

COVID-19 GROUP COMMUNICATIONS OPTIONS

In response to the Covid-19 pandemic, we have compiled a list of solutions to help you utilize some of the free software that is available online to allow groups to continue to share their faith during this period of isolation. We hope you are able to connect with one another using one of these options. Please stay healthy and God Bless you all.

LANDLINE GROUP CALLING

Ask your first caller to hold. Press your receiver, link or flash button for one second. Listen for three short beeps, followed by a dial tone. Dial the number of the third person. When he or she answers, press your receiver, link or flash button to establish your three-way connection. If the third person's line is busy or there is no answer, press your receiver, link or flash button twice to return to the person on hold. If one of the people you have called hangs up you can continue to talk with the other caller. Everyone is disconnected when you hang up.

Notes:

The initiator of a 3-way call will be billed for all applicable long-distance charges.

If 3-Way Calling is not part of your Home Phone package, it will cost \$3 per use up to a maximum of \$15 a month.

MOBILE GROUP CALLING

iPhone

Free

Up to 5 people

Once call is made to first person

Click on the plus sign to add contacts

Android

Free

3 to 5 people

1. **Phone** the first person.
2. After the **call** connects and you complete a few pleasantries, touch the Add **Call** icon. The Add **Call** icon is shown. ...
3. Dial the second person. ...
4. Touch the Merge or Merge **Calls** icon. ...
5. Touch the End **Call** icon to end the **conference call**.

FREE CONFERENCE CALL (LANDLINE AND MOBILE)

Create a *FreeConferenceCall.com* account with an email and password. The account will be activated within seconds. Then, invite participants to a conference call by providing the dial-in number and access code, along with the date and time. The host connects to the conference call using the dial-in number, followed by the access code and host PIN. The host PIN allows the host to use phone keypad commands to record, mute and more. Participants connect to a conference using any of the 78 in-country dial-in numbers and entering the host's access code. The first participant will hear hold music until the second participant arrives.

www.freeconferencecall.com

Facebook Messenger

Free

Android/iPhone/Windows

Up to 50 People

Download Facebook Messenger to your phone

1. Open Messenger and tap the **new chat icon**. (In a browser, click the **Facebook Messenger icon** at the top of any Facebook page.)
2. Tap **Create a New Group**. (New Group in browser.)
3. Select people from your friend list to add them to the group.
4. Tap **Next**.
5. Give the group a name. (You can change it later.)
6. Tap **Create**.
7. You can also change the theme and the send emoji (blue thumbs up by default), and input nicknames for members of the group.

Remove Members of a Group

At any time, you can remove people from the group chat.

1. Open the group in the Messenger app.
2. Tap the **group name** at the top, then tap **Members**.
3. Select the friend you want to remove.
4. Tap **Remove From Group**.

How to Add More People to the Group

You can add people to a group manually through your contacts or by sending a share link that anyone can use.

GROUP CONFERENCING SOFTWARE (ALL PLATFORMS)

Skype

Free, Up to 50 people, PC/Mac/ and all other devices

www.skype.com

Download Skype to your device. Create a free account for Skype and sign in. From the top of your window, select Search Icon People, groups & messages.

Note: For Android users, tap the Search Icon button. In the Search Skype field, type the name, Skype name or email of the person you want to chat with. For Skype for Android 4.0.4 to 5.1 or Skype Lite users, select Tap to search Skype directory. Select your friend from the search results and you will be taken to a conversation window. Type a message and select the Send button.

They will automatically be added to your contact list, however, you will only be able to send them up to 10 messages and images will be blurred until they accept your request. Do you have a friend who is not on Skype? To invite anyone to chat, select your profile picture, choose Skype profile, and then select Share profile.

Other Options

Zoom

Free, 3-100 people, Video and web conferencing, limit 40 minutes

www.zoom.us

Microsoft Teams

Free, up to 300 people, record meetings, mobile use requires subscription

www.teams.microsoft.com