



**Instructions for Setting Up Dial-A-TALK and Dial-A-Speaker**

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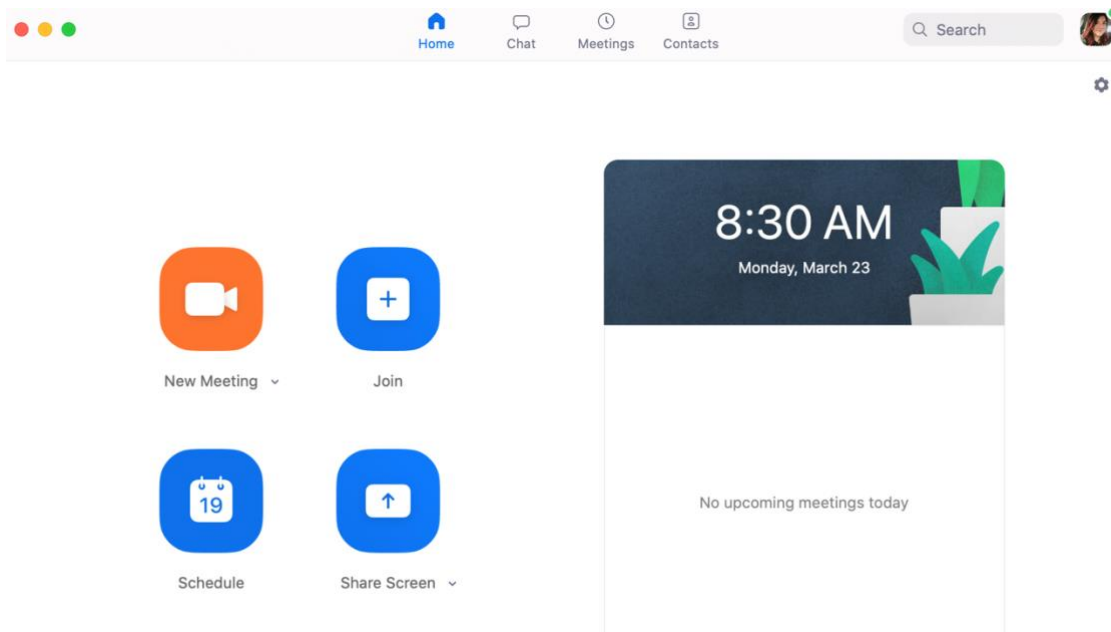
## How to Set Up a Zoom Meeting

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*On Windows or Mac*

Screenshots in this section were taken on a Mac, though the process should look similar on a PC.

- 1) Download the Zoom desktop client. You can do this at <https://zoom.us/support/download>.
- 2) To be able to set up a meeting, you will need to create a Zoom account. You can also log in using your Google or Facebook log-in information. You can do this either through the desktop client or at <https://zoom.us/signup>.
- 3) Once you sign in on the desktop client, you will see the **Home** tab. Here, you can choose to set up an instant meeting, join a meeting in progress, or schedule a future meeting.



*Zoom Desktop Client Home Tab*



## HUMANITIES KANSAS

- a. Schedule Your Meeting
  - i. Select the **Schedule** button.
  - ii. In the box that pops up, you will be able to enter a topic, date, and time for the meeting to begin.
  - iii. Because it is possible for people to enter and “hijack” Zoom meetings, it is important to password protect your meeting (this will automatically be turned on as of April 5, 2020). Click the check box under **Password** and type a password for your meeting.
    1. Be sure to let participants know the password (using a secure means such as email and not a public Facebook post) ahead of the meeting time.
  - iv. Under **Video**, turn “Host” on. If you would like to be able to see Participants via video, select “on” there, also (participants then have the option of turning their own webcam on or off).
  - v. Generate the Meeting ID automatically; the meeting ID can be used to invite participants to the meeting.
  - vi. It is easiest to not require a password for the meeting, but you have the option to set one here.
  - vii. **Calendar** simply gives you the option to add the scheduled meeting to your personal, digital calendar.
  - viii. Once you are done here, hit **Schedule**.

### Schedule Meeting

**Topic**

Dial-A-TALK - O Pioneers

**Date**

4/ 6/2020 6:00 PM to 4/ 6/2020 6:30 PM

Recurring meeting Time Zone: Central Time (US and Canada)

**Meeting ID**

Generate Automatically  Personal Meeting ID 424-169-5794

**Password**

Require meeting password

**Video**

Host  On  Off Participants  On  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from [Edit](#)

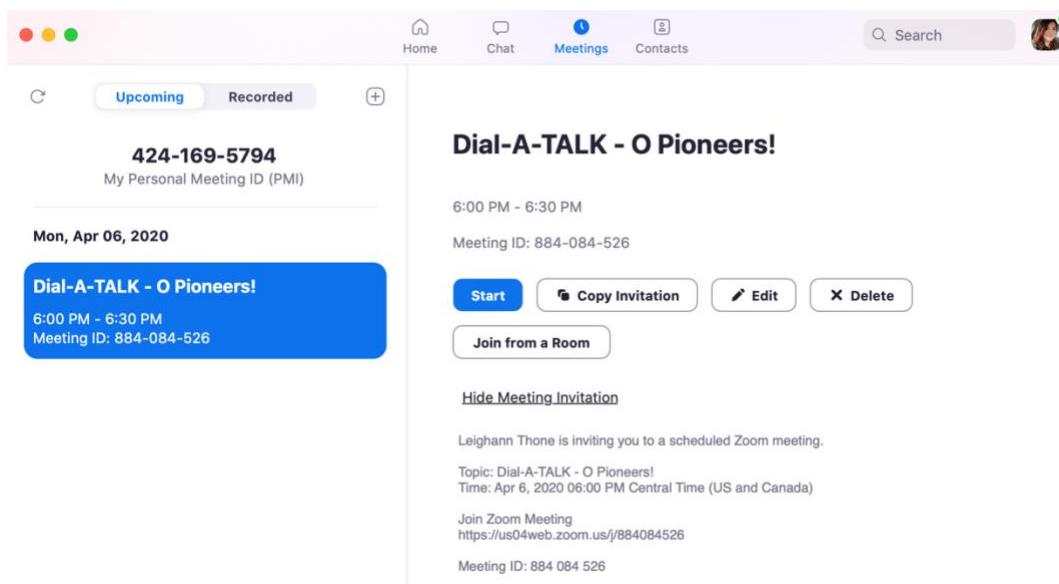
**Calendar**

iCal  Google Calendar  Outlook  Other Calendars

Zoom Desktop Client – Meeting Scheduling Pop-Up



- ix. Once scheduled, you may select **Meetings** at the top of the desktop client to see your scheduled meeting, start the meeting when you're ready, edit the meeting if needed, and invite others to the meeting. Selecting "Copy Invitation" will copy the link to the meeting and meeting ID to your clipboard so that you can paste it into an email or Facebook event. These are important as they are how participants will access the meeting.



*Zoom Desktop Client Meeting tab.*

### Things to Remember

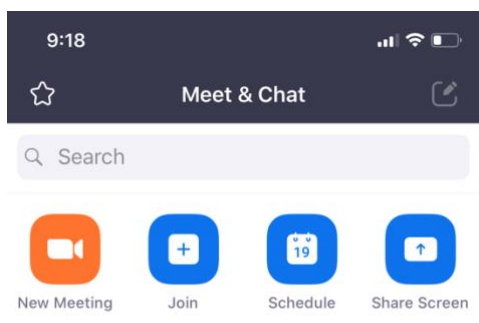
- If you have already scheduled a meeting without a password, don't worry – click **Edit** while looking at your meeting details (see screenshot above) to add a password any time before the meeting begins.
- As of April 5, 2020, Zoom meetings automatically place participants in a "Waiting Room" before events begin that prevents people from joining before the host is ready. The host of the meeting will be able to see a **Manage Participants** icon and begin to see the number of participants in the waiting room before the meeting begins. Select **Manage Participants** to view the full list of participants, then, you'll have the option to admit individually by selecting the blue **Admit** button or all at once with the **Admit All** option on the top right-hand side of your screen. For step-by-step instructions, Zoom offers this [2-minute video](#).
- Participants are able to access Zoom meetings via invitation links or entering the Meeting ID without creating an account themselves.



### On a Smartphone

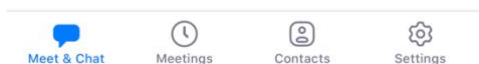
Screenshots in this section are taken from an iPhone, though the process should look similar on an Android phone.

- 1) Download the Zoom app. To do so, visit the app store on your phone, search “Zoom,” and select “Zoom Cloud Meetings.”
- 2) Open the app. To be able to set up a meeting, you will need to create a Zoom account. You can also log in using your Google or Facebook credentials. You can do this through the mobile app or at <https://zoom.us/signup>.
- 3) Once signed in, you will be in the **Meet & Chat** tab. Here, you can start an instant meeting, join an existing meeting, and schedule an upcoming meeting.

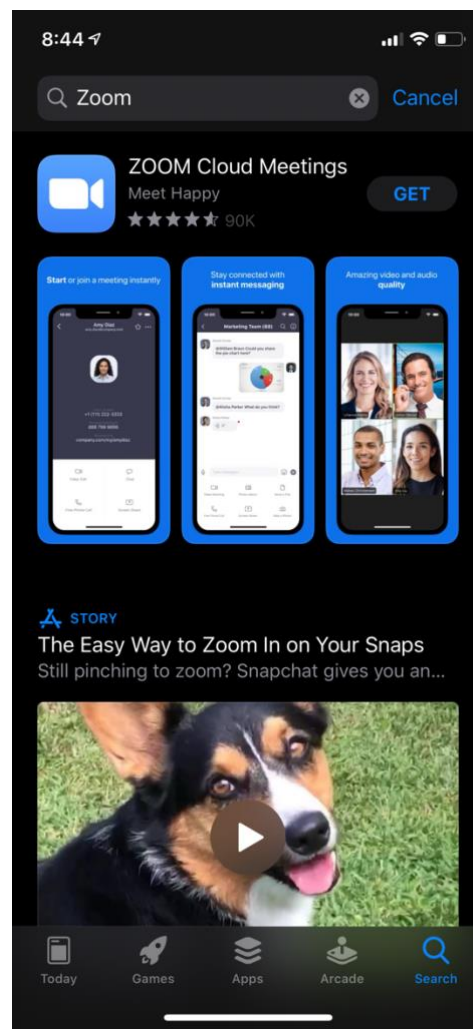


Find People and Start Chatting!

Add Contacts



The Meet & Chat tab on Zoom for iPhone.



Many apps may come up when you search “Zoom,” but you’re looking for “Zoom Cloud Meetings” with the blue icon above.



a. Schedule Your Meeting

- i. In the **Meet & Chat** tab, tap **Schedule**.
- ii. Here, you can enter a topic, date, and time for the meeting to begin.
- iii. **Calendar** simply gives you the option to add the scheduled meeting to your personal, digital calendar.
- iv. Generate the Meeting ID automatically; the meeting ID can be used to invite participants to the meeting.
- v. Because it is possible for people to enter and “hijack” Zoom meetings, it is important to password protect your meeting (this will automatically be turned on as of April 5, 2010). Under **Password**, set a password for your meeting.
  1. Be sure to let participants know the password (using a secure means such as email and not a public Facebook post) ahead of the meeting time.
- vi. Under **Meeting Options**, tap “Host Video On.” If you would like to be able to see Participants via video, select “on” there, also (participants then have the option of turning their own webcam on or off).
- vii. Once you are finished, tap “Done” in the upper right-hand corner.

9:32 📶 📶 🔋

[Cancel](#) [Schedule Meeting](#) [Done](#)

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Dial-A-TALK - O Pioneers!

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**Starts** Apr 6, 2020 at 6:00 PM >

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**Duration** 30 mins >

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**Time Zone** Central Time (US and Canada) >

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**Repeat** Never >

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**Calendar** iCalendar >

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**Use Personal Meeting ID**

424-169-5794

If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID

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**PASSWORD**

**Required Meeting Password**

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**MEETING OPTIONS**

**Host Video On**

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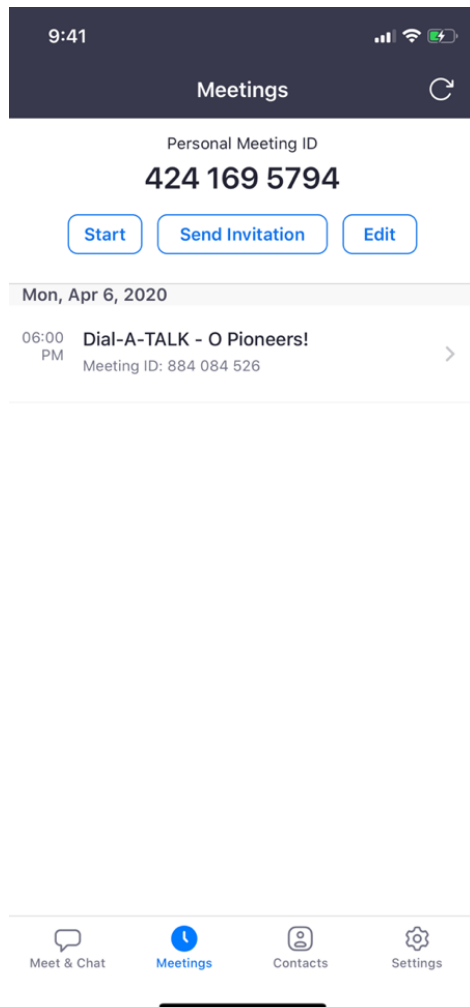
**Participant Video On**

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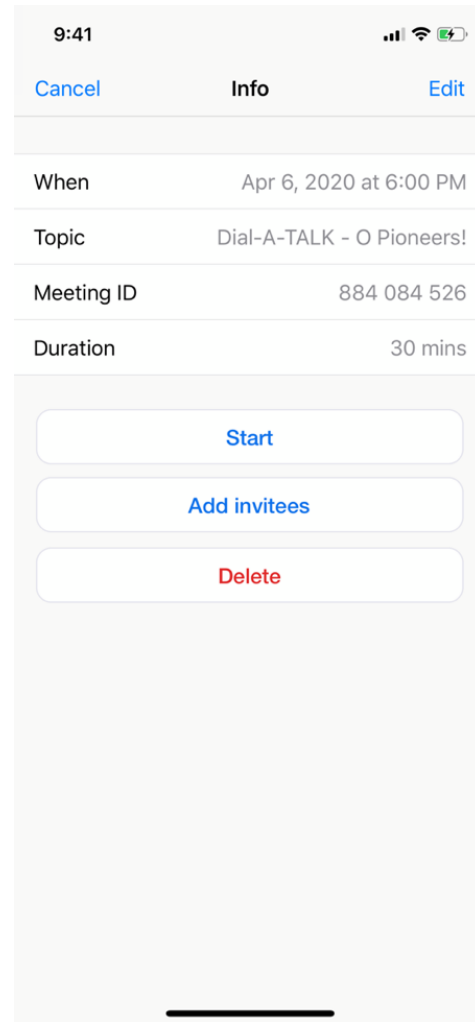
**Audio Option** Telephone and Device Audio >



- viii. Once scheduled, select **Meetings** on the dock at the bottom of the app. This will show you any meetings you have scheduled.
  - 1. From here, you can tap the meeting itself. On this screen, you can edit the meeting, start the meeting, add invitees, or delete the meeting.
    - a. Tap **Add invitees**. A menu will pop up where you can send the event as email or a message, or you can copy the meeting link and Meeting ID to clipboard and paste it to email or messages. The link and Meeting ID are important as these are how participants will access the meeting.



Meetings tab in Zoom for iPhone.



After selecting your meeting, you will see this screen, where you can edit, start, add invitees, or delete your meeting.



#### Things to Remember

- If you have already scheduled a meeting without a password, don't worry – click **Edit** while looking at your meeting details (see screenshots above) to add a password any time before the meeting begins.
- As of April 5, 2020, Zoom meetings automatically place participants in a "Waiting Room" before events begin that prevents people from joining before the host is ready. The host of the meeting will be able to see a **Manage Participants** icon and begin to see the number of participants in the waiting room before the meeting begins. Select **Manage Participants** to view the full list of participants, then, you'll have the option to admit individually by selecting the blue **Admit** button or all at once with the **Admit All** option on the top right-hand side of your screen. For step-by-step instructions, Zoom offers this [2-minute video](#).
- Participants are able to access Zoom meetings via invitation links or entering the Meeting ID without creating an account themselves.



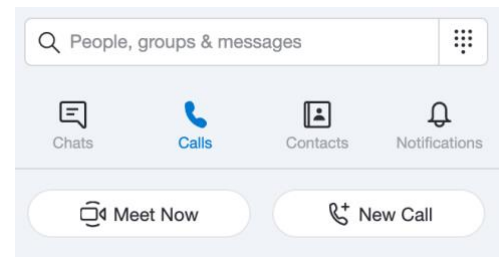
## How to Set Up a Skype Call

*On Windows or Mac*

Screenshots in this section were taken on a Mac, though the process should look similar on a PC.

### Call

- 1) Download Skype for desktop at <https://www.skype.com/en/get-skype/>.
- 2) Sign in to Skype or create an account. You may do so through a Microsoft account (such as an email you use through Outlook), Google account, or Facebook account.
- 3) You will need to add participants as contacts to call them. Click on the **dialpad** button at the end of the **People, groups & messages** search bar.
  - a. Enter a phone number and then tap the blue **Save Phone Number** button underneath it.
  - b. Type the contact's name and then tap the blue **Save** button at the top of the window.
- 4) Now, click on **Calls** in the row of buttons underneath the People, groups & messages search bar.
- 5) Click **New Call**.
- 6) Select participants from the Contacts list.
- 7) Click the blue **Call** button at the top of the window to start the call.



*This screenshot shows the dialpad icon at the right top, the Chat and Calls buttons, and the Meet Now and New Call buttons that are in the menu on the left side of the Skype home screen.*

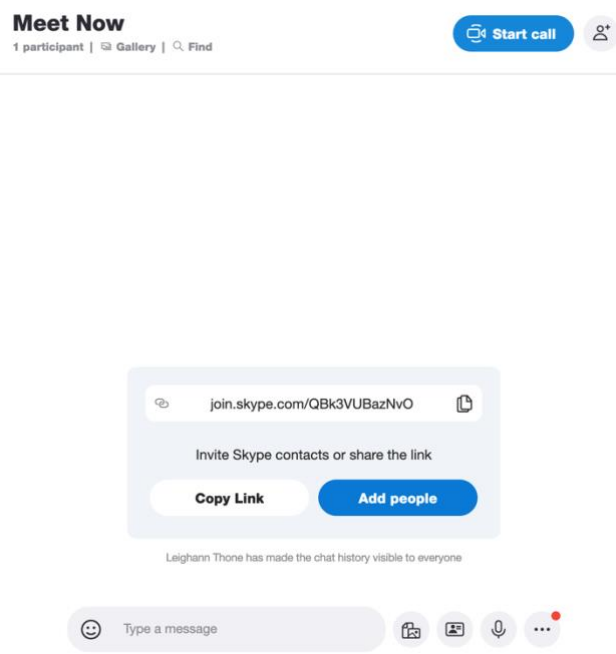
### Meet Now

This is a good option video is desired and/or you would prefer for participants to join through a link.

- 1) Download the Skype app. To do so, visit the app store on your phone, search "Skype," and tap to download, or visit <https://www.skype.com/en/get-skype/>.
- 2) Sign in to Skype or create an account. You may do so through a Microsoft account (such as an email you use through Outlook), Google account, or Facebook account.
- 3) Click the white **Meet Now** button on the menu on the left side of the screen.
- 4) From here, you will have a link to share with participants. Click the blue **Share invite** button to copy the link, share with Skype contacts, or send directly through Outlook or Gmail.
  - a. With recent reports of online meetings being "hijacked" by unwanted participants, be sure not to share this link publicly.
  - b. You can set whether or not audio and video are on or off using the buttons at the bottom of the video screen.
  - c. If you want to start the call now, click the **Start Call** button on the left side of the screen.

(Continued on next page)

- 5) You can also plan your Meet Now ahead of time. If you do not yet want to start the call, click the X in the top left corner.
  - a. You will now be in a Meet Now chat box where you can still see the link to invite participants.
    - i. With recent reports of online meetings being “hijacked” by unwanted participants, be sure not to share this link publicly.
  - b. If you leave Skype and come back to it later, you will still see the Meet Now in your Recent Chats. Click on it to open the chat box again.
  - c. In the chat box, you can also add participants from a contact list using the blue **Add people** button.
  - d. You can also start the call from this screen using the blue **Start call** button at the top right.
- 6) While in the call, you can control the audio and visual with the white buttons at the bottom of the screen, or end the call with the red button.
  - a. In the top left corner, the person icon with a plus sign can be used to add participants while in the call.



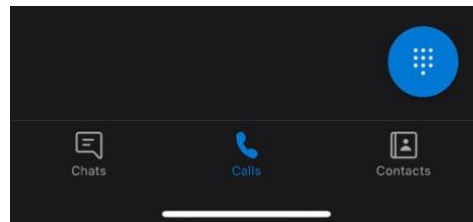
*From the Meet Now chat box, you can copy the link to the chat, add people, or start the call. This is accessible by looking at your recent chats and clicking on the Meet Now you created for your call.*

### *On a Smartphone*

Screenshots in this section are taken from an iPhone, though the process should look similar on an Android phone.

#### Call

- 7) Download the Skype app. To do so, visit the app store on your phone, search “Skype,” and tap to download, or visit <https://www.skype.com/en/get-skype/>.
- 8) Sign in to Skype or create an account. You may do so through a Microsoft account (such as an email you use through Outlook), Google account, or Facebook account.
- 9) You will need to add participants as contacts to call them. Tap on **Calls** at the bottom of the screen.
  - a. Select the blue **dialpad** button at the bottom of the screen.
  - b. Enter a phone number and then tap the **Save Phone Number** button underneath it.
  - c. Type the contact’s name and then tap the blue **Save** button at the top of the screen.
- 10) Now, go back to the **Calls** tab. Select the **Phone** icon at the top of the page.
  - a. Here, you can see your contacts. Select all contacts to be involved in the call, then press the blue **Call** button in the top right. Up to 50 people can be involved in a call.



*This image shows the Calls button at the bottom of the screen and the blue Dialpad button.*

#### Meet Now

This is a good option if you want to have video and/or you would prefer for participants to join through a link.

- 1) Download the Skype app. To do so, visit the app store on your phone, search “Skype,” and tap to download, or visit <https://www.skype.com/en/get-skype/>.
- 2) Sign in to Skype or create an account. You may do so through a Microsoft account (such as an email you use through Outlook), Google account, or Facebook account.
- 3) Once in the app, select the **video camera** icon at the top of the page.
- 4) This is the screen where you can begin an audio and/or video call and invite participants with a link.
  - a. At the bottom of this page, you can control whether or not video or audio are accessible on the call. Tap the button next to the video camera to turn video on or off or the button next to the microphone to turn audio on or off.
  - b. The blue **Share Invite** button will copy a link to the call that you can paste into email or messages.
    - i. With recent reports of online meetings being “hijacked” by unwanted participants, be sure not to share this link publicly.
  - c. The **Start Call** button will start your call. In the call, you can still control audio and video with the white buttons at the bottom of the screen, or end the call with the red button.
- 5) If you want to set up the call beforehand, follow the steps above and then hit the white **X** at the top left of the screen. This will take you into a Meet Now chat that will continue to be visible under the **Chats** tab.
  - a. Tap the Meet Now you created to see the link or add people. Start the call with the blue button in the top right.

## How to Set Up a FaceTime Call

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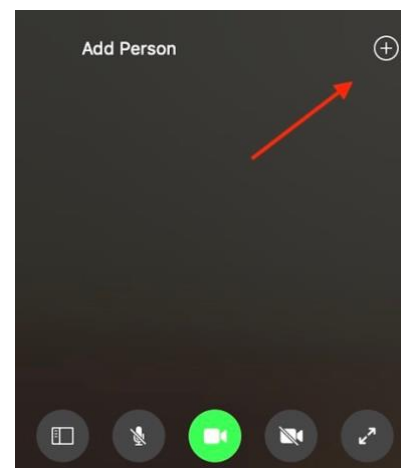
### On a Mac

- 1) Access the FaceTime app on your computer. It can be found by going to Finder > Applications > FaceTime.
- 2) Sign in using your Apple ID and then click **Next**.
- 3) Once you've signed in, use the gray entry bar at the top of the screen and begin typing the name, phone number, or email of the person who you would like to FaceTime call. Press Enter on your keyboard after you've selected who you want to call. You can add up to 32 people to a group FaceTime audio or video call.
- 4) Once you've selected all the participants, to start a group FaceTime Audio call, click on the green **Audio** button (the icon depicting a phone). To start a FaceTime Video call, click on the green **Video** button (the icon depicting a video camera).



*Audio and Video buttons in the FaceTime app.*

- 5) If you'd like to add another caller to a group FaceTime call, find the sidebar icon during the call and click on it.
- 6) A list of participants will appear on the left side, and at the bottom find the plus sign icon (+) to add another caller. Type in their name, phone number or email address and click **Add** at the bottom of the screen.

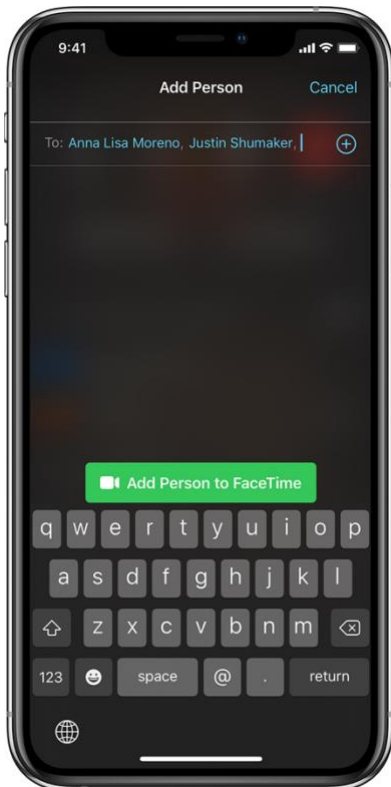


*Click on the plus button to add another caller during the call.*

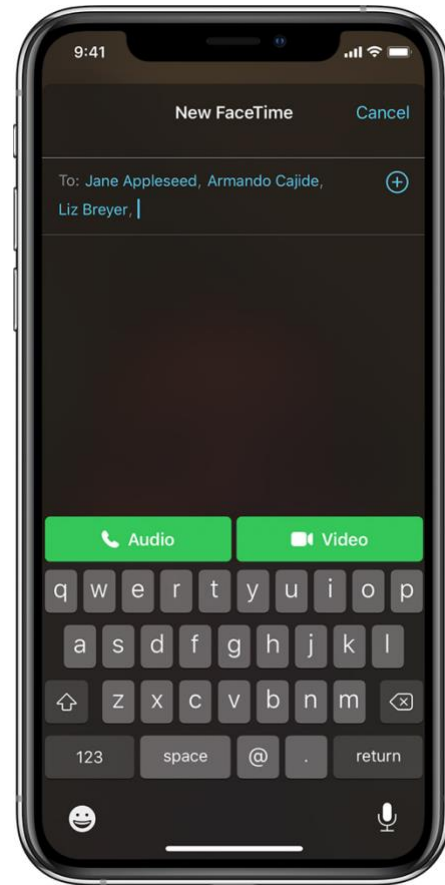


### On an iPhone

- 1) Go to Settings > FaceTime, and make sure that FaceTime is on.
- 2) Access the FaceTime app on your phone.
- 3) Tap the **(+)** button in the upper right corner.
- 4) Enter the name of your contacts, phone numbers, or emails. Continue adding until you have added all participants. You can add up to 32 participants.
- 5) To start your FaceTime call, tap the green **Audio** button for audio only or **Video** button for video.
- 6) Participants will receive a notification about the call and can join at any time during the call.
- 7) To add a participant after the call has started, tap the **(+)** button, then tap **Add Person**.
  - a. Enter the contact's name, phone number, or email.
  - b. Tap **Add Person to FaceTime**. Remember, you can add up to 32 people to a FaceTime call.



You may add a person to your FaceTime call while in the call. Tap the Add Person to FaceTime button once you've identified the new additions.



Add participants to the call by entering the name of your contacts, phone number, or email address. Then tap the green Audio or Video button to start the call.

## How to Create a Facebook Event

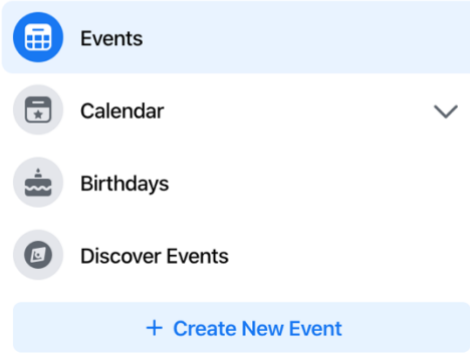
*On Windows or Mac*

Screenshots in this section were taken on a Mac, though the process should look similar on a PC.

- 1) Go to <http://facebook.com>. Create an account or sign in with your information.
- 2) On the menu on the left-hand side of the screen, click **Events**.
- 3) On the **Events** page, click the **+ Create New Event** button on the menu on the left-hand side of the screen.

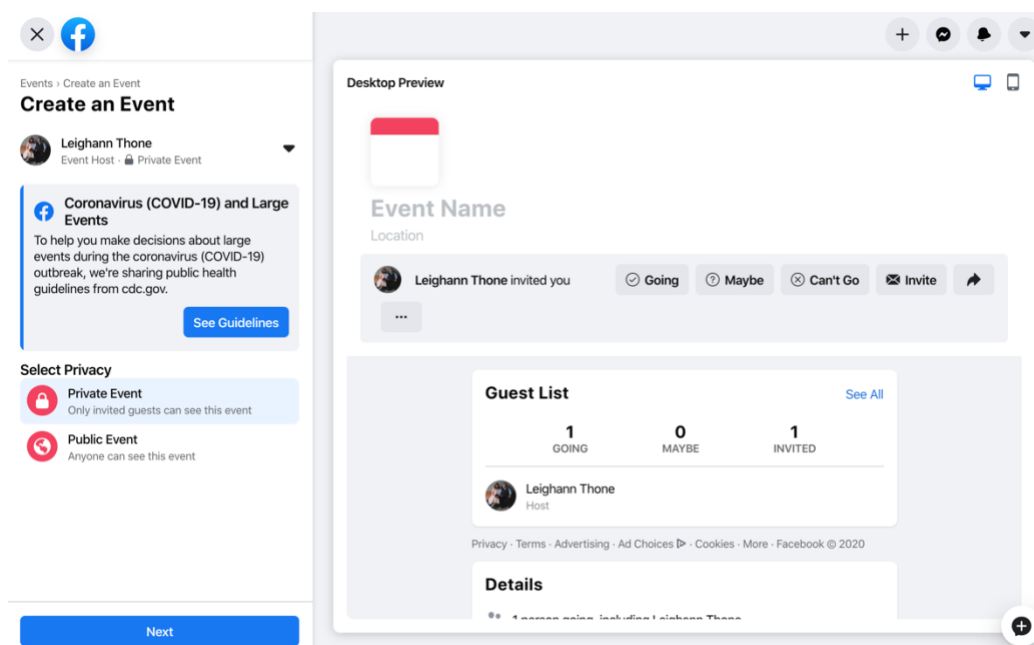


### Events



*Menu on the Events page. Click the + Create New Event button to open the screen where you fill out the information about your event.*

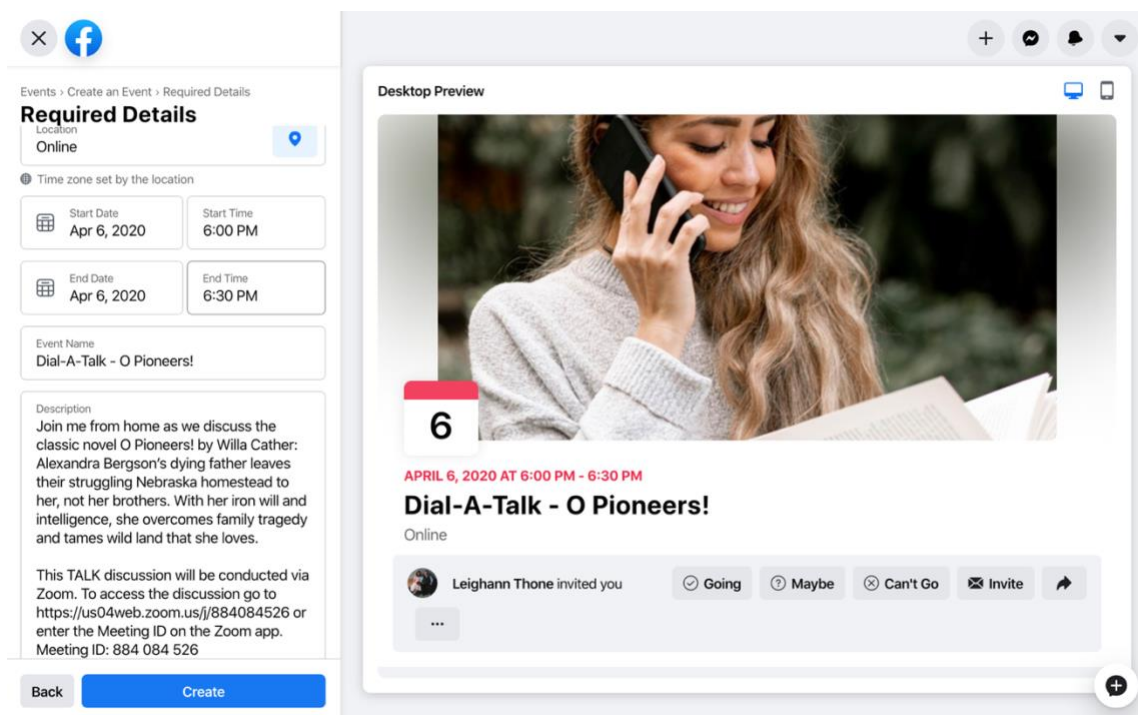
- 4) On this screen, you will begin to set up the details of your event. This screen also will show you a preview of what your event will look like to someone on desktop or mobile. The details will fill in as you provide them.
  - a. First, in the left menu, select “Public Event” and then click **Next**.



*This is the first screen you will see when creating an event.*



- b. On the next screen, you can fill in the location, dates and times, event name, description for the event, and add a photo (Note: for location, you can type “Online” or something similar, and Facebook will give you the option to just use that rather than a physical location). Here, you can also select if the guest list will be visible and if guests can invite friends. Check the Desktop and Mobile previews on the right side of the screen to make sure everything is showing up accurately. Once you are ready, click **Create** at the bottom of the menu on the left side of the screen.



Fill in your information on the event page and preview what it will look like for users on the right side of the screen. When you're done, click **Create** at the bottom of the left menu.

- c. After clicking **Create**, you will be on the page created for the event. From here, you can invite people, edit the event, or post updates for attendees.



These buttons on the event page allow you to invite people to the event or edit event details.

### Things to Remember

- **Please invite and tag Humanities Kansas in your event!**
- Include information in the Facebook event about how to access the discussion.
- In addition to inviting people on Facebook, you can copy and paste the URL of the event page you create to send to others via email.
- Due to recent reports of unwanted participants “hijacking” Zoom meetings, do **not** include meeting passwords in public Facebook events. You can communicate the password to participants by clicking the ... button on the event page (see above screenshot, to the right of **Edit**) and selecting **Message Guests**.

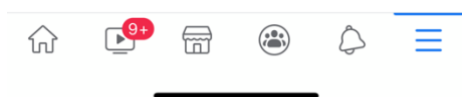




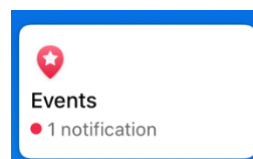
### On a Smartphone

Screenshots in this section are taken from an iPhone, though the process should look similar on an Android phone.

- 1) Go to Facebook. You can either do this by visiting <http://facebook.com> on your mobile browser on your phone or visit the app store, search for Facebook, and download the app.
- 2) Create an account or log in using your information.
- 3) Tap the Menu button at the bottom of the screen – this looks like three lines stacked on top of one another.
- 4) This will open a Menu of options. Tap on **Events**.

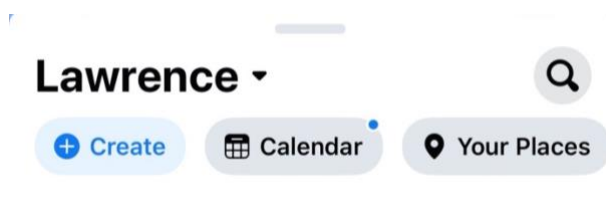


The Facebook menu button is located at the bottom right of the screen.

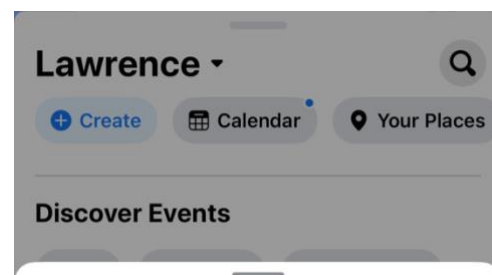


The Events button in the Facebook menu.

- 5) On the Events page, tap on the blue **+ Create** button.
  - a. This will prompt you to select the type of event by tapping (Note: Group Events are for existing groups on Facebook, so it's best to select the public option).



The blue + Create button will appear on the Events page.



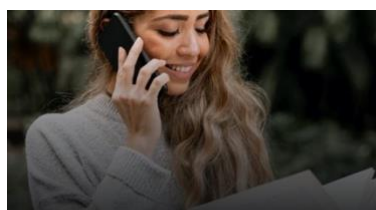
- Create Private Event**  
 Only invited guests will see your event. You can choose to let guests invite others.
- Create Public Event**  
 Anyone will be able to see your event and search for it, even if you aren't friends.
- Create Group Event**  
 Anyone who can see the group will be able to see the event.

Once you've hit the + Create button, select Create Public Event from the menu that pops up.





- 6) Once you have selected an event type, the next screen will prompt you to fill out the event title, date and time, location and description (Note: For location, you can type “Online” or something similar, scroll to the bottom of the list of options, and Facebook will give you the option to just use that rather than a physical location).
  - a. You can also add a photo here by tapping the icon to the right of the Event Title. Tap the blue **Create** button at the bottom of the screen when you are done.
- 7) The next screen is your event page. From here, you can edit the event, invite people to the event, or tap the **More** button for additional options, including copying the link to the event page to send to others.
- 8) To access this event page again later, follow steps 3 and 4 in the app and then tap on **Calendar**, next to the + Create button.
  - a. On this page, the top section is **Events You’re Hosting**. Tap on your event to access the event page.



Dial-A-TALK - O Pioneers!

Apr 6 at 6 PM

Ends Apr 6 at 6:30 PM

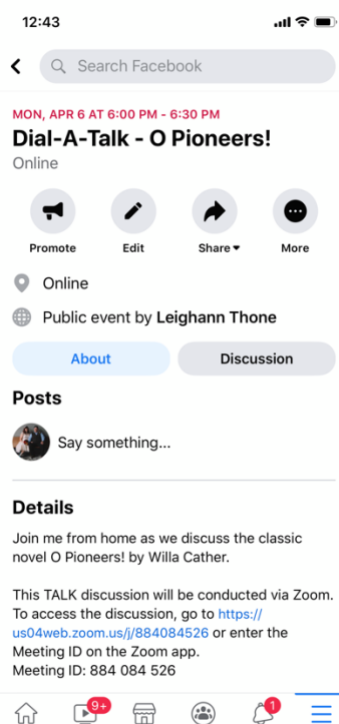
Online

Join me from home as we discuss the classic novel O Pioneers! by Willa Cather.

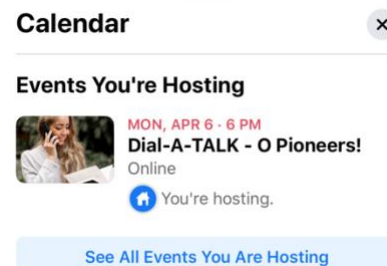
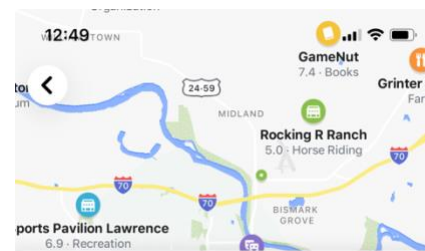
This TALK discussion will be conducted via Zoom. To access the discussion, go to <https://us04web.zoom.us/j/884084526> or enter the Meeting ID on the Zoom app. Meeting ID: 884 084 526

Create

Fill out your event information, include a photo, and then tap Create.



Example event page.



Access your event page later by going to the menu, Events, and then tapping on Calendar.

### Things to Remember

- **Please invite and tag Humanities Kansas in your event!**
- Include information in the Facebook event about how to access the discussion.
- Due to recent reports of unwanted participants “hijacking” Zoom meetings, do **not** include meeting passwords in public Facebook events. You can communicate the password to participants by clicking the **More** button on the event page (see middle screenshot) and selecting **Message Guests**.