

SOSS GREEN IMPACT – VIRTUAL MEETINGS

VIRTUAL MEETINGS AT YOUR DESK OR ON THE GO

using your desk phone, mobile, PC or tablet and earphones/webcam for PC, you can hold meetings using:

[pow wow now](#) Sets up a number and pin for participants to dial into and you can have a free conference call from your desk or mobile – just send out the details to your participants in advance and they can call in from wherever they are.

[WhatsApp](#) You can use whatsapp to make 1 to 1 video calls for free if you have wifi or data – you can download an app for your phone, tablet or desktop, it just needs your mobile phone to be on and within bluetooth range.

[go to meeting](#) If you have a lot of formal meetings then try this app as it works on any device and is exceptionally reliable and used by many businesses – it is a paid for service but excellent for professional webinars and, in some circumstances, may be funded by the faculty or chargeable to a project.

[zoom](#) Allows video conference and webinars for up to 100 participants for up to 40 mins, or unlimited time on 1 to 1 meetings, all for free – just share a link with your participants and they can dial in.

[skype](#) The mobile app for skype can host 1 to 1 meetings. The desktop app can host multiple participants. Skype is excellent for regular meetings with participants you know, less so for new contacts as you have to be connected on skype to use the service

[google hangout](#) Make free 1 to 1 video calls using a gmail address



WhatsApp



GoToMeeting®



zoom

skype



VIRTUAL MEETING ROOMS

Media Services offers a free (during business hours), supported video conferencing service to all staff and students in support of the University's sustainability strategy.

3 suites are available in the Humanities Bridgeford Street Building, Roscoe and Renold buildings giving coverage of the entire campus.

The systems are capable of full IP based conferencing via H323, multi-point conferencing and high definition and conferences with ISDN systems can be bridged via JANET. Please note that these systems are only designed to connect with other such systems and are incompatible with web software systems such as Skype, MSN Messenger and G-Chat.

Contact Media Services on mediaservicesvc@manchester.ac.uk to book a video conference, or visit the media services website <http://www.estates.manchester.ac.uk/services/mediaservices/>

It is also easy to convert meeting rooms into virtual meeting spaces in an IT enabled room - you just need a desktop PC/laptop connected to the network and a screen or projector. You will then need to borrow a webcam (with built in microphone) and speakers (some rooms have speakers already) from media services (2nd floor, Humanities Bridgeford St) or IT (Kilburn Building).

If you want a large space for a teleconference you can set up powwownow and borrow a teleconferencing kit available from the telecoms office. Contact them on telecoms-services@manchester.ac.uk a week in advance and check that the room you are using has a live phone point as you will need the number and type of socket (digital or analogue). You can then dial in to your powwownow number and host up to 12 people in the room and multiple virtual attendees.

In all cases, it is advisable to book and trial run your meeting in advance to ensure it all works smoothly.