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Meeting up online

An introduction to...

- ✓ Zoom
- ✓ Skype
- ✓ Google Hangouts
- ✓ Microsoft Teams

08456 000 813

Farming Connect is responding to the current restrictions of Covid-19 by providing as many services as it can either online or over the phone until normal face to face activities can resume.

Many services are now being provided very effectively through today's 'online' meeting platforms. More than 1,000 farmers a month are taking advantage of guidance, advice and training remotely through a series of sector-specific webinars, our 'Ear to the ground' podcasts, one-to-one confidential surgeries and mentoring services.

The following guidance on using Zoom webinars, Skype, Google Hangouts and Microsoft Teams will help you decide which platform will be most useful for you. If you are invited to join one of these 'webinars' or meetings, this guidance explains how to do that.

Don't miss out on the wealth of Farming Connect support, guidance and training available to you! The dates and times of all our online events are shown on our 'What's on' page at www.gov.wales/farmingconnect



Cronfa Amaethyddol Ewrop ar
gyfer Datblygu Gwledig:
Ewrop yn Buddsoddi mewn Ardaloedd Gwledig
European Agricultural Fund for
Rural Development:
Europe Investing in Rural Areas



Llywodraeth Cymru
Welsh Government

Zoom



- ✓ Used for group meetings and screen sharing
- ✓ Webinars and video conferencing
- ✓ Some of the features will require you to have an account
- ✓ Free for meetings that are up to 40 minutes (the host will need to set up a second meeting if you run out of free time)
- ✓ The free platform allows up to 100 participants

What you need

You can sign up to Zoom online, however if using a tablet or mobile phone you will need to download the Zoom app from the app store

Getting started

1. Search for Zoom.us
2. Click the 'Sign up – it's free' (for up to 100 people for a max of 40 minutes – if more participants or time is needed, the paid-for version facilitates this)
3. Once you have signed up you will be taken to a dashboard where you can view and manage your profile information, settings and view upcoming meetings
4. If you have been invited by email you can click the link within the email to join the meeting – This will automatically open Zoom on your computer/device
5. Alternatively, you may be given a meeting ID and password. You will need to open Zoom and click 'Join a meeting' and enter the meeting ID and password when prompted

How to host a meeting

1. Open the Zoom application
2. Click 'New Meeting'
3. At the bottom of the window showing your camera, you will be able to click 'participants' – this will open the window to show everyone who is in the meeting
4. You can click 'Invite' and then click on your email option to automatically populate an email to be sent to a contact of your choosing
5. Alternatively, you can copy the link to send to a contact

During the meeting

1. Most of the controls are shown across the bottom of your screen
2. You can mute and stop the video, invite participants, use text chat, share your screen, and even record the meeting. Once muted you can press spacebar to unmute yourself momentarily
3. 'End Meeting' is red on the bottom right for when you are finished

For further information on using Zoom please follow the link below:

<https://zoom.us/resources>



Skype

- ✓ Skype accounts are free
- ✓ Used for video and voice calling
- ✓ Group meetings and screen sharing
- ✓ Webinars and video conferencing

What do you need?

On laptops and computers, you will need to download Skype from Skype.com and follow the download prompts.

For tablets or mobile phones, you will need to download the Skype app from the app store.

Getting started

1. Once you have downloaded Skype click 'sign in'. You will need to sign in with a Microsoft account or create one
2. Once you have signed in you will be prompted to test your audio, microphone and video. Keep clicking 'continue' if these are working correctly

How to join a meeting

1. If you have received an invitation email you can simply click the link in that email to join
2. You may be given a URL by another method, you can simply click on that link or copy it into your browser

How to host a meeting

1. On the Skype dashboard when you first open the application you will see a button on the left-hand side labelled 'meet now'
2. Click that button to open the meeting window
3. You will be prompted to send an invitation to someone else via email or you can copy the link to send to a contact Once done you can click 'start call' and wait for your attendees to arrive

During the meeting

1. There is a button for muting yourself, turning your video off or ending the call along with a chat function and buttons to invite other participants

For further information on using Skype please follow the link below:

<https://www.skype.com/en/get-skype/>

Google Hangouts

- ✓ Used for group meetings and screen sharing
- ✓ Webinars
- ✓ Instant messaging and group conversations
- ✓ Video and voice calling
- ✓ Can be used on any device with a google account

What do you need?

If using a computer, you do not need an application, simply use an internet browser.

For tablets or mobile phones, you will need to download the Google Hangouts app from the app store

Getting started

1. Navigate to hangouts.google.com and click 'sign in'
2. Sign in with your google account or set one up if you do not already have one

How to join a meeting

1. If you have been invited to a meeting by email you can simply click the link within the email to join the meeting

How to host a meeting

1. Click 'Video Call' to create a meeting
2. You will be prompted to invite people by entering their email address
3. Once you have added the email addresses you would like to invite click 'Invite'
4. Alternatively, you can copy the link to send to a contact

During the meeting

1. At the bottom of the meeting window you will have the following options: Mute yourself, end the call and turn off your video
2. At the top you'll have a button to invite others to your meeting along with a settings button for your microphone and camera
3. There is also a chat button where you can send a message to everyone on the call

For further information on using Google Hangouts please follow the link below:

<https://hangouts.google.com/>



Microsoft Teams

- ✓ Group meetings and screen sharing
- ✓ Webinars and video conferencing
- ✓ Calendars
- ✓ Chat and instant messaging

What you need?

You can sign up to Microsoft Teams online, however if using a tablet or mobile phone you will need to download the mobile app from the app store.

Getting started

1. Search for Microsoft Teams in your search engine and select the 'Sign up for free' option on the Microsoft Teams webpage
2. Once you have signed up you will be prompted to download the Teams desktop app or use Teams web app depending on the device you are using.
3. You will then be taken to a dashboard where you can view and manage your profile information, settings and view upcoming meetings.
4. After you complete the sign-up process, you will also receive an email link that will take you back to Teams whenever you want.
5. If you have been invited by email you can click the link within the email to join the meeting – This will automatically open Microsoft Teams on your computer/device.

How to host a meeting

1. Open the Microsoft Teams application
2. You will notice the 5 main tabs down the left-hand side including:
Activity, Chat, Teams, Calendar, Files
3. Click 'New Meeting' which can be found on the 'Calendar' tab.
4. Enter all required information, ensuring you have entered all participants that you would like to join and selected the appropriate time / date. Click 'save' once you have completed all information.
5. The scheduled meeting will then automatically be populated into the participant's calendar.
6. All participants can then click 'join' to enter the meeting at the scheduled time / date.

During the meeting

1. Most of the controls are shown across the top right of your screen.
2. You can mute and turn off your camera, invite participants, use text chat, share your screen, and even record the meeting.
3. To screen record during your meeting, click on the 3 dots icon and this will display a drop-down menu. Select 'screen recording' and this will begin the screen recording. To stop, click the 3 dots icon and select 'stop recording.' The recording will automatically appear in your 'Chat' tab after the meeting has finished.
4. When you are ready to leave the meeting, click 'leave' which can be found at the top right of the screen in red.

For further information on using Microsoft Teams please follow the link below:

<http://bit.ly/3bwSffG>



Top Tips

- Cameras usually show a light when being used. This will help you know if you are being seen.
- All platforms allow you to press a mute button to stop people hearing you.
- If you feel uncomfortable about your camera being used, put some masking tape on it when not in use.
- Test the technology ahead of time. Prior to a virtual meeting, all participants should test the technology and make sure they are comfortable with the software they are using.
- Make sure faces are visible. Video meetings are more effective when people can see each other's facial expressions and body language.
- Feel free to decline calls you don't want.

And finally...

- If your children make a random appearance on your video meeting, don't worry – it happens all the time!
- This way of working is new to most people, so it is fine if you don't quite understand it yet!
- Give it a go and you will be surprised at how effective online meetings and webinars can be!

If you would like further assistance or support, help is available to eligible businesses through Farming Connect's fully funded ICT training programme.

Online ICT training...at a time, level and pace to suit you!

Despite the current restrictions surrounding face-to-face training, our fully funded computer training, is now available online, digitally or over the phone for eligible farm and forestry businesses registered with Farming Connect.

One-to-one 'remote' tutoring for those with basic ICT skills

- Up to two fully funded one-to-one telephone, online or digital tutoring sessions from specialist ICT tutors (up to two hours each)
- Training tailored to your requirements focusing on any problems or gaps in your ICT knowledge, including using social media platforms to either promote your business or 'meet up' online

Online webinars for individuals who want to learn about the latest ICT

- Learn how to utilise ICT within your farm and forestry business
- For webinar topics which could include e.g. creating a website; farm software packages; utilising social media, visit the 'What's on' page on Farming Connect website.

For further information or to register your interest visit www.gov.wales/farmingconnect or call the Farming Connect Service Centre on 08456 000 813.

