

## TIPS & TRICKS

# Video Conferencing Resources for Virtual Letter Writing Parties

Video conferencing is a key part of your Virtual Letter Writing Party. There are several options, including the opportunity to “rent for free” a Zoom account from Swing Left for the duration of your party.

### Zoom

Zoom is a video conferencing service that easily lets you organize meetings for your group. On Zoom calls, you can share your screen to share a presentation and utilize the chat function to share documents. Letter writers can optionally use their webcam so party attendees can see each other. If you want to use Zoom for your virtual event, there are a few options:

#### Zoom Basic

Anyone can create a Zoom Basic account for free. With Zoom Basic accounts, you can schedule meetings for up to 100 people for 40 minutes at a time. Standard features, like recording your meeting to your computer and sharing your screen with meeting attendees are all included with Zoom Basic.

#### Zoom Pro

Zoom Pro accounts cost \$15 per month. With Zoom Pro accounts, you can schedule meetings for up to 100 people, but they can last for an unlimited amount of time! There are also some additional features, like breakout rooms, meeting registration, and the ability to record meetings to the cloud (so you can share a link to the recording after the meeting)..

#### Swing Left Zoom Accounts to “Rent” for Free

While Swing Left cannot give Zoom accounts to everyone, we have some accounts you can “rent” for free for up to 300 people! All you need to do is [create your virtual event](#). After that a Swing Left organizer will get in touch, and you can let us know if you need conferencing or any other resources. You can also reach out to [zoom-help@swingleft.org](mailto:zoom-help@swingleft.org) to request use of a Zoom account for your party (or other virtual events).

Swing Left has a limited number of Zoom accounts so account availability is on a first-come-first serve basis. If you use the Zoom meeting rooms, we kindly ask that you finish on time since your active meeting will interfere with others that may be scheduled after yours. Questions about using our Zoom accounts? Feel free to [reach out to us!](#)

## **Learn to Use Zoom**

Zoom offers some really great tips and tricks to make sure your meetings are effective and run smoothly - check them out [here](#). There are some additional Zoom [resources specifically for the COVID-19 pandemic](#). We will be offering regular Zoom training every morning Monday through Friday from 9 am to 10 am PT, [you can sign up for one of these sessions here](#). If you need additional help, [reach out to us!](#)

## **Google Hangouts Meet**

Google Hangouts Meet is also a video conferencing service that allows you to organize video meetings for up to 100 individuals for an unlimited amount of time. Google Hangouts is available for all levels of GSuite, starting with the Basic version at \$6 per month - [click here](#) to make an account and get started. There's a [helpful cheat sheet on Google Hangout Meet here](#).