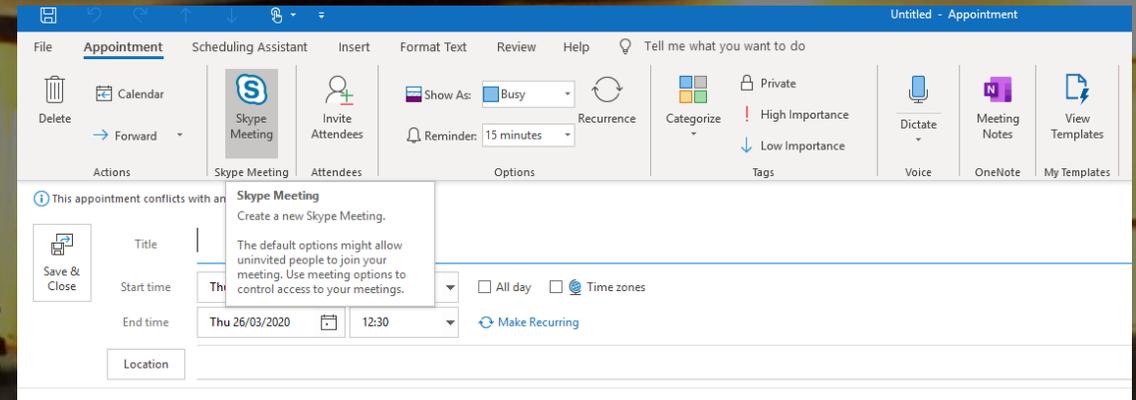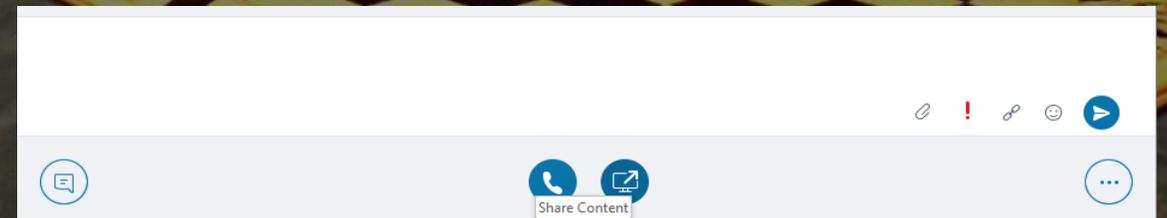# How to Deliver a Masonic Meeting Remotely

Option 1 – Skype meeting with screen share

If you want to hold a 'live' meeting, one option for this is
to set up a Skype meeting.

1. Go to your calendar.
2. Click Skype Meeting. This will generate
   the link people use to join the meeting.
3. Fill in the meeting information and
   invite participants in the usual way.
4. When the meeting is due to start, go
   to your calendar to start/join – if you're
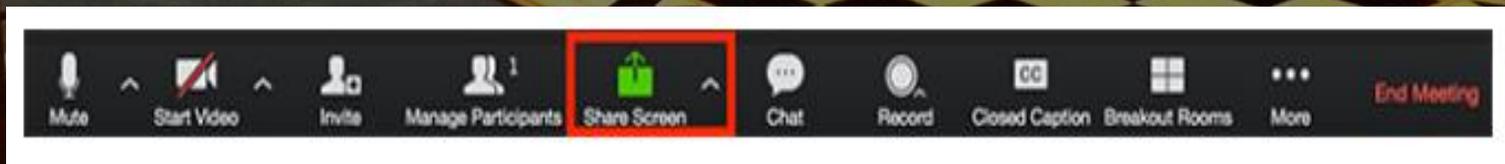   using a different audio option click
   'Don't join audio'.

5. From the conference window click the Share
Content icon
(screen with an arrow) the share either the
presentation or your desktop

Option 2 – Host a Zoom Meeting

Some brethren are using the free web-based version of <u>Zoom</u> to hold a video meeting.

1. Create a free Zoom account (40 minute max). .
2. Click 'Schedule a meeting'.
3. Put in all the meeting details and select whether you want video on by default for the presenter and participants.
4. Click 'Require a meeting password' to make the meeting more secure.
5. Click the 'Other Calendars' option at the bottom.
6. Click 'Schedule'.
7. Use the 'Copy to Clipboard' option to copy the meeting details and put these into an Outlook invite that can go to your participants.
8. Everyone can then join the meeting at the scheduled time.
9. Use the Share Screen option to share your desktop or a specific application.
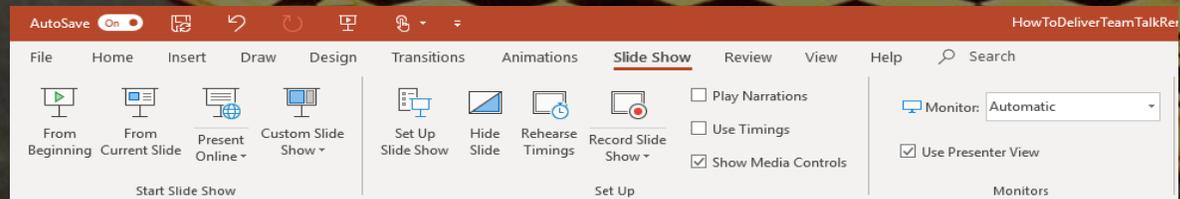
Option 3 – Record Audio over PowerPoint

If you think the brethren will find it reassuring to hear your voice, why not record audio over the PowerPoint presentation this may be usefull to deliver nuggets from Solomon. You could then host a live Q&A to give people the chance to answer questions together. Please note – check the microphone on your device is working (you can plug in an external microphone if you have one).

How to record audio over PowerPoint:
1. Open the presentation and save a copy to make sure edit mode is on.
2. Go to the 'Slide Show' tab at the top.
3. Click 'Record Slide Show'.
4. Narrate the slides as you click through them.
5. You can save this as a PowerPoint or when you go to 'Save As' you can select MP4 to convert this to a video.

Please note; this will be a large file so will not be suitable for emailing

Kind & Fraternal
Regards
Lumley Lodge
1893