

Video Conferencing

Scan the QR code below
to learn more about
Communicate Online competency:



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Introduction

The Digital Skills for Life (DSL) guide is a collection of booklets that is designed to help you learn essential digital skills for daily living. It offers step-by-step instructions and quick tips that empowers you to navigate the digital landscape confidently and safely.

It is designed for anyone who wants to pick up essential digital skills for daily living.

The DSL skills are grouped into 5 competency areas as shown in the diagram.

Learning Outcomes:

This guidebook focuses on the 'Communicate Online' competency, where you will learn:

- The common video conferencing apps, their icons and identify them using their logos.
- The common features (UI) and commonsteps (UX) to use the video conferencing apps.
- Useful cybersecurity tips to stay safe online.

To help you acquire the learning outcome, this guidebook uses different video conferencing platforms as examples to demonstrate the common steps involved in using video conferencing for communication with others.

DSL



The guidebook is based on common software icons and mobile device settings. Please note that certain features may differ across different mobile devices and models.

Cyber Security Tips

To stay safe while using video conferencing apps, please keep to the following:



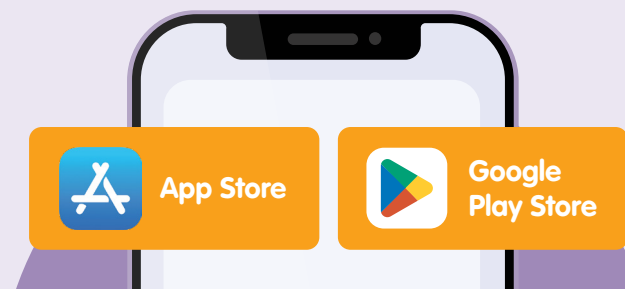
Do not open or download any unverified links or attachments from unknown sources in the chat function.



Do not share personal or financial details, passwords or one-time password (OTP) with anyone.



Check for updates and **update your app promptly** to protect your devices from known security vulnerabilities.



Download apps from **official** sources.

Understanding Video Conferencing Apps

About Video Conferencing

Page 5

The Common Features found across
Different Video Conferencing Apps

Page 6

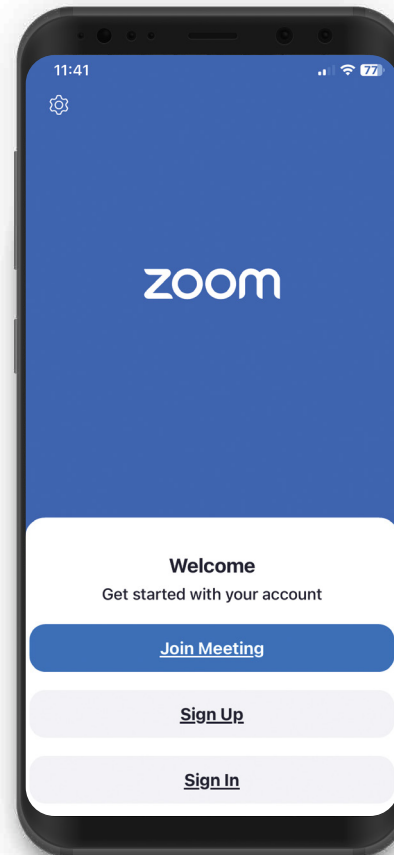
About Video Conferencing

Video conferencing apps such as Zoom, Google Meet and Skype allow face-to-face online meetings for two or more people in real time over the Internet without the need to be physically present.

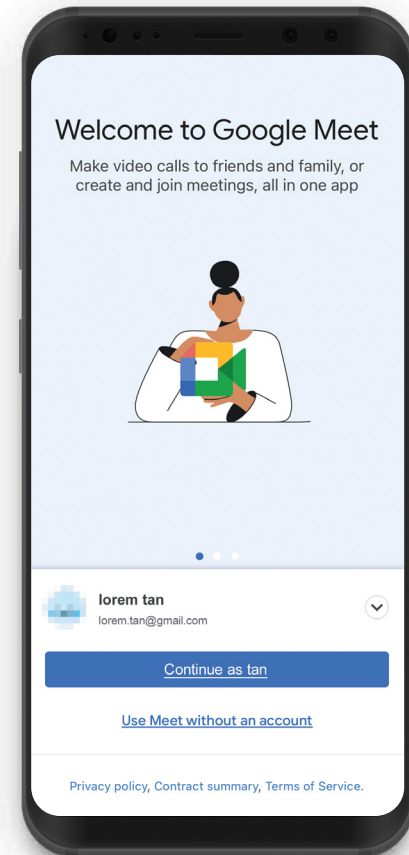
Pre-requisites to learning the app

Learners must:

- Have a mobile device with a working camera.
- Have a mobile device connected to cellular network or Wi-Fi.
- Know how to download an app.
- Have an active email account.



Zoom



Google Meet

Common Features across Different Video Conferencing Apps

Zoom



Unmute



Mute

Google Meet



Unmute



Mute

Unmute the microphone to speak.
Mute the microphone to ensure that you will not be heard.



Show Video



Hide Video



Show Video



Hide Video

Show Video to allow participants to see you.
Hide Video to prevent participants from seeing you.

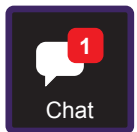


Share Screen



Share Screen

Share Screen to share content with participants by displaying what is currently visible on your screen.



Chat



Chat

Select **Chat** to type and send messages to participants.

Common Features across Different Video Conferencing Apps

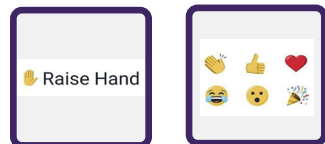
Zoom



Participants



End Call



Reactions

Google Meet



Participants



End Call



Reactions

Select **Participants** to view the list of participants who are currently present in the conference.

Select **End Call** to leave the call.

Under Reactions, select **Raise Hand** to signal that you have something to say or use **emojis** to express reactions.

Navigating Common Steps to Video Conferencing Apps

How to Join a Meeting	Page 9
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How to Mute/Unmute during a Meeting	Page 10
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How to Start/Hide Video	Page 11
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How to Give a Reaction during a Meeting	Page 12
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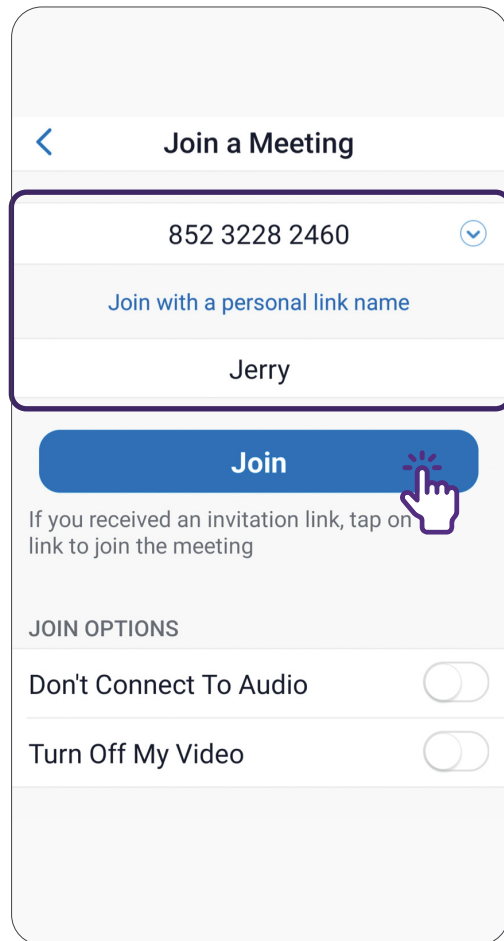
How to Chat during a Meeting	Page 13
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How to End/Leave a Meeting	Page 14
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Common Steps to Use a Video Conferencing App

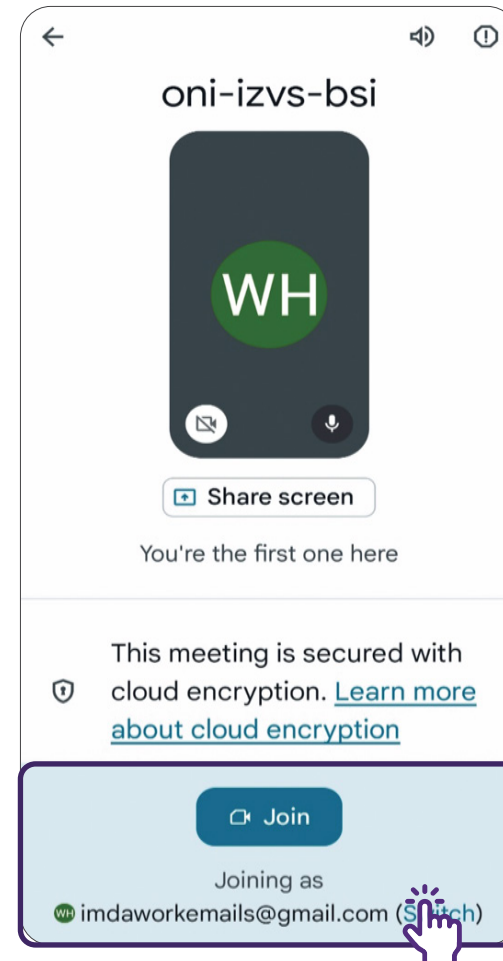
- 1 Join a meeting by entering meeting invite details or tap on meeting link, then tap on "Join".

Zoom



The Zoom app interface for joining a meeting. At the top, there's a back arrow and the text "Join a Meeting". Below this is a text input field containing the meeting ID "852 3228 2460" with a dropdown arrow on the right. Underneath is a link "Join with a personal link name" and a text field containing the name "Jerry". A large blue "Join" button is prominently displayed, with a hand icon pointing to it. Below the button, there's a note: "If you received an invitation link, tap on link to join the meeting". At the bottom, under the heading "JOIN OPTIONS", there are two toggle switches: "Don't Connect To Audio" and "Turn Off My Video", both currently turned off.

Google Meet

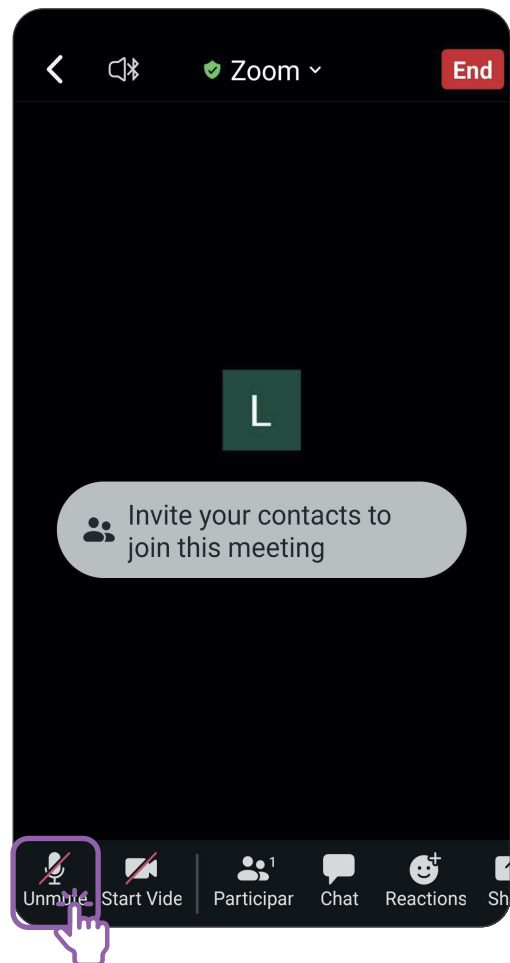


The Google Meet app interface for joining a meeting. At the top, there's a back arrow, a speaker icon, and an info icon. The meeting ID "oni-izvs-bsi" is displayed. Below the ID is a large dark rectangle representing the meeting video feed, with a green circle containing the letters "WH" in the center. Below the video feed is a "Share screen" button. Underneath, it says "You're the first one here". A section below that states "This meeting is secured with cloud encryption. [Learn more about cloud encryption](#)". At the bottom, there's a blue "Join" button. Below the button, it says "Joining as" followed by the email address "imdaworkemails@gmail.com" and a "Switch" link. A hand icon is pointing to the "Join" button.

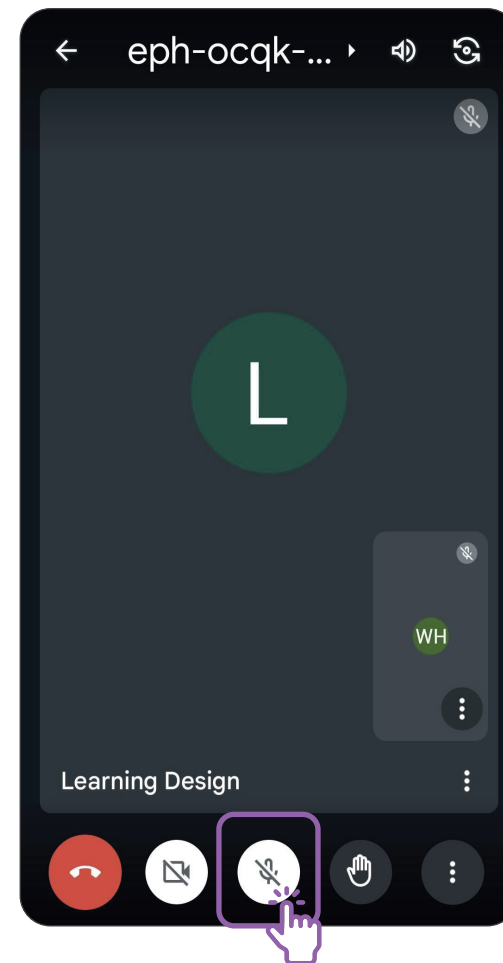
Common Steps to Use a Video Conferencing App

- 2 During the meeting, you can tap on "Mute" if you prefer not to be heard, or "Unmute" if you wish to speak.

Zoom



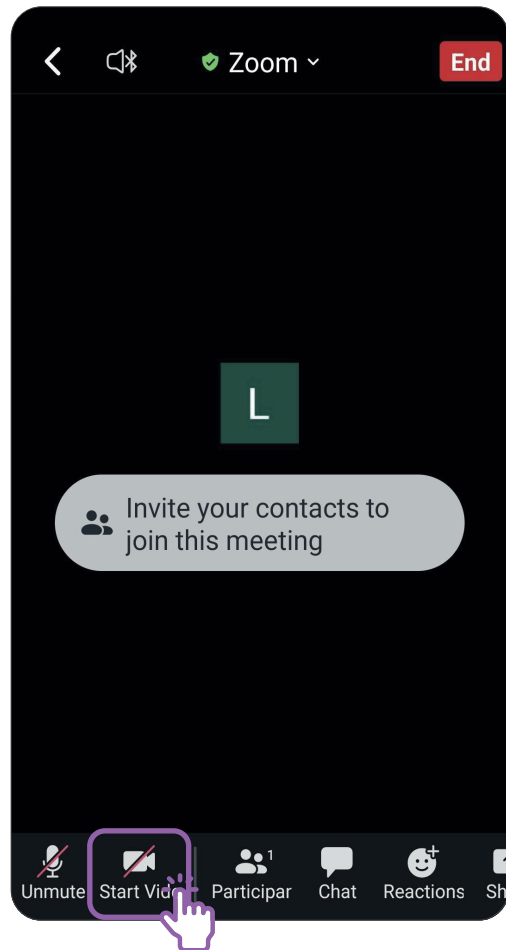
Google Meet



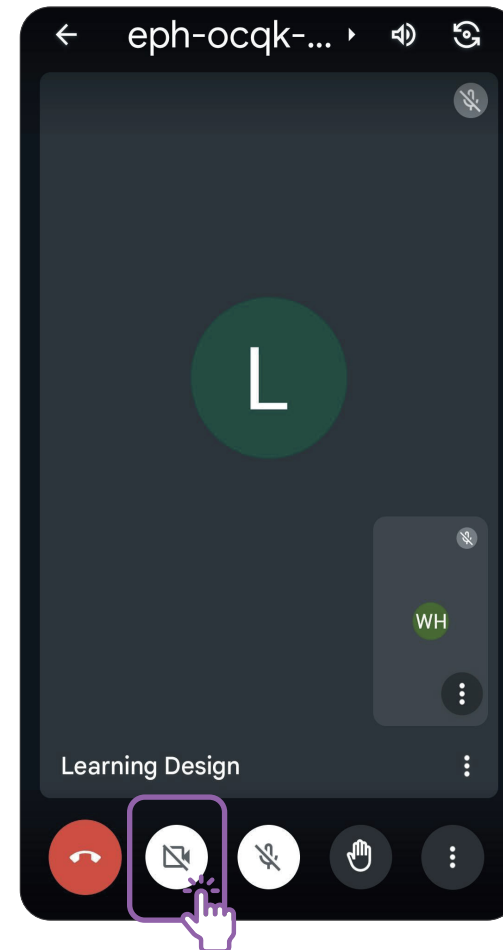
Common Steps to Use a Video Conferencing App

- 3** In the meeting, you can tap on "Start Video" if you want other participants to see you, or "Hide Video" if you prefer not to be seen by others.

Zoom



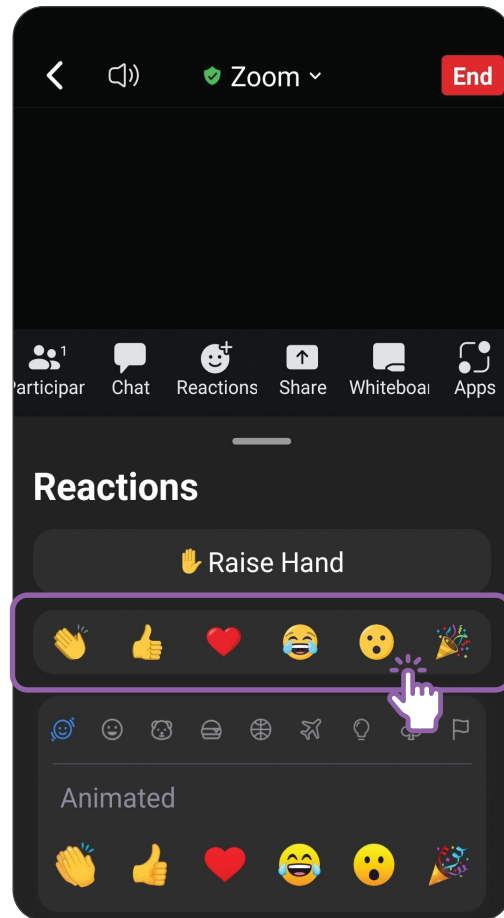
Google Meet



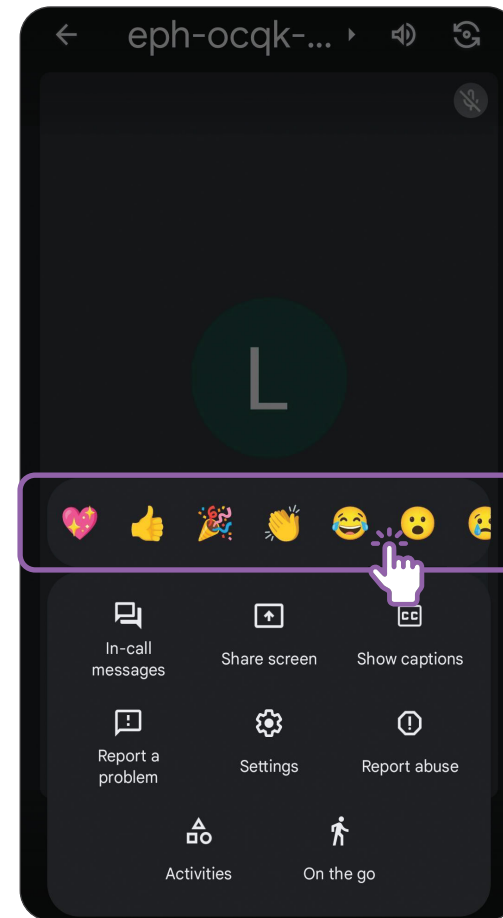
Common Steps to Use a Video Conferencing App

4 In the meeting, you can give a reaction by selecting appropriate emojis.

Zoom



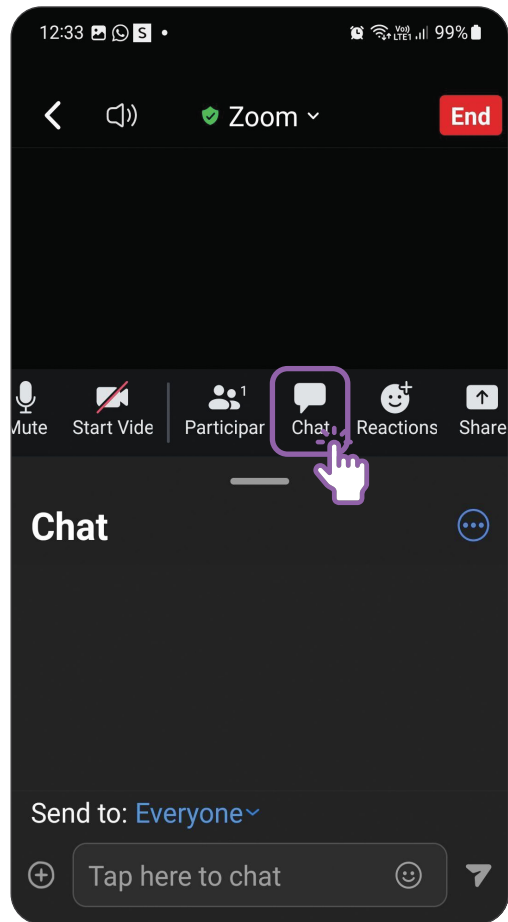
Google Meet



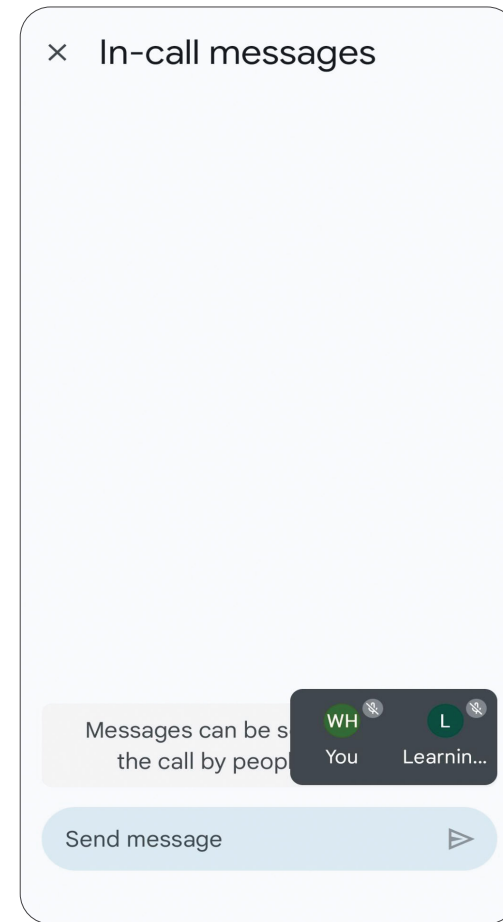
Common Steps to Use a Video Conferencing App

- 5 You can chat with "Everyone" or a specific participant by using the chat function.

Zoom



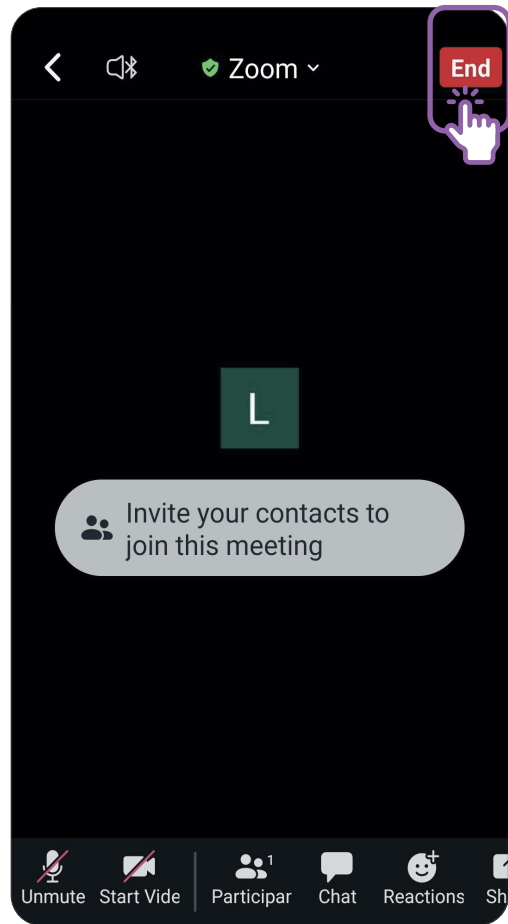
Google Meet



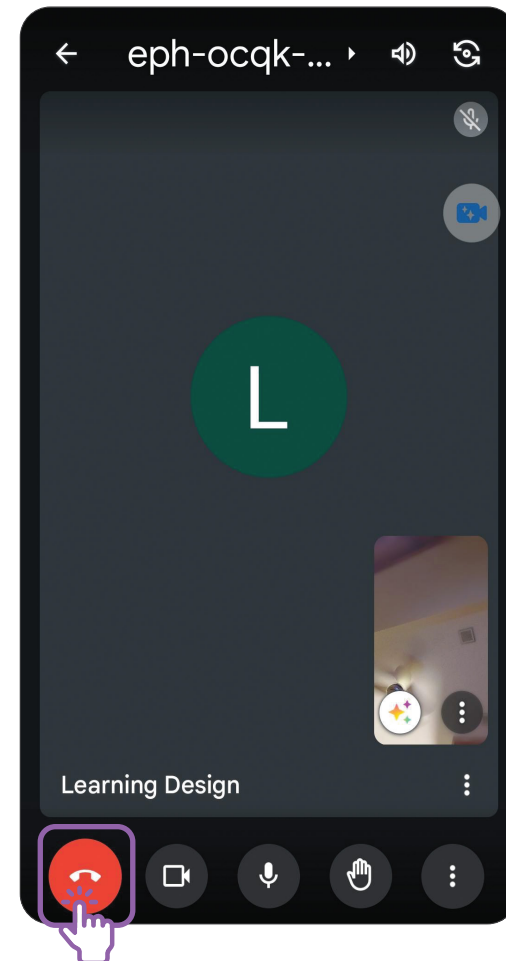
Common Steps to Use a Video Conferencing App

- 6 Tap on "End" to leave the meeting.

Zoom



Google Meet



Step-by-step Guide to use Zoom

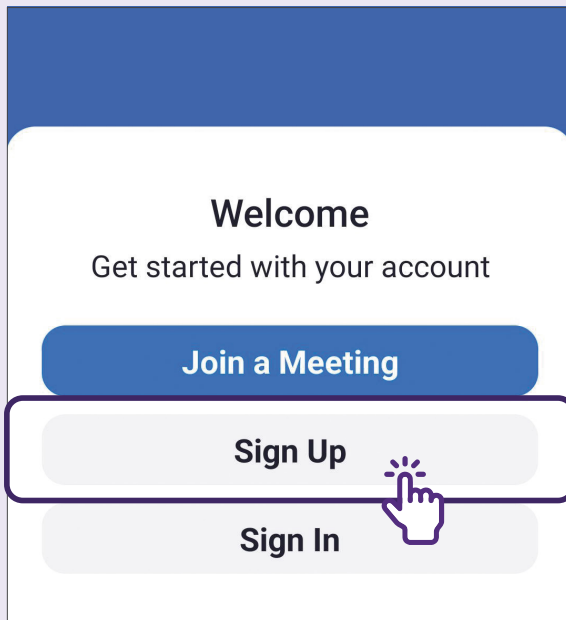
Sign up for a Zoom Account

1 Launch the Zoom app on your home screen

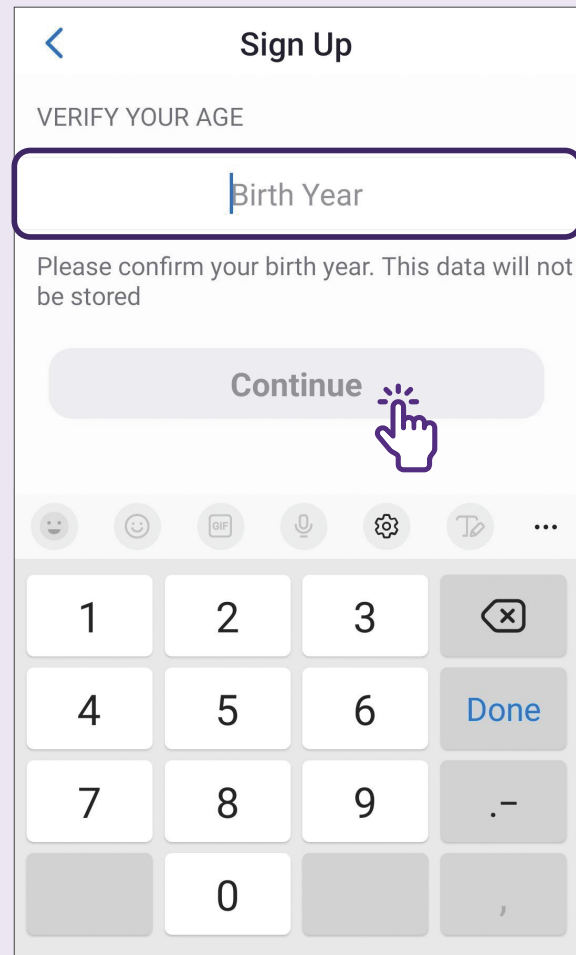


Download
"Zoom" app from
Apple App Store or
Google Play Store
and launch it.

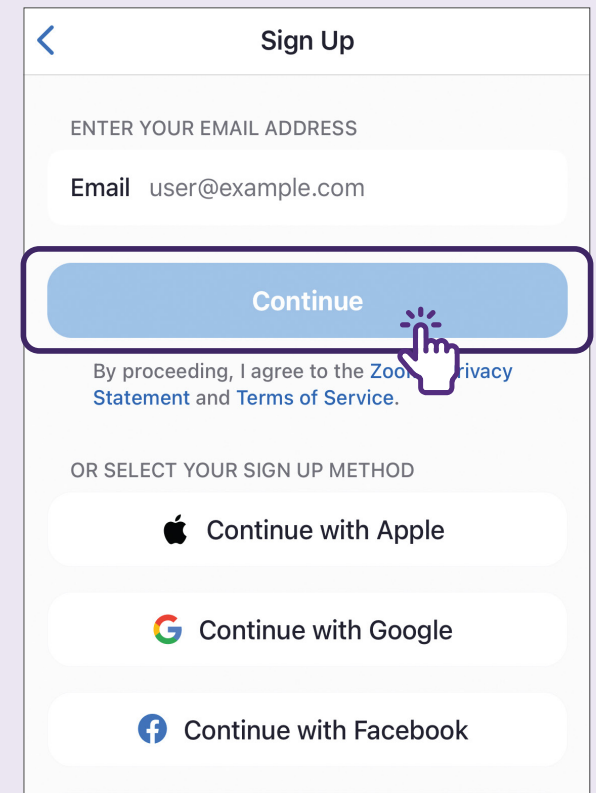
2 Select Sign Up



3 Enter Your Birth Year and Select Continue

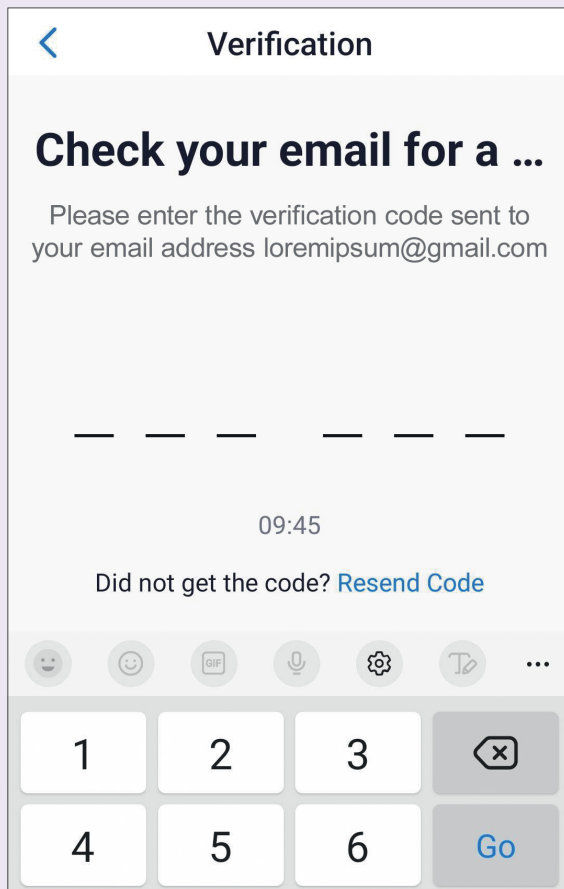


4 Enter Your Email Address and Select Continue



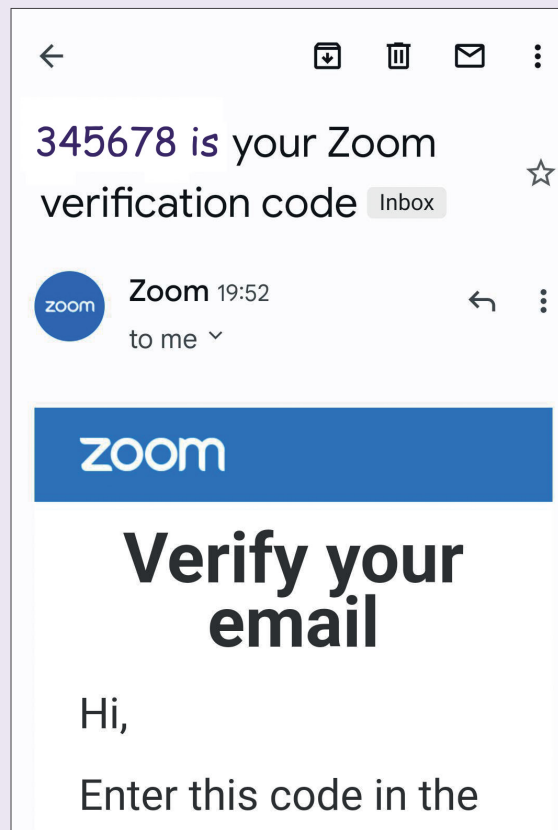
You can also sign up using your Google, Apple or Facebook Account.

5 Enter Verification Code



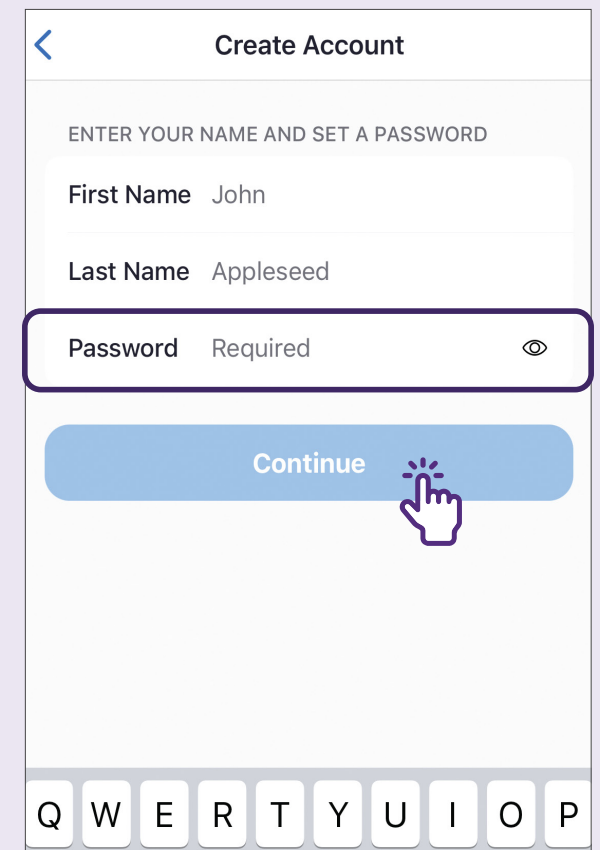
Enter the 6-digit code provided in the email sent to your email address.

6 Retrieve Verification Code



This is an example of the email you would receive containing the 6-digit verification code.

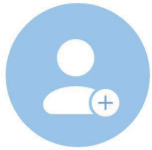
7 Enter a Strong Password and Select Continue



8 Personalise Your Profile or Select Not Now to Skip

Personalize your profile

Your profile picture and display name will be shown to others on Zoom—during meetings, in team chat, and on your profile.



Upload image (optional)

DISPLAY NAME

Learning Design IMDA ✕

Enter a name (e.g. your first name, last name, or nickname)

Continue

Not Now



9 Select Check It Out to Trial the Chargeable App or Select Not Now to Skip

Try Zoom One Pro for free

Enjoy unlimited meetings, cloud recording, access productivity apps and more with Zoom One Pro. Try it free today!



Check It Out

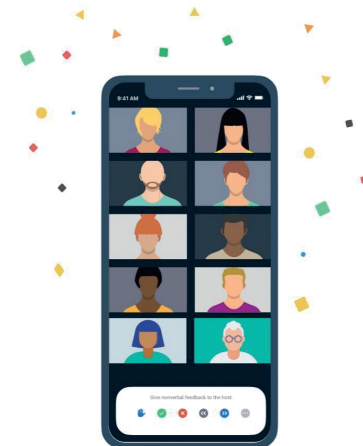
Not Now



10 Select Get started to Start Using Zoom

You're ready to go!

Welcome to Zoom—one app for team chat, phone, meetings, and more.

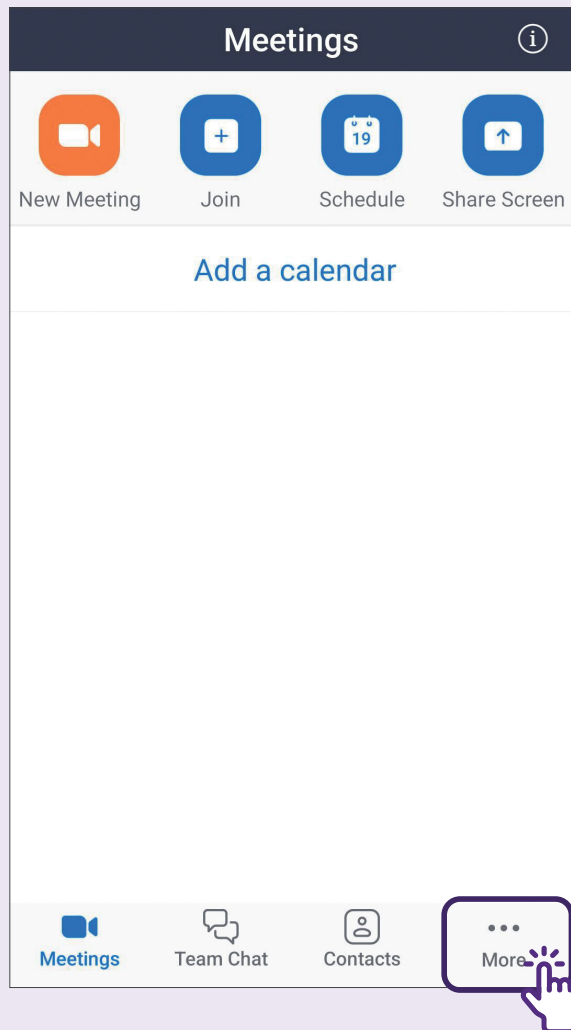


Get started

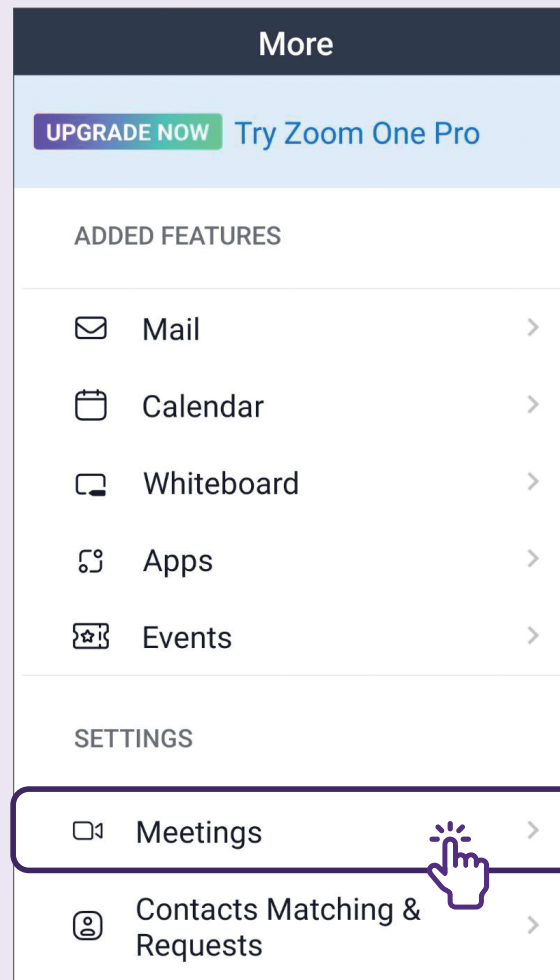


Manage Settings

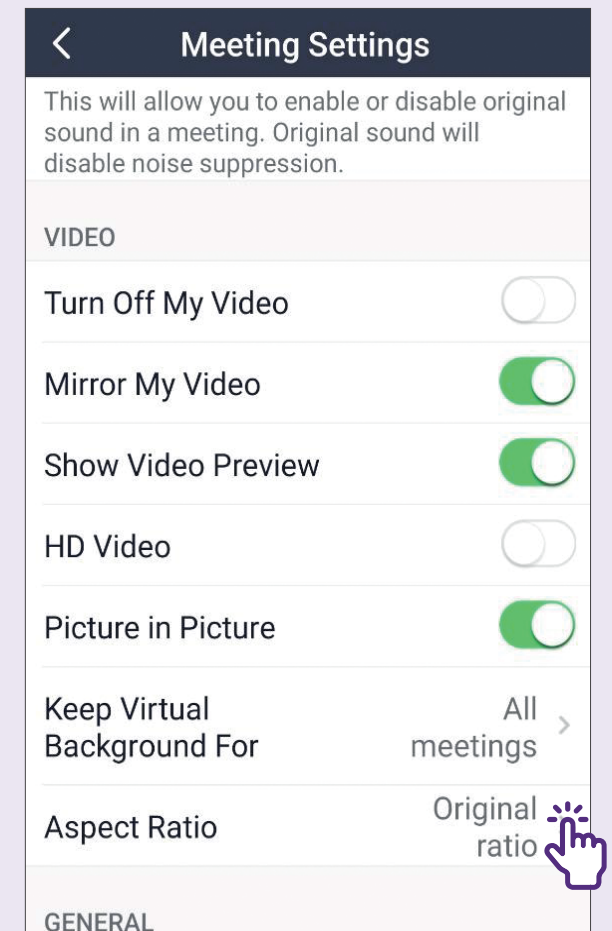
1 Select More



2 Select Meetings

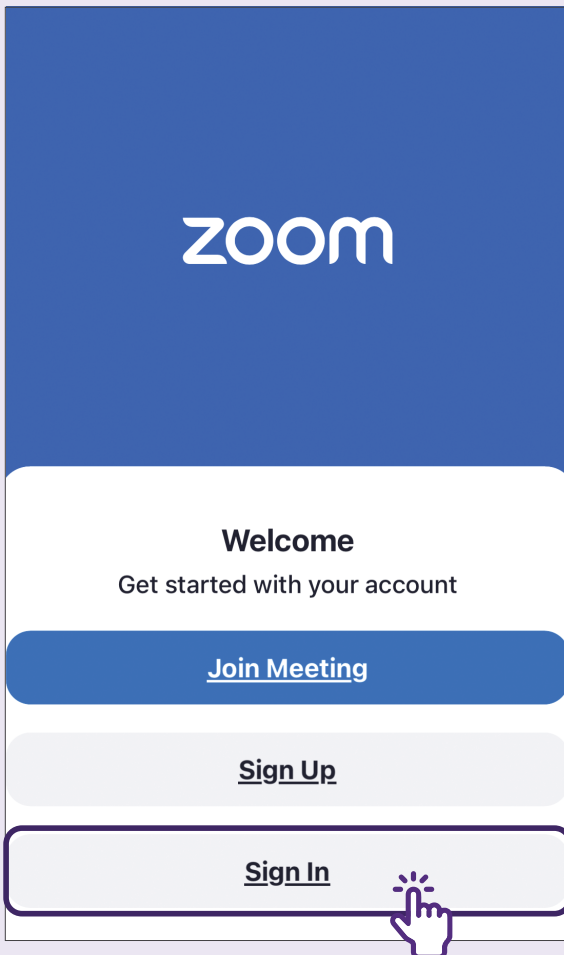


3 Configure Your Preferred Settings

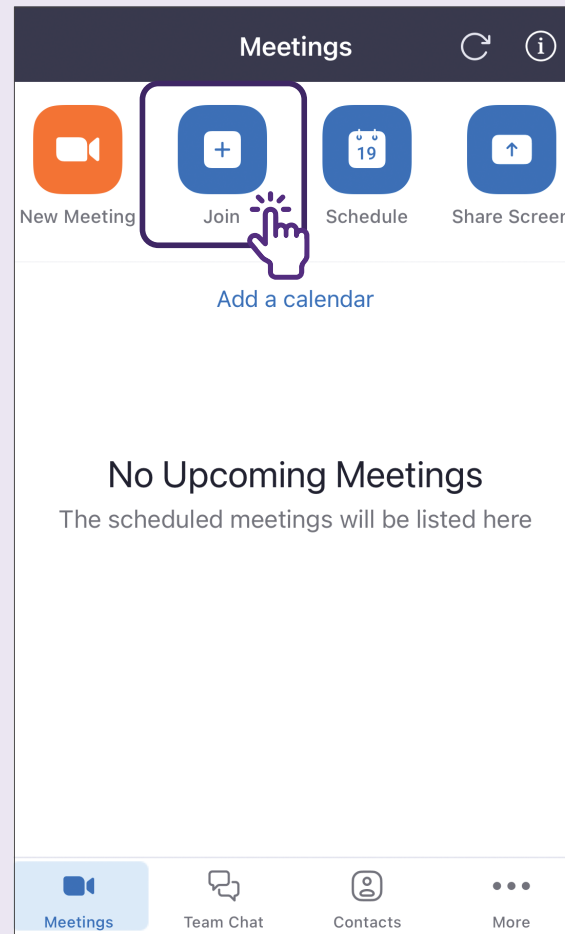


Sign in to Join a Meeting

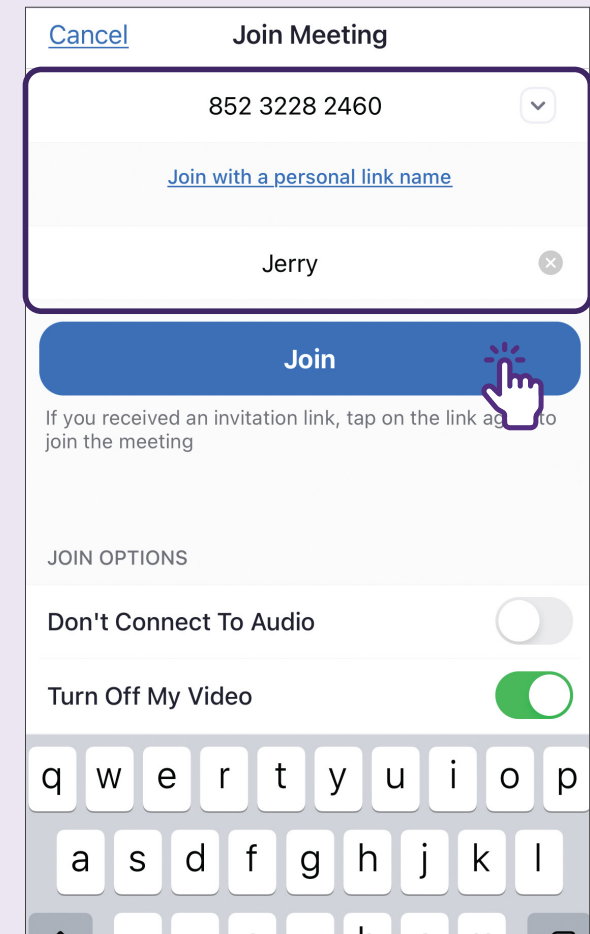
1 Select Sign In to Join a Meeting



2 Select Join

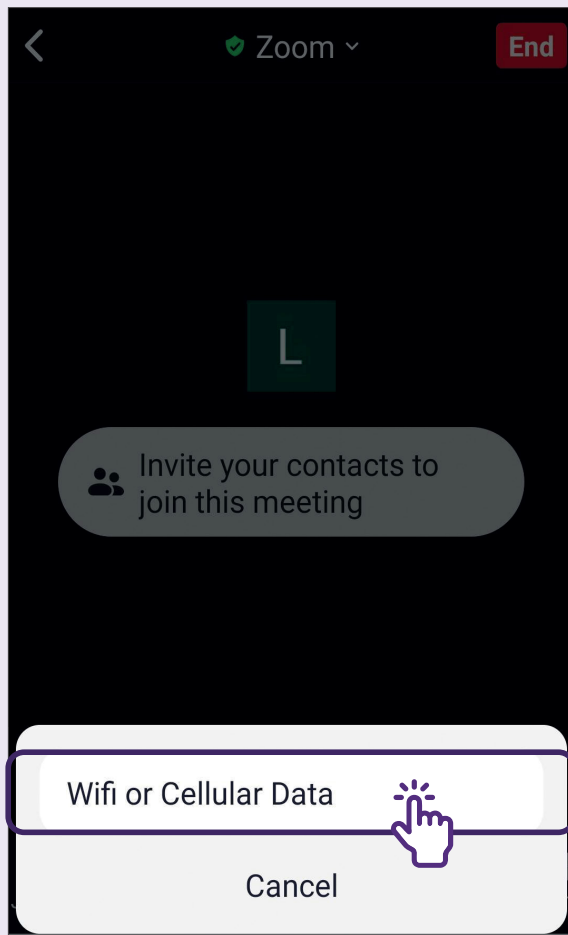


3 Enter Meeting Invite Details and Select Join



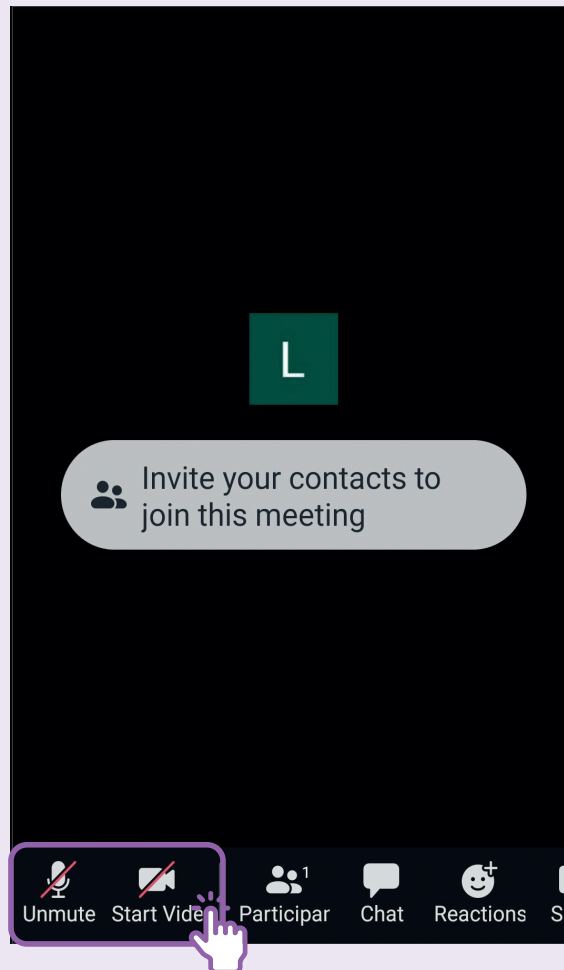
4

Select Wifi or Cellular Data



5

Adjust Your Video and Mic Settings



Tap on the Mic icon to mute or unmute the mic

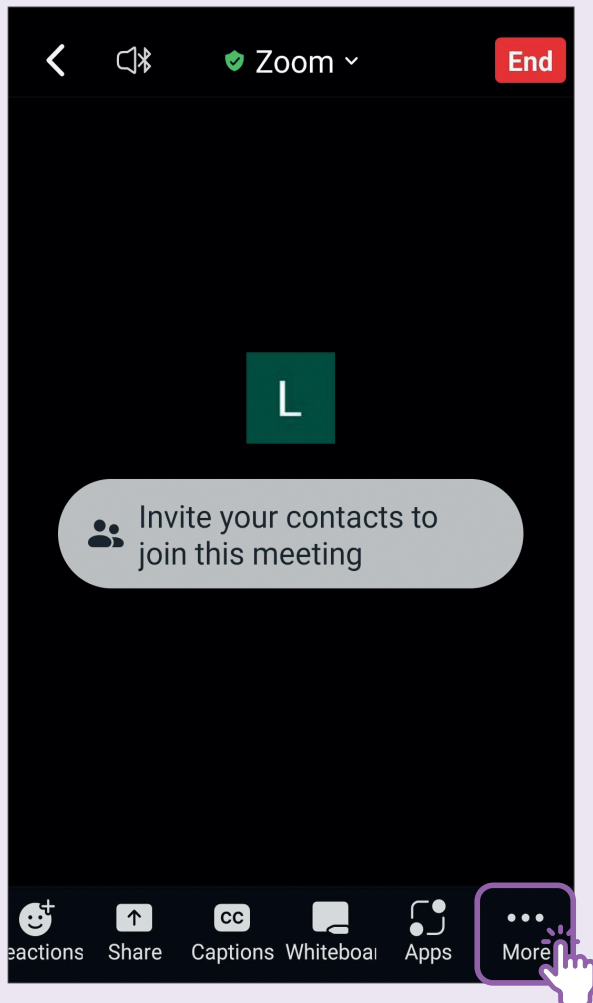
- Mute – Participants cannot hear you
- Unmute – Participants can hear you

Tap on the Video icon to show or hide video

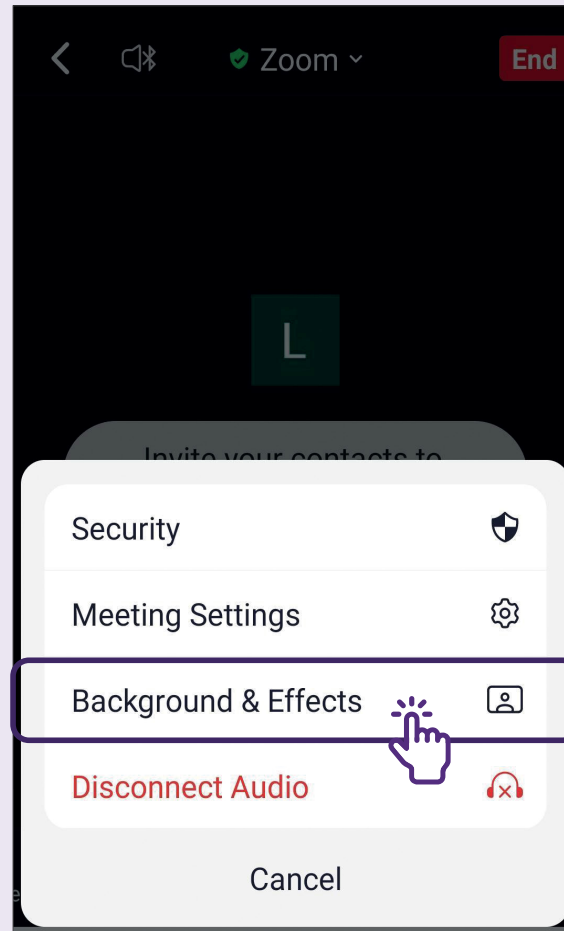
- Show video – Participants can see you
- Hide video – Participants cannot see you

Adjust Video Background and Effects

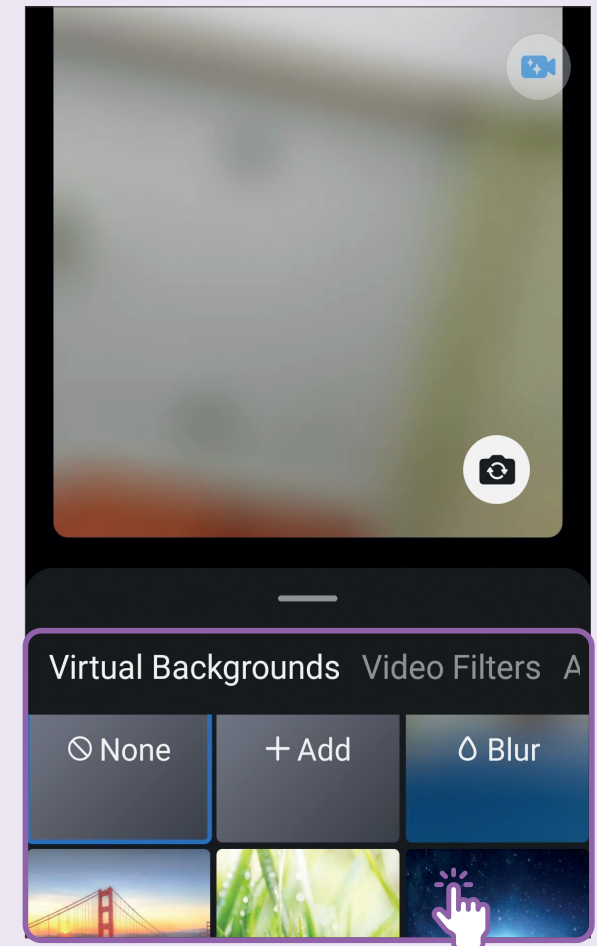
1 Select More



2 Select Background & Effects

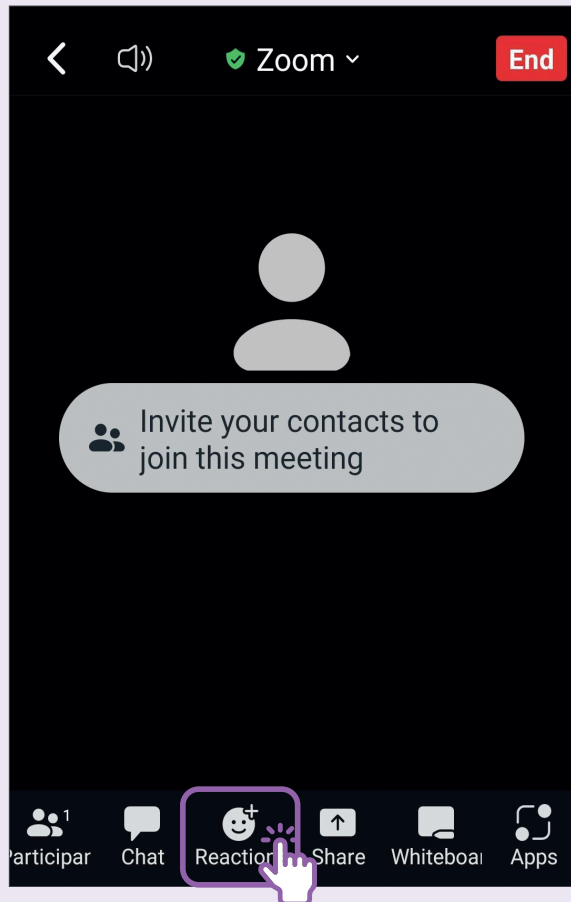


3 Select Your Preferred Background or Effects

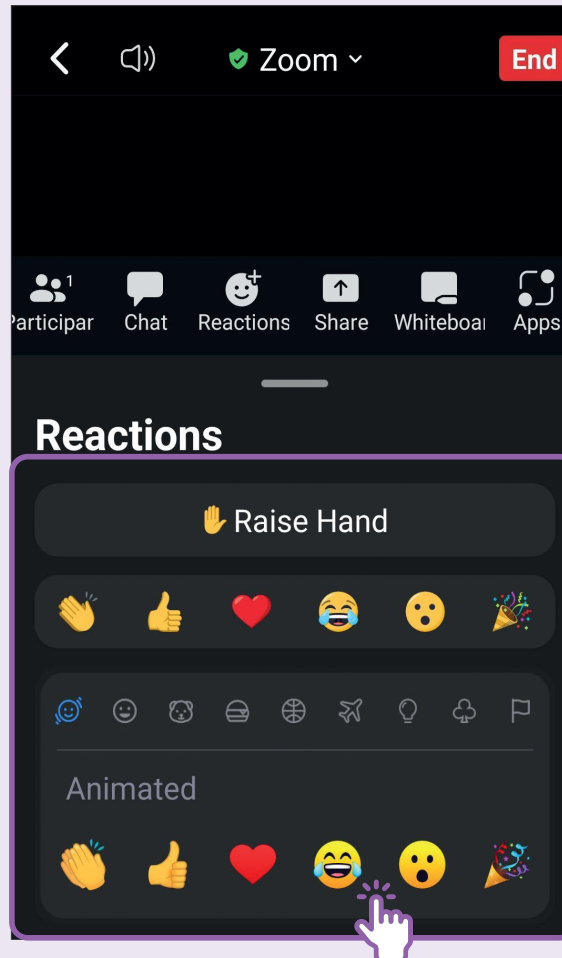


Interactions during the Meeting

1 Select Reactions to Interact with Participants

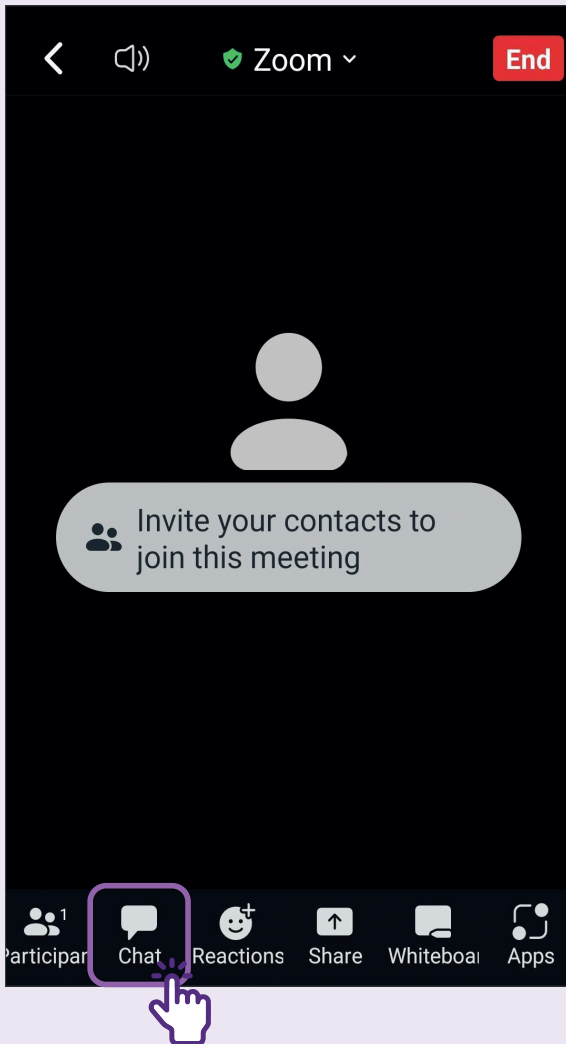


2 Select Your Preferred Emoji

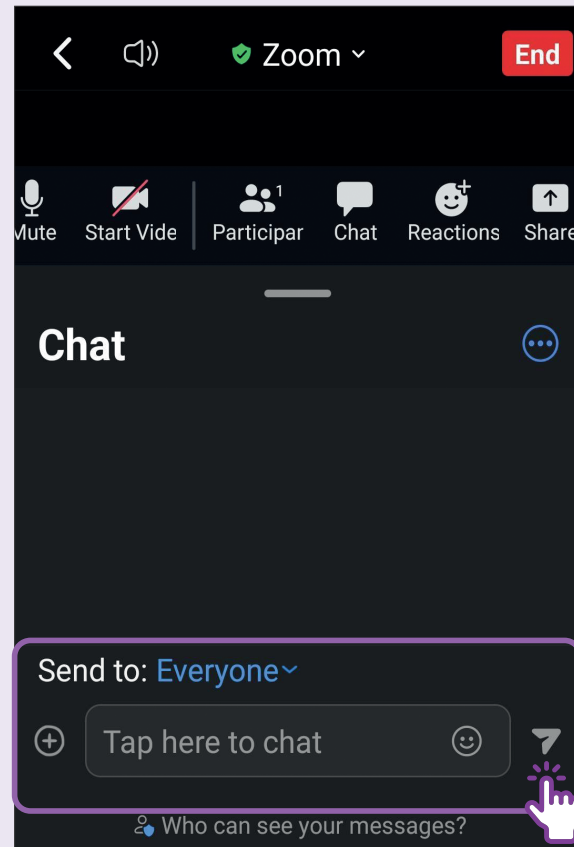


Chat with Individual and Group Participants during the Meeting

1 Select Chat

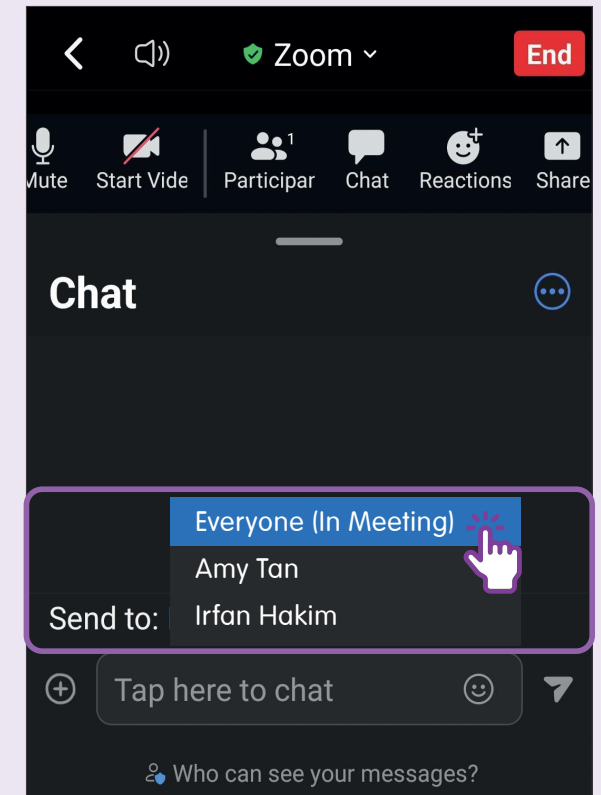


2 Select Everyone to Chat with Everyone



Input text and tap the "Send" button.

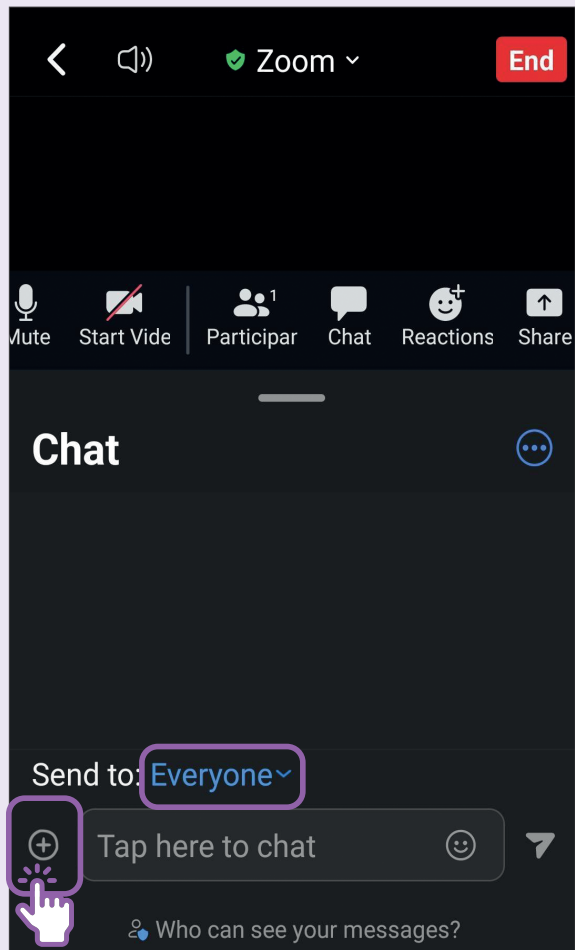
3 Select the Names of Specific Participants to Chat with Them



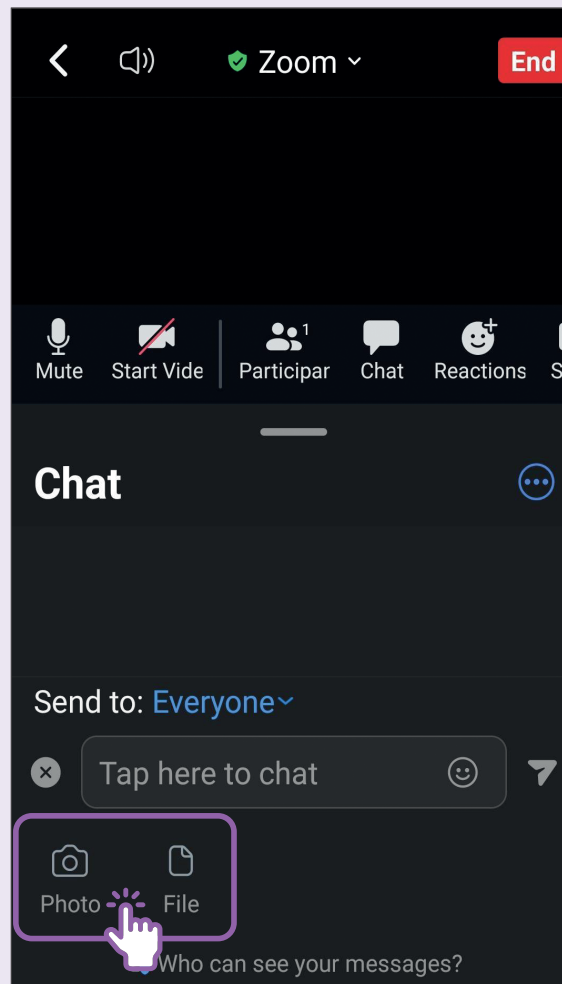
Input text and tap the "Send" button.

Share Attachment in the Chat

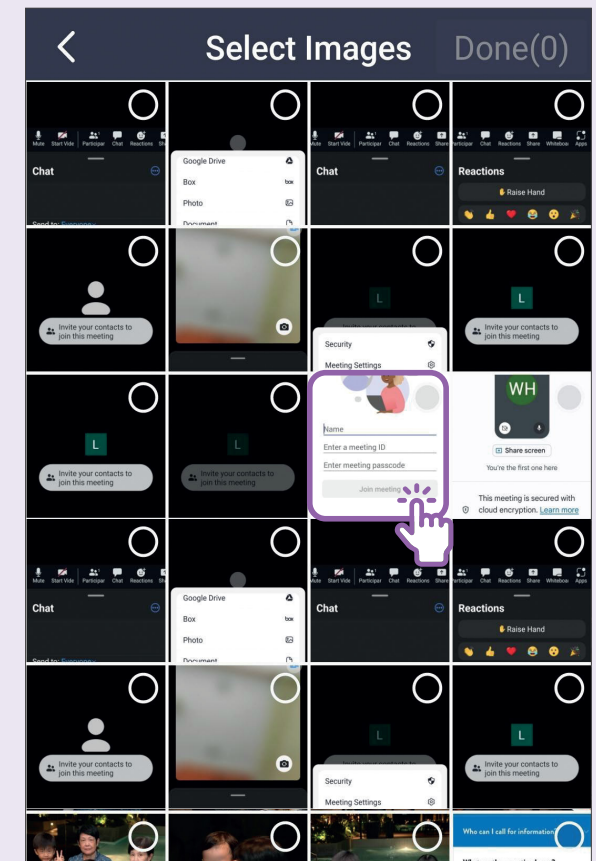
1 Select the Recipient and Tap the + Icon



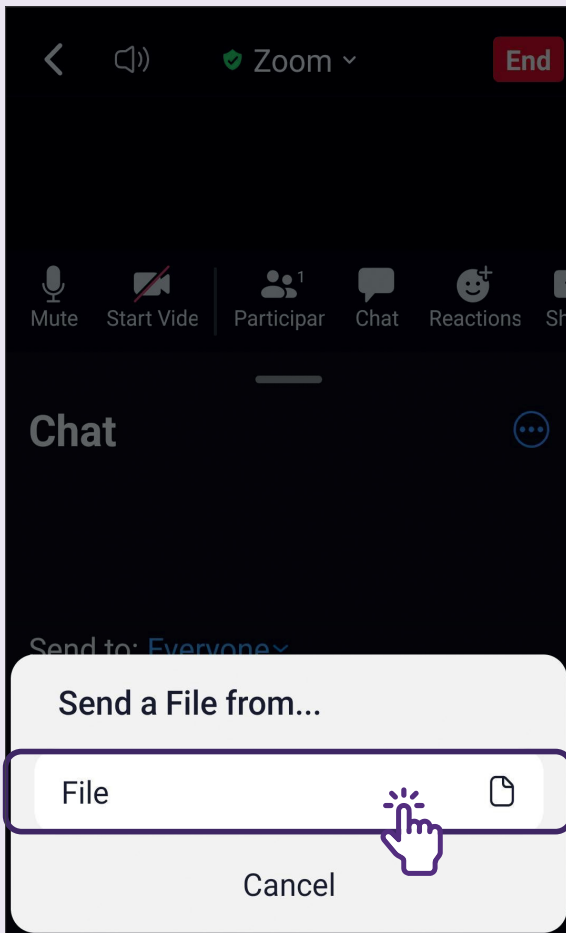
2 Select a Photo or File



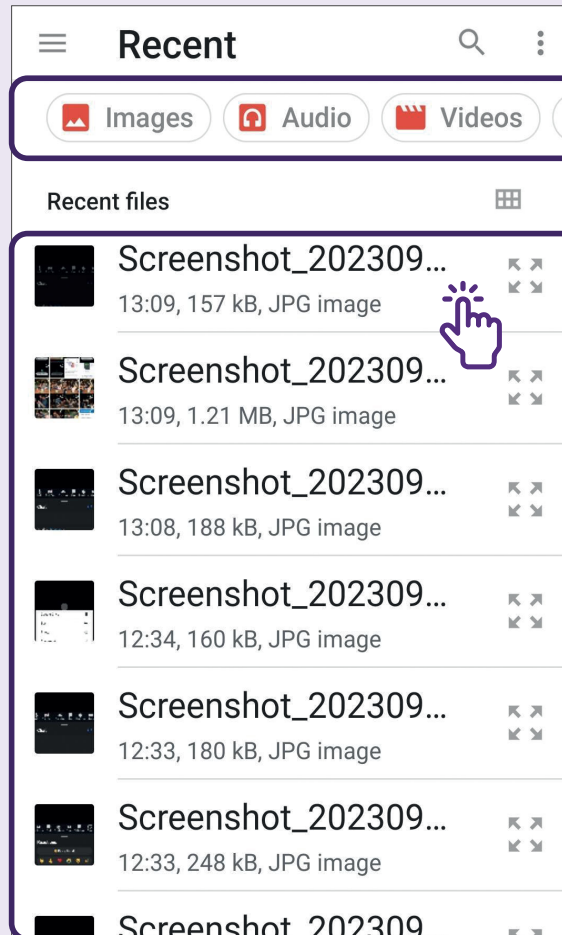
3 For Photo Attachments, Allow Access to Photos and Make Your Selection



4 For File Attachments, Select File

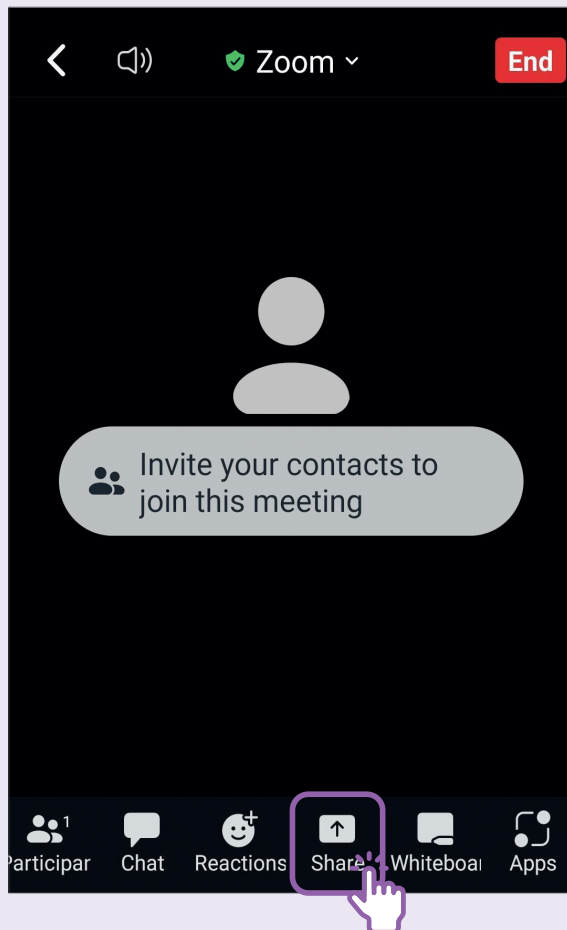


5 Make Your Selection and Tap on Send

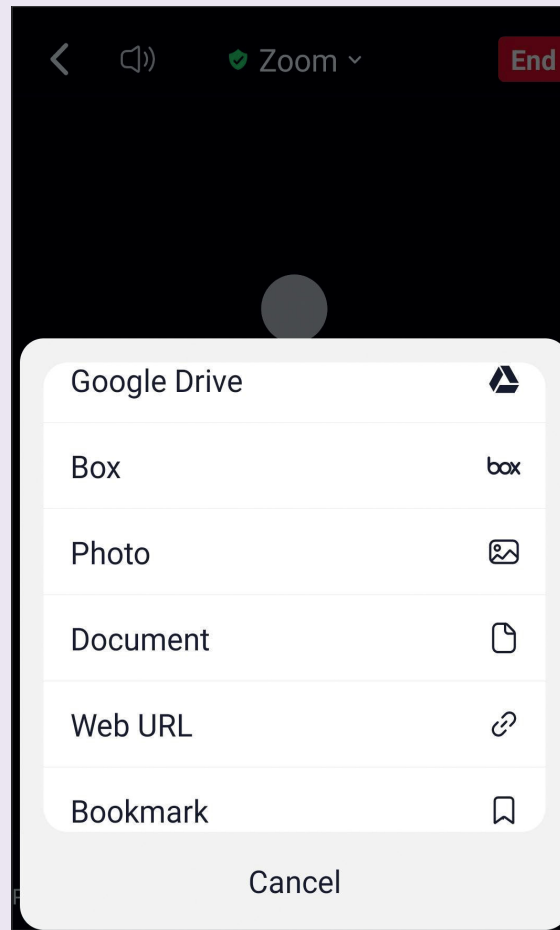


Share Screen

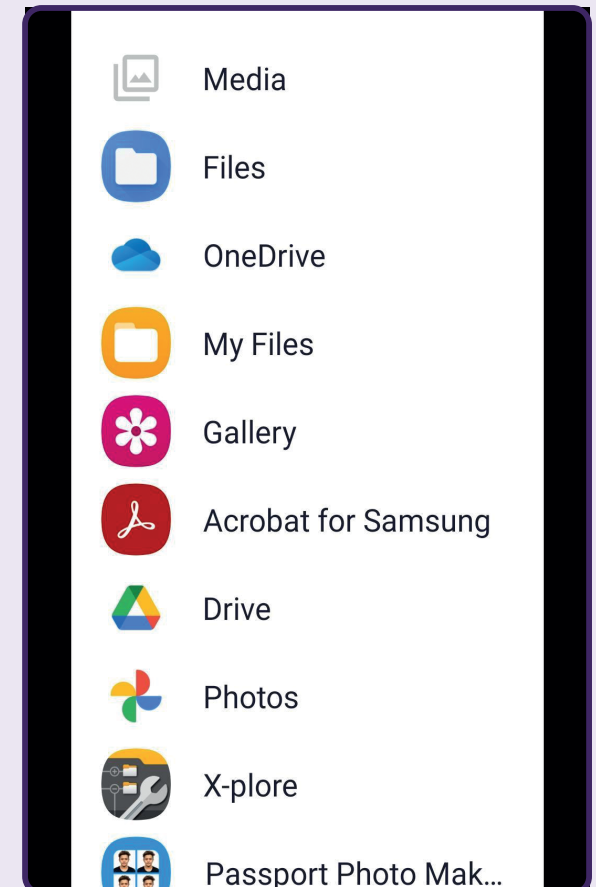
1 Select Share to Allow Other Participants to View Your Screen



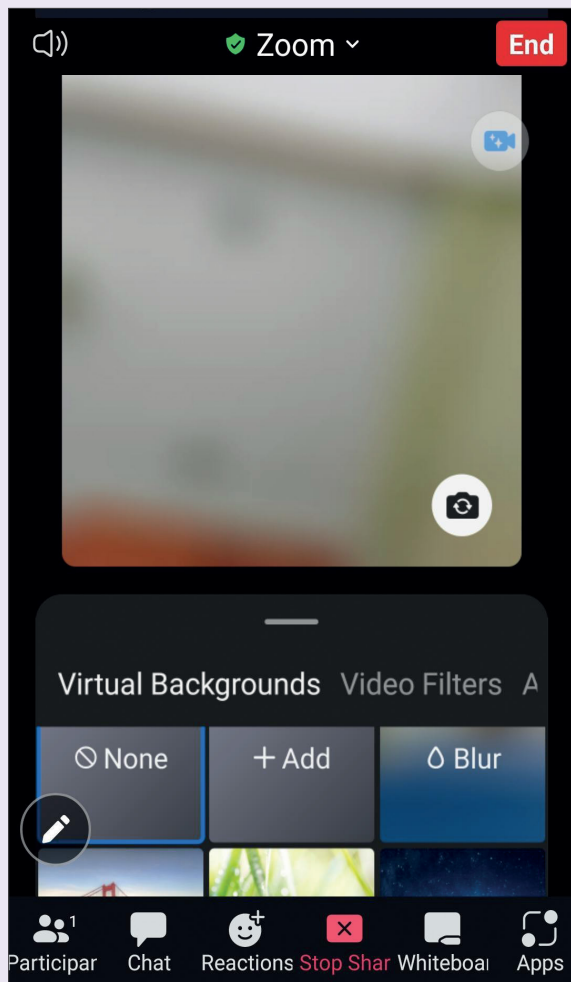
2 Select the Items You Wish to Share with Other Participants



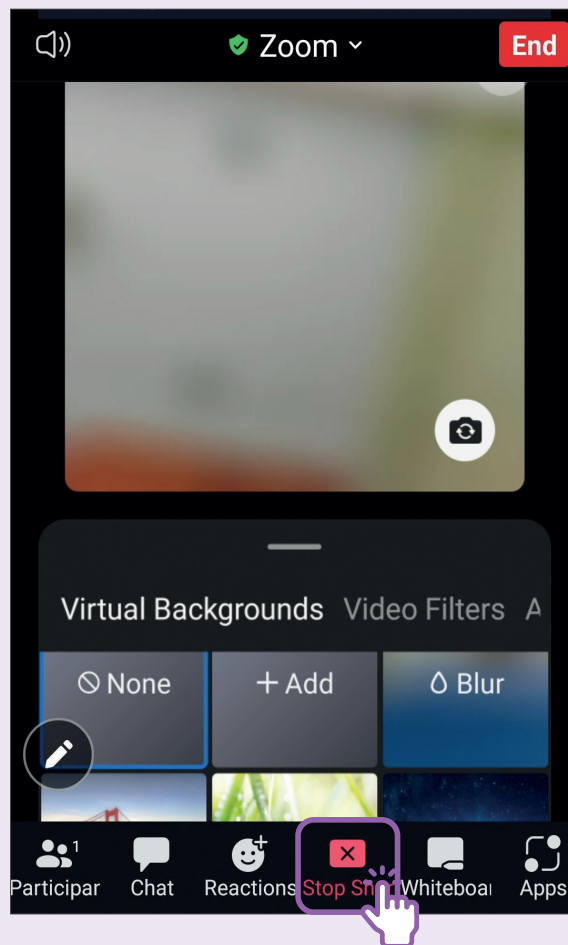
3 For Example, You can Share an Image with Other Participants



4 Share Your Screen

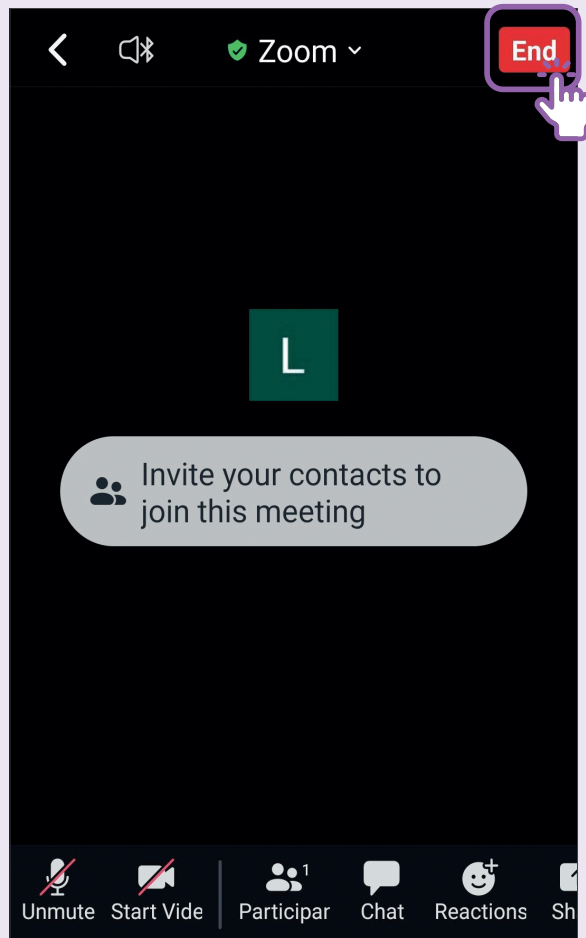


5 Select Stop Share to Stop Sharing Your Screen



End the Meeting

1 Select End to Leave the Meeting



Notes

End the Meeting

**For more information and
to find your nearest SG
Digital community hubs:**

IMDA Contact Centre

Hotline: +65 6377 3800

Email: info@imda.gov.sg

Website: digitalforlife.gov.sg



**Scan QR code to
visit the Digital for
Life Portal.**

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