



Spiritual Mentorship Video Call Options

In no particular order, this sheet is to provide instructions for you and your mentor/mentee to connect in a video call on different platforms. The first step will be to talk about what platform you are familiar with for your video calls.

Zoom Video Calls

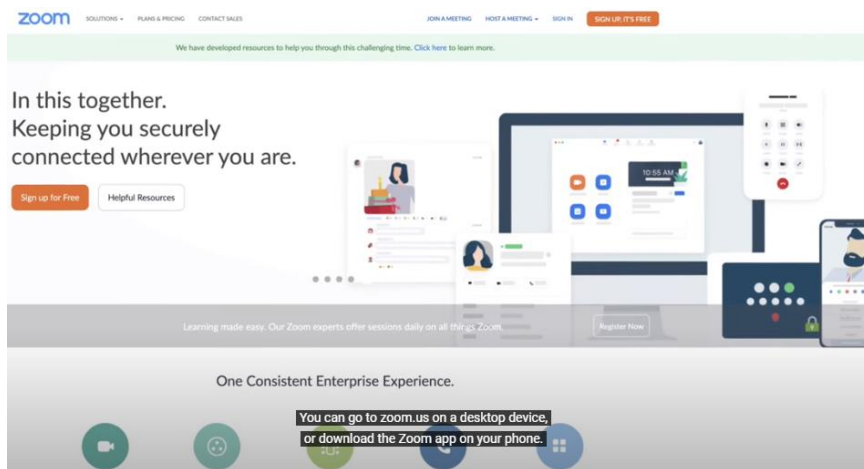
Zoom offers a free basic account; however, video calls are limited to 40 minutes. There is a 10-minute wait time between meetings with free access, so please take note of this if planning a zoom call. Pro Zoom accounts are available for \$15.99/user per month and will not have the 40-minute limitation.

Start by going to <https://zoom.us/download>. Click the blue “**Download**” button under **Zoom** Client for **Meetings** to access the installer. Open the **Zoom**.

How to Sign Up for the First Time

1. Starting by going to zoom.us
2. On the top right corner, click on the blue “Sign Up, It’s Free” button.
3. Enter your email address and click “Sign Up”.
4. You'll receive an email from Zoom to activate. Go to your email and click Activate Account.
5. You will be redirected to fill in your first name, last name, and create a password. Then click continue.

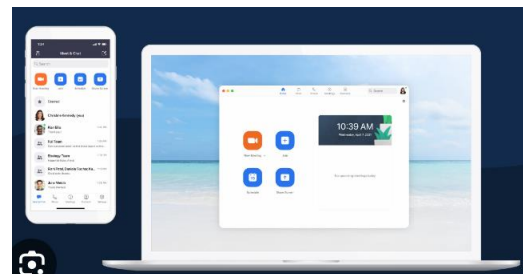
Next – **Download the Zoom Client** by selecting the Download button for Zoom Client for Meetings.



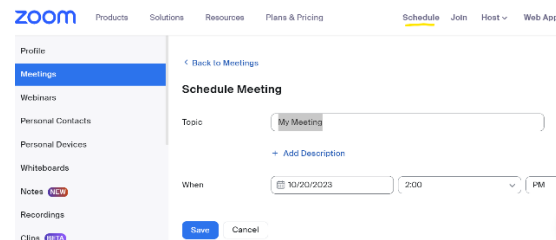
1. Start by going to <https://zoom.us/download> to set up an account.
2. Click the blue “**Download**” button under **Zoom Client for Meetings** to access the installer.
3. Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client. Note: this may open automatically, and you might not need to go to the Downloads folder.
4. Once you have an account, it’s easy to set up your first video call. You’re now ready to get started!

How to Schedule a Meeting

Option 1: Scheduling through the desktop app



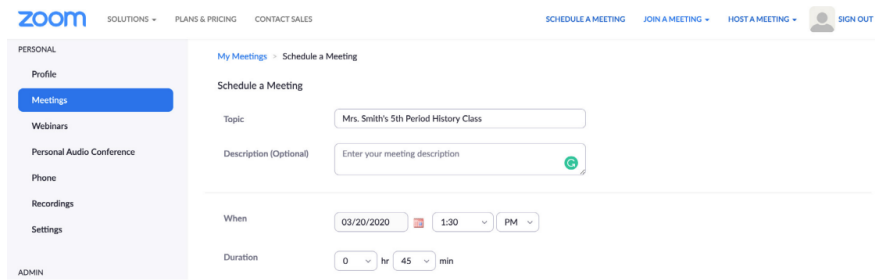
1. Open the Zoom desktop app.



2. Tap the **Schedule** button under **Meetings**.
3. Enter the Topic, Date, and other related details then press **Save**. You’ll receive an invitation link to share with your Mentee to join the meeting.
4. More information can be found here: <https://support.zoom.us/hc/en-us/articles/216378603>

Alternate Zoom Option: Scheduling Online

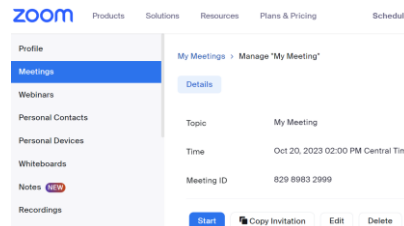
1. Go to <https://zoom.us/meeting> (You may be prompted to sign in but will be redirected to the page after)
2. Click the blue “**Schedule a New Meeting**” button in the top left corner.
3. Enter Topic, Date, and other related details and press **Schedule**. More information can be found here: <https://support.zoom.us/hc/en-us/articles/216378603>.



How to join a Zoom Meeting

1. To Join a Zoom Meeting, simply **click on the link** sent over to you via email or click on the Meetings tab to join a scheduled meeting and you'll automatically be brought into the meeting. **Click Start**. More information can be found here: <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>
2. Once you're in the meeting, you may choose to connect audio in three different ways:
 - a. Using computer audio (recommended).
 - b. Dialing into a conference bridge from your phone.
 - c. Have Zoom call you by entering your phone number and your meeting will call your phone.

Note: Your Mentee may be required to download software to join the meeting and will be prompted if required, through your meeting link. It is best to try your connection before your scheduled meeting.

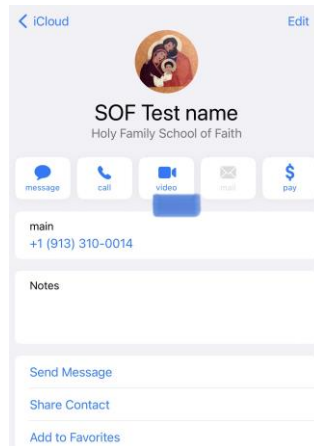


FaceTime – Apple Platform

FaceTime is an excellent option on your Mac or MacBook. FaceTime requires both parties to have Apple FaceTime and is very user friendly. FaceTime does not have a time limit and is very user friendly for Apple users. You will still want to ensure your internet connection is strong for good video and audio quality.

Please refer to best practices for video calls in the document titled **Spiritual Mentorship Best Practices**.

To start a video call using FaceTime



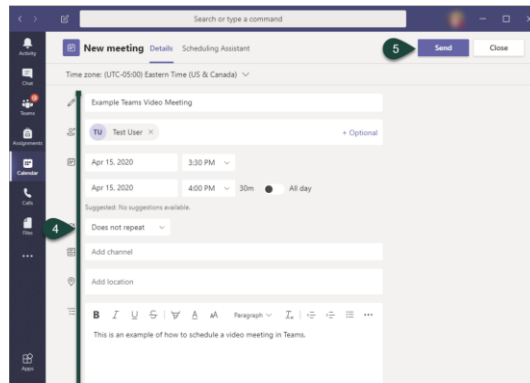
1. Add your Mentee in your iPhone address book.
2. Open their contact and click the Video icon.
3. Select FaceTime and confirm the mobile number.
4. The call will automatically start.
 - a. If using your mobile phone for the video call, try to prop it up to eye level so you can see your mentee without the distraction of a moving device.

Microsoft Teams

This is an excellent option for Microsoft users. You do not need to install the Teams app to join a meeting. If you join the meeting on your browser, Microsoft Edge and Google Chrome both work. Your browser may ask if it's okay for Teams to use your mic and camera. When you select Allow, you can always turn your mic and/or video off once you join the meeting if there is background noise before your meeting starts with your mentor/mentee.

To schedule or join a meeting follow the steps below.


1. Go to Teams and press **Calendar**
2. Select **New Meeting**
3. Give your meeting a title and decide on the date and time.
4. Type in names and email address of individual attendees to invite.
5. Select **Send**. A meeting will be added to your calendar (and synced with Outlook) with the Video Meeting information included.

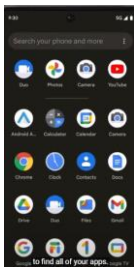


To Join a scheduled Microsoft video meeting,

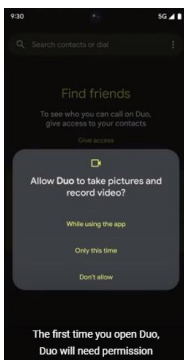
1. Open the Meeting Invitation in the Teams Calendar or your email.
2. Select **Join** in the upper right corner.
3. Ensure your Video and Audio are turned on appropriately. (See buttons in purple below)
4. Select Join Now. Note: you may need to approve your participant to enter the meeting.

Google Duo

1.  Before your call, make sure you and your mentor/mentee have downloaded the Google Duo application on your phones. You may use this application for people with iPhones if they have the Duo app.

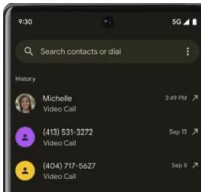


2. To find, swipe up on your phone and look for the Duo app icon. Tap the Google Duo app icon.



3. The first time you open Duo, you will need to **give permission** for Duo to take pictures and record video as well as other apps and tools on your phone so you can

see and hear the people you are calling. You will have an option for **only while using the app**. Be sure to click this option for your call.



4. Then **tap Allow to give Duo access to your contacts** to search and locate your Mentee for the call.



5. Find your Mentee then **tap Video Call**. Note, this image is from a snapshot online. You will want your family members to be in another room. 😊