

Online Meeting Options

ZOOM

1. Zoom.com
2. Click on SIGN UP. The free version gives you 40-minute sessions.
You must purchase the Pro version for longer sessions.
3. Create a free account.
4. Click on SCHEDULE A NEW MEETING.
5. Click on SAVE at the bottom.
6. Click on COPY INVITATION. It will automatically go to your clipboard.
7. Go to your email, paste it in the body of the email, and send it to your students.
8. Before your class starts, have a short meeting (10-30 minutes) to work out the bugs with your students. Make sure the video and audio are turned on.
9. If you are using the free version and you need more time for your meeting, schedule back-to-back meetings and send students both meeting login names, i.e. Meeting 1/Meeting 2.
You can also purchase the Pro version for \$14.99 a month which can be canceled at any time.
10. You can do this because God has your back!

Other options for virtual meetings:

1. Google Meet: They have a free version that allows 60-minute meetings and offer videos to help you get started. \$0 to \$22 Depends on number of participants.
2. Microsoft Teams \$0 to \$12.50 60-minute call limit.
3. Facebook Messenger: Limited amount of people
4. Ring Central
5. Web
6. Goto meeting \$12 to \$16