

Google Hangouts

You can use Hangouts to:

- Start a chat conversation.
- Make phone calls using Wi-Fi or data.
- Send text messages with your Google Voice or Google Fi phone number.



Hangouts sync automatically across devices. If you start a Hangout on your computer, you can continue your chat on another device, like your phone.



Start a chat conversation:

1. On your computer, go to hangouts.google.com or open Hangouts in [Gmail](#). If you have the Hangouts Chrome extension, Hangouts will open in a new window.
2. At the top, click New conversation.
3. Enter and select a name or email address.
4. Type your message. You can also add emojis and photos.
5. On your keyboard, press **Enter**.

Start a video chat:

1. Open hangouts.google.com or on the sidebar in [Gmail](#).
2. Select a person from the Hangouts list or search for their name or email address. When you find the person you want, click their name. You can also check multiple people to start a group video call.
3. Click Video call .
4. When you're done, click End call .

Happy Connecting 

[Skype](#), is a popular Internet calling app and is one of the easiest and cheapest ways to stay in touch with others across the world.



How to guide:

1. Getting started is easy – firstly you will need to open an account, visit the [Skype homepage](#) and click "[Join us](#)" in the upper right-hand corner.
2. Choose how you want to log in. You'll see you have the choice to sign in with your existing [Facebook](#) or Microsoft account, or you can create an account just for Skype.
3. Now, go ahead and download Skype.
4. Next, you'll need to check if your audio and video equipment is working, set up your personal profile, change your profile picture and name if required.
5. You have the option to set your status to let your Skype friends know if you are available to chat. You can choose a status (online, away, not disturbed, invisible or offline) to show up next to your name.
6. Once you're in the Skype app, you'll see "Find your friends and say hello." You can search for your Skype contacts in your address book by selecting "Search address book." Or type them in manually by adding in their Skype name or email address.
7. Messaging - To send and receive instant messages, click on a contact in your list and type in the text field where your cursor is.

Video Call - Click on the "Video Call" button, which is located to the left of the call button.



Zoom provides video conferencing, simple online meetings, and group messaging into one easy-to-use platform – perfect for staying connected during the COVID-19 Pandemic

What will I need? – A PC/Laptop/mobile phone (Android or iPhone) and the Zoom desktop client – downloaded from <https://zoom.us/>

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.
 - Sign in to Zoom then click **Join**.
3. Enter the [meeting ID](#) number and your display name.
4. If you're signed in, change your name if you don't want your [default name](#) to appear.
5. If you're not signed in, enter a display name.
6. Select if you would like to connect audio and/or video and click **Join**.

Happy Connecting 😊



WhatsApp is a great way of staying in touch with family, friends and colleagues and as long as you have a smartphone and mobile data / WiFi anyone can set up a group easily and quickly. Just download the WhatsApp App from the Play Store on Android Devices or the Apple App Store on iPhones and follow the instructions below:

How to create a group on WhatsApp -

1. Go to the CHATS tab in WhatsApp.
2. Tap More options > New group. Alternatively, tap New chat > New group.
3. Search for or select contacts to add to the group. Then tap the green arrow.
4. Enter a group subject. ...
5. Tap the green check mark when you're finished.

Happy Connecting 😊