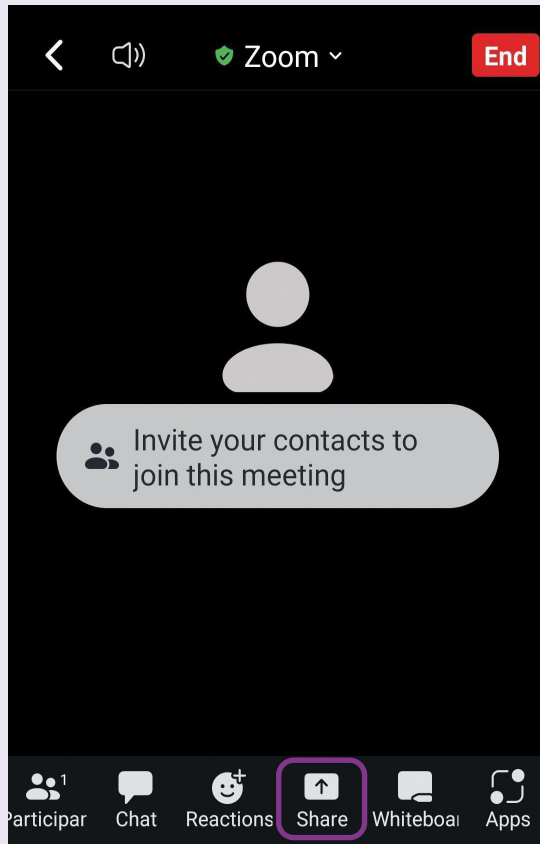
4 **For File attachments, select File again**
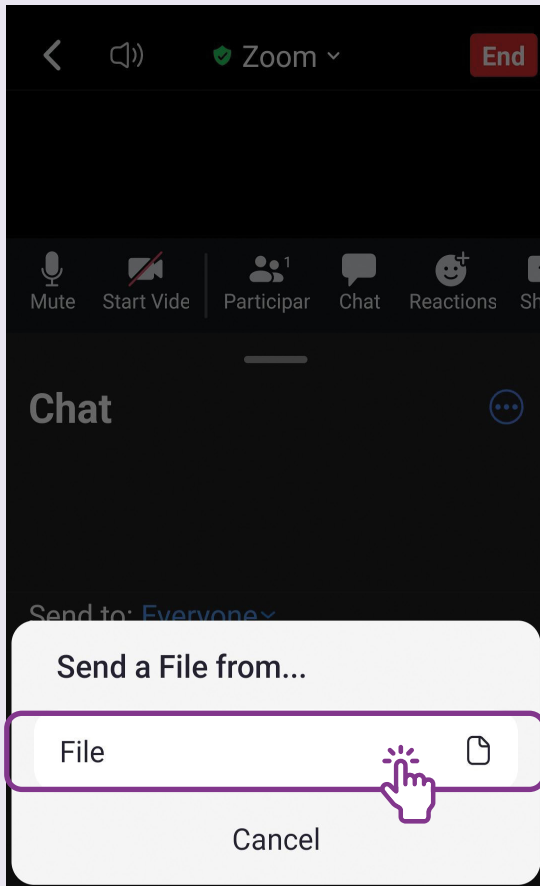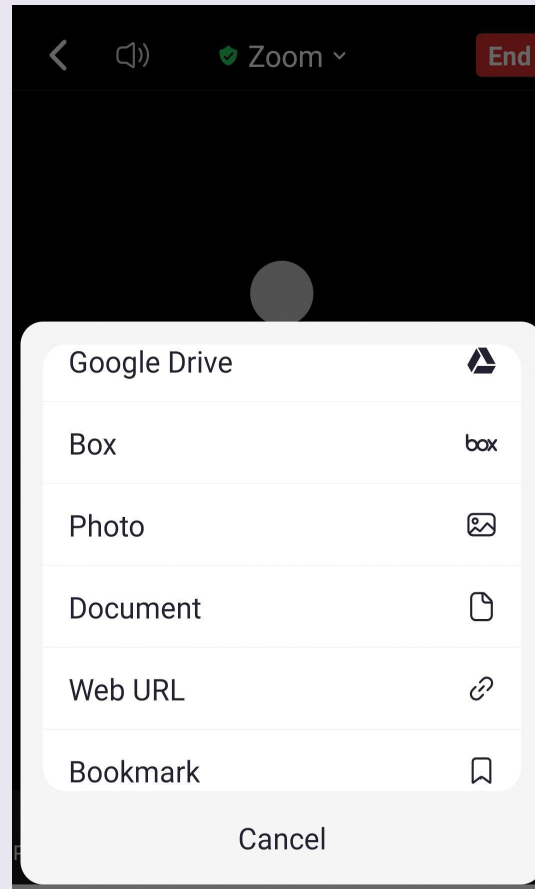

5 **Make your selection and tap Send**

Share Screen

1 **Select Share to let other participants see your screen**
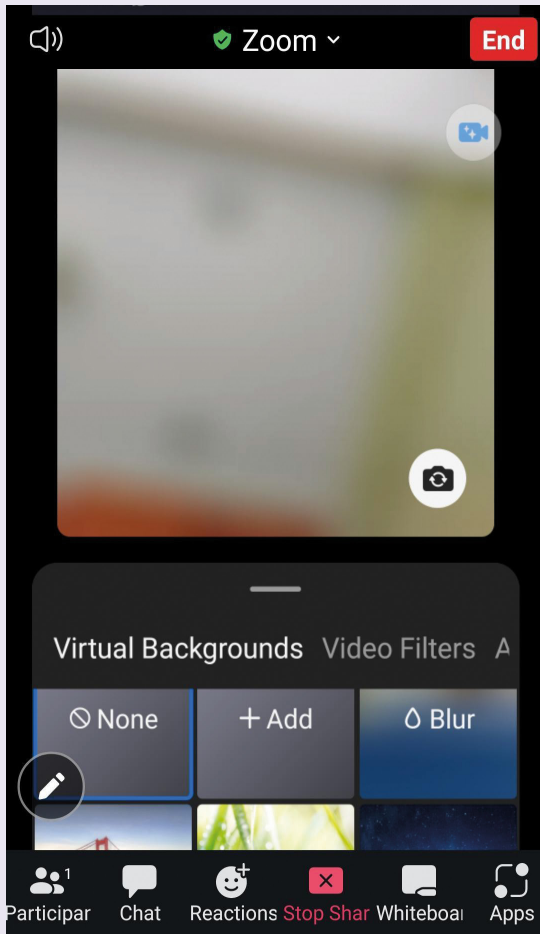

2 **Select the screen to share other items**

Google Drive

Box

Photo

Document

Web URL

Bookmark

Cancel

3 **For example, you can select an image to share it with other participants**

Chat
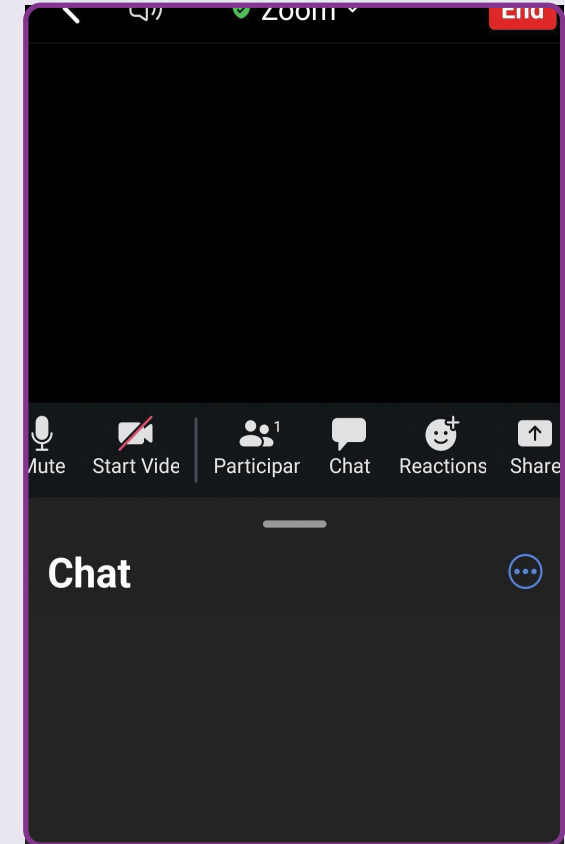
Share Screen

4 **Screen sharing**

5 **Select Stop Share to stop sharing your screen**

End the Meeting
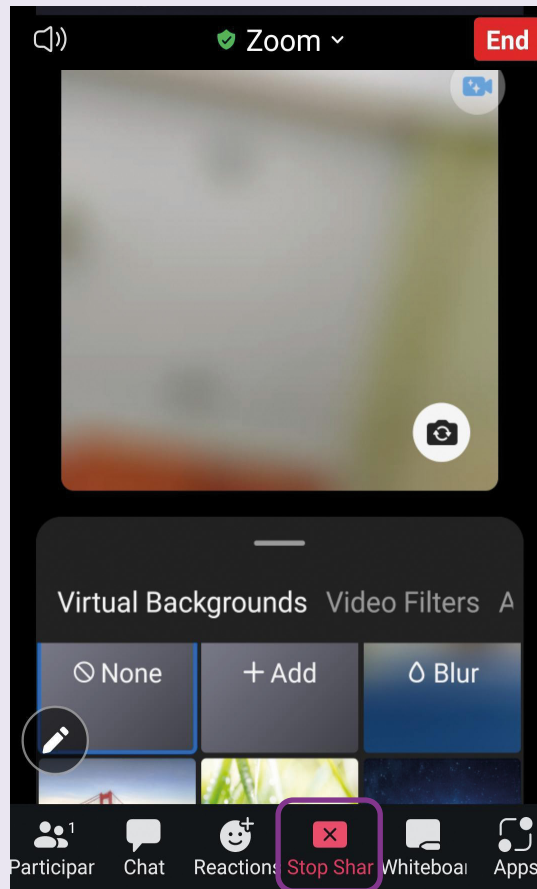
**Select End to leave
the meeting**
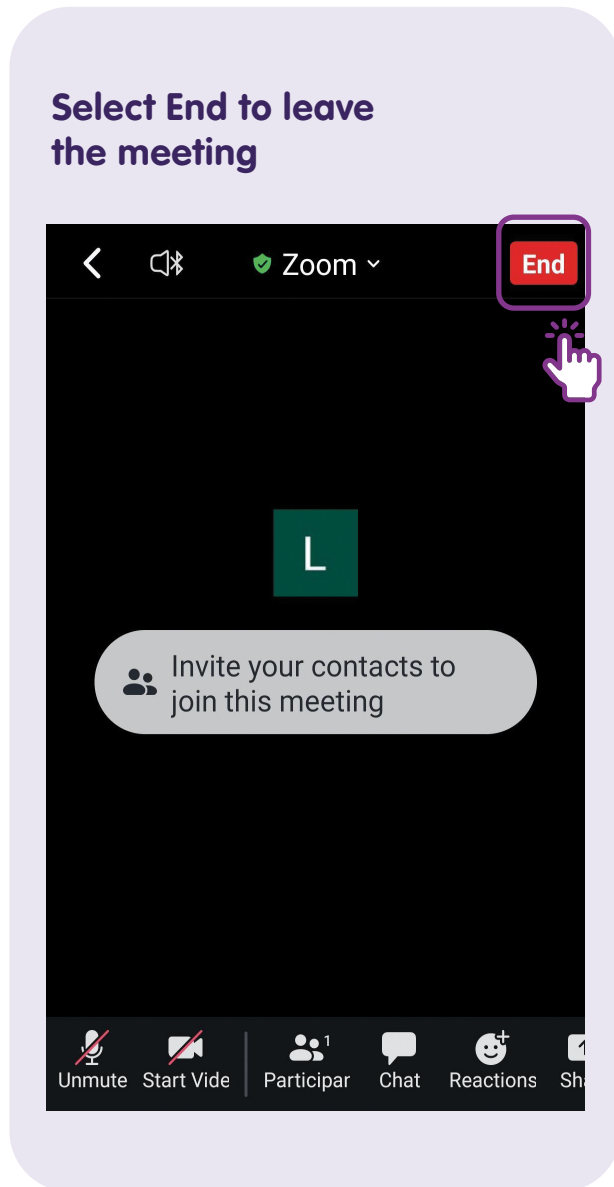
This resource takes reference from Zoom Video Communications, Inc.

For more information and to find your nearest SG Digital community hubs:

IMDA Contact Centre

+65 6377 3800
info@imda.gov.sg