

# Hold a Happy Hour

One of the things we're discovering right now is that video conferencing is allowing many of us to remain in touch, even if we can't be in the same state—or even the same room—as our friends and relatives.

There are many different ways to keep in touch with your family and friends, and a fun way is with a virtual happy hour.

There are multiple programs you can use to hold a virtual happy hour—I'm going to talk about three different ones here: Google Hangouts, Skype, and Zoom.

Although many of these programs are theoretically like making a phone call, it is always best to reach out to people ahead of time and schedule your online get together. That allows people to do things like eat dinner, prepare a drink, or put on pants.

# Skype

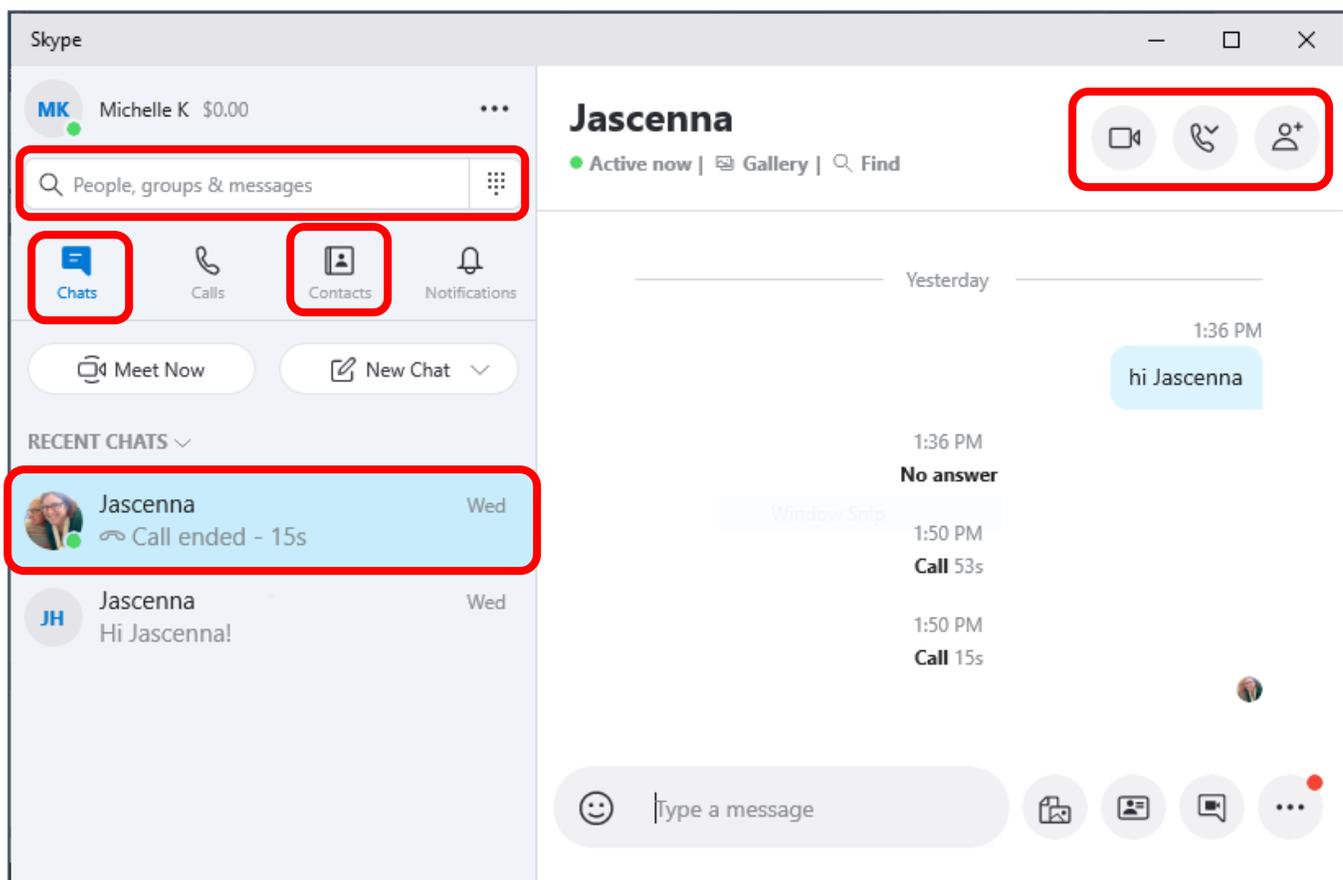
Skype allows you to use your computer, tablet, or phone to make phone calls and video calls with your Skype account.

You must have an account to use Skype, however, if you have a Microsoft Hotmail, live, or outlook account, you can use that to log into Skype.

The options you'll want to pay attention to are: **Search, Chats, Contacts**

The first couple times you use Skype you may need to search for your friends and family. You can search by name or email address associated with their Skype account.

Once you found your contact, select their name, and the right panel changes to show you various options.

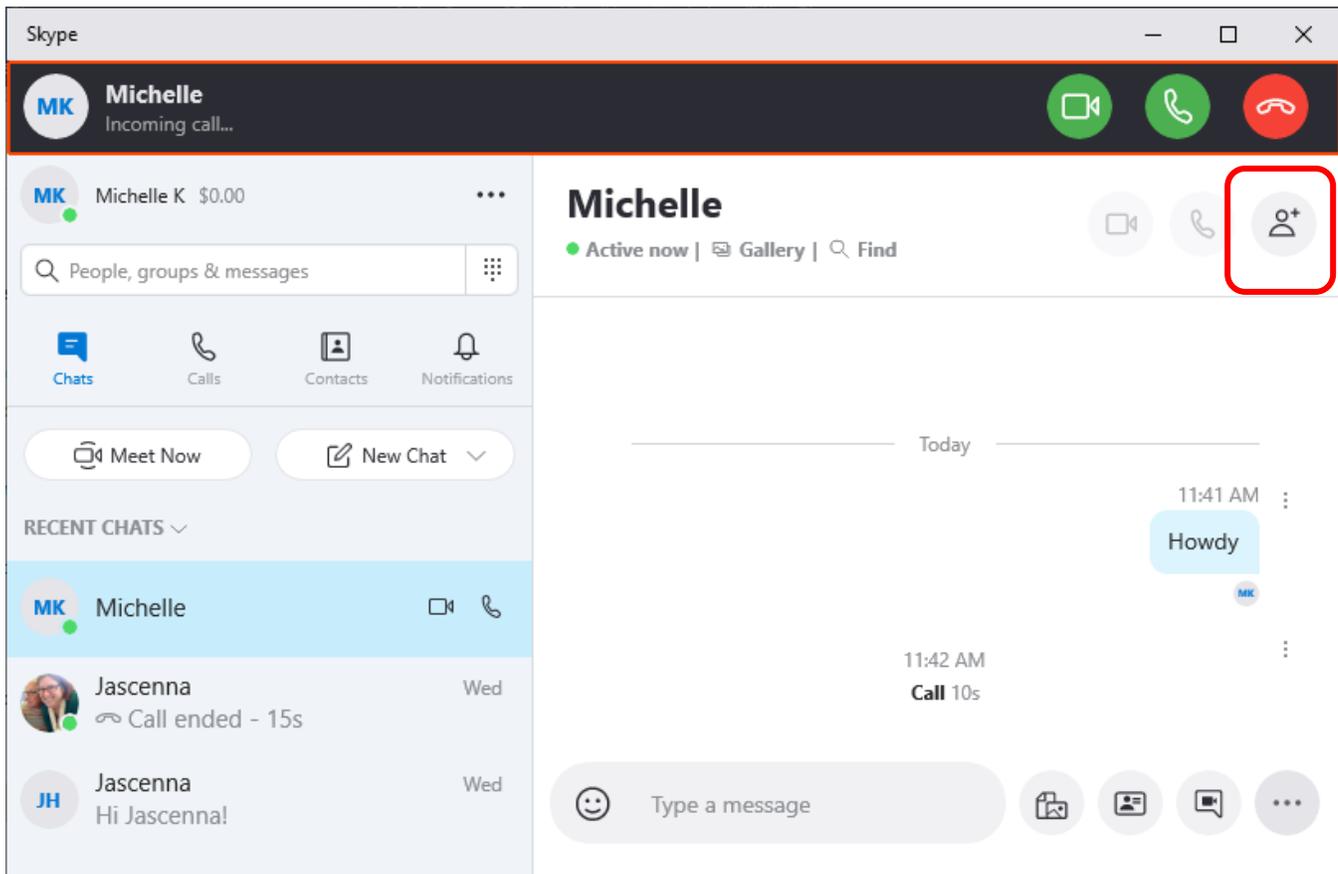


## Making a Video Call

1. In the top right corner, click the **Video Call** button.
2. You should hear a beeping / ringing noise.



## Adding Users to a Video Call



## Zoom

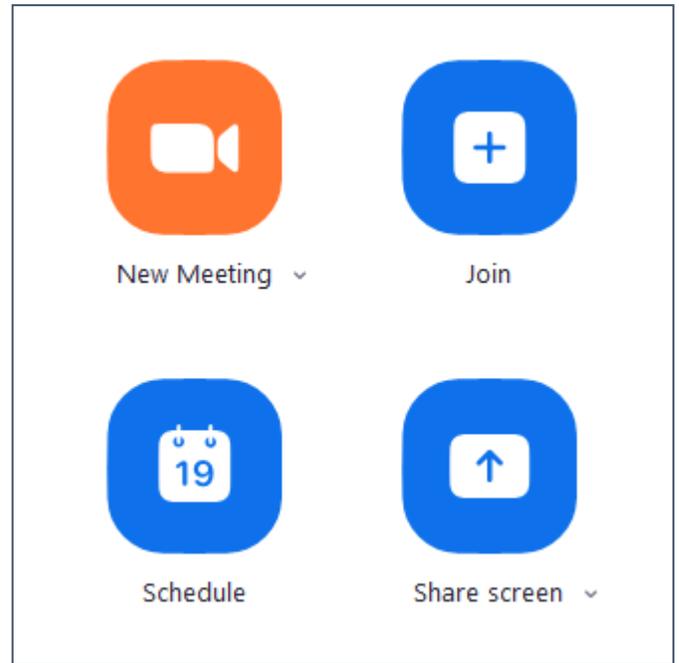
If you would like to schedule a get-together ahead of time, you should create a free Zoom account. You are limited with the number of participants / length of time you can have a group session with a free Zoom account (currently 100 person limit for 40 minutes).

### On a Laptop

The advantage of using a computer is that you have a much larger screen and can see more people at one time. The one problem some people run into is that computers do not always come with speakers, a microphone, and a web camera. If your computer does not have these three things, you can purchase an external web camera that you plug in, generally to a USB port.

Once you are sure you have a camera, speaker, and microphone, you can attend / host an online happy hour.

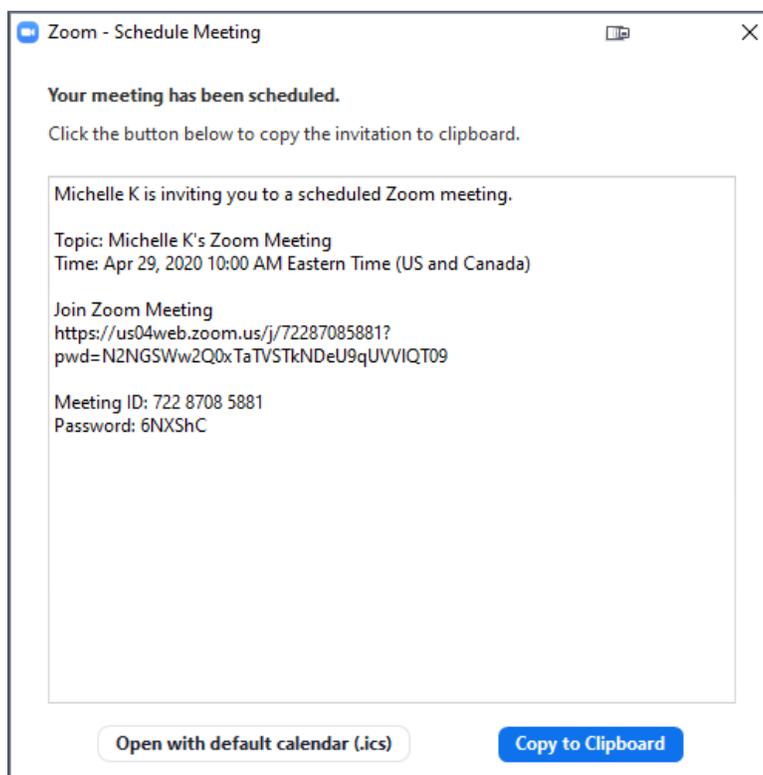
1. Launch the Zoom app.
2. Click **Schedule**.



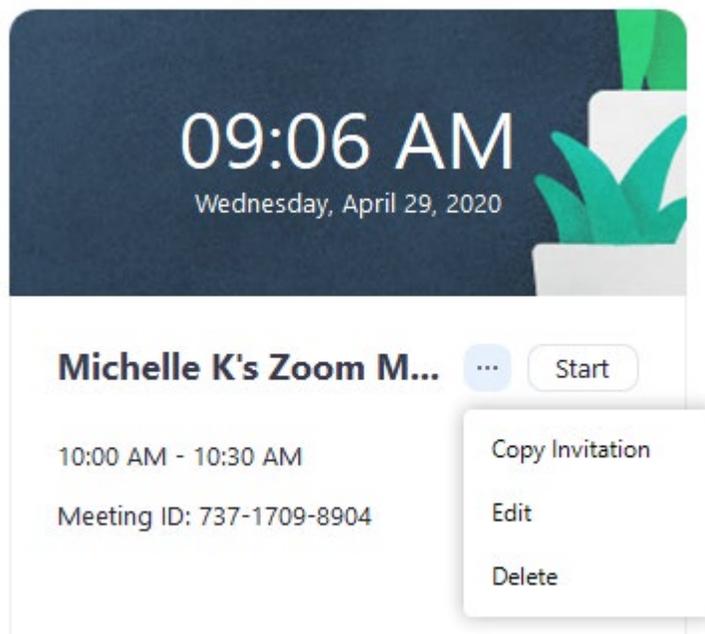
3. Set the date and time for your get-together.
4. Set whether everyone should have their video turned on by default.
5. In the calendar selection, choose "Other Calendar".

The image is a screenshot of the 'Schedule Meeting' dialog box in the Zoom application. The window title is 'Schedule meeting'. The main heading is 'Schedule Meeting'. The 'Topic' field contains 'Michelle K's Zoom Meeting'. The 'Start' field is set to 'Wed April 29, 2020' and '10:00 AM'. The 'Duration' is set to '0 hour' and '30 minutes'. There is an unchecked checkbox for 'Recurring meeting' and a 'Time Zone' dropdown set to 'Eastern Time (US and Canada)'. Under 'Meeting ID', 'Generate Automatically' is selected. Under 'Password', 'Require meeting password' is checked with the password '1jrsxu'. Under 'Video', 'Host' is set to 'Off' and 'Participants' is set to 'Off'. Under 'Audio', 'Telephone and Computer Audio' is selected. There is a 'Dial in from' link with the text 'Edit'. Under 'Calendar', 'Google Calendar' is selected. At the bottom, there is an 'Advanced Options' dropdown and two buttons: 'Schedule' and 'Cancel'.

6. A window opens with your meeting information. Copy this information and paste it into an email for your proposed attendees.



7. When you are returned to the main Zoom window, your upcoming meeting is listed. You can click on the ellipse to editing the meeting, copy the invitation, or delete the meeting.
8. When it is time for your meeting to begin, launch the Zoom program and then click the **Start** button.



9. Once you have launched the meeting, you can click the **Invite** icon from the controls to copy the room information to send to someone else.

