

Remote Meetings Technical Guide



In accordance with Government guidelines and the Construction Leadership Council's Site Operating Procedures many projects are choosing to carry out remote or virtual meetings instead of physical face to face meetings to reduce the risk of spreading coronavirus.

There are several platforms available for construction projects carrying out these meetings with the most popular platforms being **Zoom, Microsoft Teams, Skype, FaceTime** and **WhatsApp**.

This note provides guidance on how to set up remote or virtual meetings on these most commonly used free applications that are available on smartphones, tablets, PC's and laptops.

Arranging the meeting:

Upon contact with the individual or organisation, you should explain that the meeting will be conducted remotely and agree on the video conference platform to be used.

Many organisations will have their own internal guidance for what platforms their employees are permitted to use for external remote or virtual meetings. This should be taken into consideration and you should endeavour to accommodate the platform that meets the needs of both parties in the meeting.

Once the platform, date and time have been confirmed and agreed, you can use the guidance on the following pages to set up and carry out a successful remote or virtual meeting.

For those using a desktop computer or laptop you will need to ensure that you have adequate speakers, a microphone and a camera to carry out these remote meetings. Please note that some computers or laptops will already have these built in.

Remote Meetings with Zoom

Zoom is a video and audio conferencing provider. Zoom is free to use for all users, however, meetings with more than two participants will be limited to 40 minutes if you do not have a paid account.

You can join a meeting without an account if the person you are meeting with sets up a meeting and sends you a link.

Desktop Computer or Laptop

If you want to create your own meeting follow the steps below:

- Visit <https://zoom.us/signin>, where you can sign in using your existing Google or Facebook account. Alternatively, click '*Sign Up Free*' to create a new Zoom account.
- To instantly start a new meeting, click '*Host a Meeting*'. You will then be able to invite others to join the meeting using your Personal Meeting ID which can be found at the top of the screen.
- To schedule a meeting, click '*Schedule a Meeting*' and select your meeting settings. Enter a topic, select a time and date for the meeting, and make sure video and audio are switched on. Then click '*save*'.
- To share the meeting invitation, click the '*invite by Email*' tab, select your email provider, add the recipients email address and click '*send*'.
- By default, every meeting has a password and a waiting room (this can be disabled). New joiners will automatically be added to the waiting room when they join the meeting, click '*admit*' which will allow them into the meeting.

For further information, click [here](#).

Remote Meetings with Zoom

Mobile Devices

If you want to create your own meeting follow the steps below:

- Download the application to a mobile device, visit <https://zoom.us/signin> on your device, this link will direct you to the correct installation for your device, either Apple's App Store or the Google Play Store. Once the app is downloaded click '*Sign up*' to create your Zoom account or '*Sign In*' if you already have one.
- To instantly start a new meeting, click '*New Meeting*'. You will then be able to invite others to join the meeting using your Meeting ID which can be found at the top of the screen.
- To schedule a meeting, click '*Schedule a Meeting*' and select your meeting settings. Enter a topic, select a time and date for the meeting, and make sure video and audio are switched on. Then click '*save*'.
- This will then open up an email allowing you to send the meeting invitation to all who you wish to attend. Once you have done this click '*send*'.
- By default, every meeting has a password and a waiting room (this can be disabled). New joiners will automatically be added to the waiting room when they join the meeting, click '*admit*' which will allow them into the meeting.

For further information, click [here](#).

Remote Meetings with Microsoft Teams

Microsoft Teams is a chat-based collaboration tool that provides users with the ability to work together, chat, and share information. Microsoft Teams also allows users to host virtual meetings.

You are able to join a Microsoft Teams meeting anytime, from any device, whether or not you have a Teams account, provided you have been sent an invitation.

Desktop Computer or Laptop

Follow the steps below to start a Microsoft Teams meeting:

- Click *'Meetings'* on the Microsoft Teams homepage, you can then choose to *'Schedule a meeting'* or *'Meet now'*. If you choose to schedule a meeting a pop-up will appear allowing you to choose a date and time for the meeting.
- Once you have selected which option to choose, a pop-up will appear allowing you to *'Copy meeting invitation'* or *'Share via Google Calendar'*. This will allow you to send an invite to the meeting via email to all that you wish to attend the meeting.

Follow the steps below to join a Microsoft Teams meeting:

- Go to the meeting invite and select *'Join Microsoft Teams Meeting'*, a pop-up will appear, where you'll see two choices, click *'Join on the web instead'*. Your browser may ask if it is okay for Teams to use your microphone and camera, click *'allow'*.
- Enter your name and choose your audio and video settings. When you are ready, click *'Join now'*. This will notify the meeting organiser, and they will be able to admit you into the meeting.

For further information, click [here](#).

Remote Meetings with Microsoft Teams

Mobile Devices

Follow the steps below to download the application:

- Download the application to a mobile device, visit <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> on your device, this link will give you the option to select either Apple's App Store or the Google Play Store. Once the app is downloaded click '*Sign up for free*' to create your Microsoft Teams account or '*Sign In*' if you already have one.

Follow the steps below to start a Microsoft Teams meeting:

- Click '*Meetings*' at the bottom of the screen, you can then choose to '*Create a meeting*'. This will give you the option to choose a title as well as select the date, start time and end time of the meeting. Once you have done this, click '*Save*'.
- Once you have clicked '*Save*', a page will appear allowing you to '*Copy meeting link*' or '*Share meeting invite*'. This will allow you to send an invite to the meeting via email to all that you wish to attend the meeting.

Follow the steps below to join a Microsoft Teams meeting:

- Go to the meeting invite, which you should have received via email and click the link in the email. This will then open the meeting Microsoft Teams app.
- When you are ready, click '*Join now*'. This will notify the meeting organiser, and they will be able to admit you into the meeting.

For further information, click [here](#).

Remote Meetings with Skype

Skype is a free video and voice software. It allows one-to-one and group calls and is available to use on Desktop Computers, Laptops, Macs, Android phones and iPhones.

To get started with Skype, follow the instructions below:

- To download and install Skype, visit <https://www.skype.com/en/get-skype/> and select the type of device you wish use Skype on. Press *'install'* to start the download. Once finished, press *'open'* to launch the application.
- Sign in with an existing Skype account, or create a new account. Once signed in, a pop-up will require you to grant permission for Skype to access your microphone and video camera. Select *'allow'* for both these options.
- To start a video call, click the camera icon in the top right of the screen. Invite the contact you wish to talk to by clicking *'share invite'*. This can be done by email, text message or WhatsApp.

For further information, click [here](#).

Remote Meetings with FaceTime

FaceTime is an Apple application, available on iPhone, iPad, and Mac. It allows you to share video with other Apple devices.

To use FaceTime follow the steps below:

- Open the FaceTime app and sign in with your Apple ID. On iPhone, your telephone number will automatically be registered. If you would like to register your email address go to settings, press '*FaceTime*', then use your Apple ID and sign in.

There are several ways to make a FaceTime call:

- In the FaceTime app, tap '*plus*' and type the person's phone number or email address. Tap the number or address, then tap the phone or video icon.
- If the person's phone number or email address is saved in your contacts, you can start typing their name and tap the name when it appears. Then tap the phone or video icon.
- You can also start a FaceTime video call from your iPhone during a phone call. Tap the FaceTime icon in the phone app to switch to FaceTime.

For further information, click [here](#).

Remote Meetings with WhatsApp

WhatsApp video calling allows you to video call your contacts using WhatsApp on Android and Apple devices. WhatsApp video also allows group calling free of charge.

To get started with using WhatsApp to make video calls you will need to :

- Download the application to a mobile device, visit <https://www.whatsapp.com/download> on your device, this link will direct you to the correct installation for your device, either Apple's App Store or the Google Play Store.
- Add your phone number and verify, open the application and review the Terms of Service. Press *'Agree and Continue'*. WhatsApp will then prompt you to connect your mobile phone number, follow the steps on screen and verify.
- Add a contact, press the large green message icon (or the pen and paper icon in the top right on iPhone). Select *'new contact'* and enter the details.
- To start a video chat, select the contact you added from your list of contacts to bring up a chat with this person. Press the camera icon in the top right to start a new video chat.

For further information, click [here](#).