

Remote Meeting

While we could set up a number of Webex accounts for St Mildred's, we think it's better if each homegroup leader set up their own account to host meetings. Each meeting needs a host account, and the host must be logged in to start the meeting. Once you have set up the account, it will be useful to make sure that a backup host in your group has the password.

To set up an account, just click this link or type into your browser www.webex.com

Then click on "Sign up now, It's free". You just have to give an email address and you'll then get an email with instructions to set up your password. Once you login, you can personalise your account with a name. If you drop Trevor a line, He can set up an email for you such as SmithsGroup@stmildreds.org.uk. The advantage of doing that is that we can direct any emails it receives to more than one person. If you'd like Trevor to do that, please let Him know what name you'd like to use @stmildreds.org.uk and what emails (one or more - suggest you and your alternate host) you'd like to receive the messages. Alternatively you can just sign up with your personal address, but then your alternate host won't see any emails.

Once you have set up an account, there are two ways you can work. There is a default meeting known as something like "John Smith <insert alternative name here> Personal Room". The system will give you a URL (web address) for this. You can run a meeting at any time using the same credentials, either the URL alone or by dialling in to the phone number it will give you, then keying in associated 9 digit meeting number. If you circulate these details to your group, they can save them and use the same details for every meeting.

Alternatively, you can use the system to schedule specific meetings which will each have their own URL, 9 digit ID and password. You may want to use that for meetings with a different group of people, but I suggest you use the first method for simplicity. If you do use this second method bear in mind that it is worth setting up a recurring meeting for your regular homegroup meeting. This is because the details to access the meeting will stay the same for each recurring meeting. If you set up meetings individually they will always have different access codes.

What To Do for Members of Your Group to enable them to join

Homegroup leaders should send the following instructions to their group on how to set up Webex on their device. They do NOT all need to sign up for an account. If homegroup leaders are able to support people in getting up and running, they can substitute their own Personal Room email and phone number, but Trevor is happy to help anyone.

As with the prayer meetings, if homegroup members would rather not struggle with technology, they can just connect by telephone. This is the great thing about this technology – you only need a phone line.

If people can, it's worth a little effort to set up the technology, as once it's done we'll probably be using it for some while. It is particularly good to be able to see each other if people can connect via a computer, tablet or smartphone (assuming they have a video camera either built in or plugged in).

You can use a smartphone, tablet, PC or Mac. On mobile devices and tablets, you should go to the App store / Google Play and install "Cisco Webex Meetings" or "Webex Meet".

To set up a PC in advance (or to check you have set up your app on a smart device), click on this link to try to join a meeting:

<https://meetingsemea.webex.com/join/cisco>

The first time that you do so, you'll get a pop-up prompting you to download and run webex.exe, which will install the app on the PC. This works slightly differently depending on which browser you use, but you should be prompted on screen. With Firefox, Click "save file", then click the downloads icon and click webex.exe to run the installer. With Microsoft Edge you will see a pop-up at the bottom of the screen with a bubble prompting you to click "Run".

Eventually this should have installed the app.

Once a homegroup leader has sent out a link for their personal room, members can click on it and be taken to a window headed "Homegroup Leader Personal Room". Enter your name and email and click "Next". You may then get a screen headed "New Audio and Video Preview Window". If so, click "Skip". This will take you to a screen where you should see your own video and can click "Join Meeting". Once that's all working, close the app. You're ready to go for any St Mildred's video meetings.

Whichever system you use, you may be offered the option of "use computer for audio" or "call in". If you accidentally choose "call in", the sound on your computer won't work. That's designed so that if you are having problems with computer audio, you can dial in with a phone and still use the computer for video. Don't try using both at once - you'll get awful feedback! The system will probably start up with you microphone muted, and you'll need to click on the microphone icon to unmute before you speak. If you're not being heard, it may be because your microphone is muted. With lots of people in a meeting, it can be helpful to mute your microphone when not speaking to avoid pickup of background noise.

All that may sound a bit complicated if you're not a technophile, but you'll soon get used to it and find it straightforward.

If you have any trouble setting up. or want to try the system out in advance, give Trevor a ring (details in the directory)