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Conference Call Solutions

www.ansar.org.uk

IT
Support
Department

3 solutions are recommended.

You are not restricted to these solutions alone, however if you adapt your working by using these solutions then we will be able to support you better.

Support

Email us:

itsupport@ansar.org.uk

Mobile:

07887 840477

Support page:

<https://ansar.org.uk/it-support-contact-us/>



Solution 1
WhatsApp

Allows you to call up to 4 members.



Solution 2
<https://freeconferencecall.com>

Allows up to 1,000 members to call-in
Allows meeting recordings
Simple to use



Solution 3
<https://zoom.us/>

Requires time to setup – but its worth the effort

Realtime online meetings with audio/video

Use phone or desktop

Large selection of controls by organiser/chair of the meeting

Raise hand option to speak

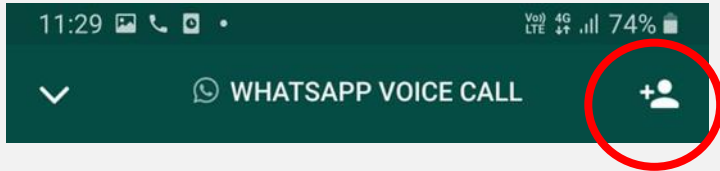
Share desktop, presentations, notes



Solution 1 WhatsApp

Option 1 – one by one contact selection

Call a contact using WhatsApp in the normal way.



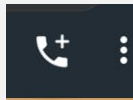
Once the contact answers the call, an icon appears at the top-right. Click on this icon, and your contact list appears. You can select another member, and click the dial icon.

You can continue to select a 3rd contact, however this is the maximum callers allowed, ie 4 (yourself and 3 others)

Option 2 – group selection

Similar to above, but initially you select a group

Click on a group, the following icon appears in the top-right



Click on the icon, the group contacts appear.

Select the contacts (max 3) and click either the CALL or VIDEO-CALL icon.



Solution 2

<https://freeconferencecall.com>

Go to <https://freeconferencecall.com>

The screenshot shows a registration form with the following elements:

- Enter email:** A text input field containing "r.ahmad@carbonc6.co.uk" with a green checkmark on the right.
- Create password:** A text input field with masked characters "*****" and a green checkmark on the right.
- Agreement:** A green checkmark icon followed by the text "I agree to the [Terms of Service](#) and how my personal data is collected and protected."
- Buttons:** An orange button labeled "Create My Free Account" and a blue button labeled "Continue with Facebook" with a Facebook icon.
- Separator:** The word "or" centered between the two buttons.
- Footer:** A small line of text: "I agree to the [Terms of Service](#) and how my personal data is collected and protected." followed by a link: "[Existing user? Log in](#)".

Enter a valid email address, and enter a password, then click CREATE MY FREE ACCOUNT.

You will see the instructions on the screen, and you will also be emailed with the information.

Basically you will need 2 items to share with those with whom you want to organise a conference call:

DIAL-IN NUMBER

ACCESS CODE

Best thing to do is setup the account as described above, and test it out.

If you need to use extended features, enter your HOST PIN at the start of the call and try the features yourself.

zoom Solution 3

<https://zoom.us/>

The next pages describe the zoom platform in detail.

As previously suggested, please create an account and try the technology for yourselves.
A few attempts will help you manage meetings ease.

Step 1 – On the ZOOM home page, add your email address, and you will be sent a verification email.
Upon receipt of the email, click **ACTIVATE ACCOUNT**, which will bring up this form:

A screenshot of the Zoom account activation form. The page has a white background with a blue header. On the left, there is a large image of a woman smiling on a tablet. The main content area is titled "Welcome to Zoom" and contains a message: "Hi, r.ahmed@cardwell.co.uk. Your account has been successfully created. Please log in with your name and create a password to continue." Below this message are three input fields: "NAME" (containing "RAFI"), "NAME" (containing "AHMAD"), and "PASSWORD" (containing "*****"). To the right of the password field, there are instructions for password requirements: "Password must:" followed by a bulleted list: "• Have at least 8 characters", "• Have at least 3 letters (a, b, c...)", "• Have at least 3 numbers (1, 2, 3...)", and "• Include both Upper case and Lower case characters". Below the password field, there are instructions for the "Password must NOT:" followed by a bulleted list: "• Contain only one character (11111111 or aaaaaa)", and "• Contain only consecutive characters (12345678 or abcdefgh)". At the bottom right of the form is a blue "Help" button.

Once you enter your name and password, you will be able to **HOST** a meeting, by clicking on the top right navigation item: **HOST A MEETING**.

Please follow instructions, and if you have any issue, kindly contact IT support – details on page 2.

- Schedule conference calls for various meetings and events.
- Collaborate with each other during the meeting for updates and document sharing.
- Meetings could be attended using computers, laptops, tablets or mobile phones.
- User friendly interface – no NEW email account required, use your existing personal account.
- Members can see each other and correspond via video and/or chat.

A person wearing a white button-down shirt is shown from the chest down, pointing their right index finger towards the right side of the frame. The background is a blurred office setting.

Zoom®

Functionality Explained



How to start - on computers, laptops and mobile devices

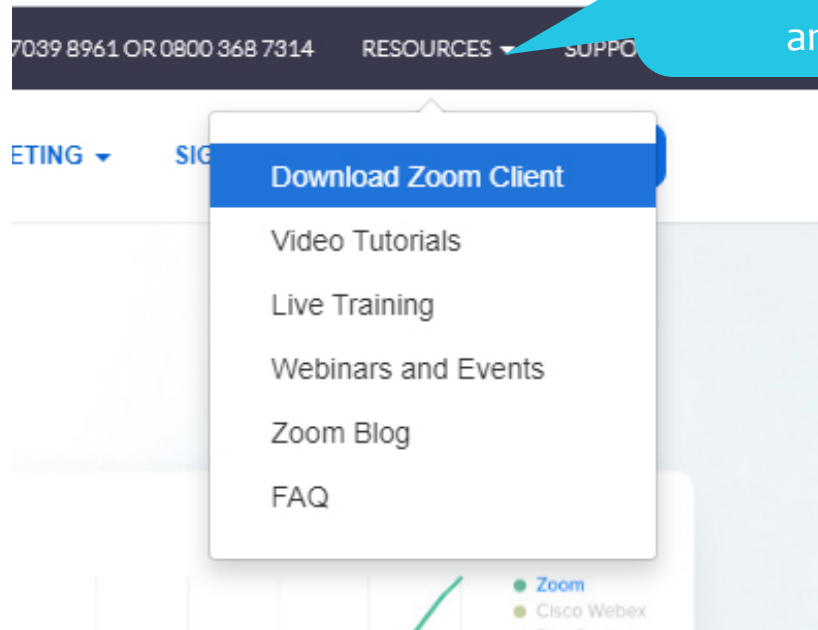
For computers and laptops you need to use the Zoom Client software installed.

For mobile devices you will need to install the Zoom APP.

On Laptops and Computers

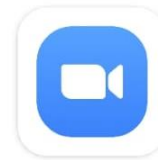
Visit <https://zoom.us>

Download the Zoom Client for computer use from the homepage and install.



On Mobile devices

Search “Zoom” in play store or app store



ZOOM Cloud Meetings

zoom.us

Uninstall

Install

Click on Install and the app will be installed on your phone.

What's new •

Last updated 2 Mar 2020



Meeting features:



How to start – Join the meeting

Attending a meeting from home is easy, you just need a meeting ID and a password or a link sent by the Administrator who arranged the meeting. NO NEED TO SIGN-UP OR SIGN-IN.

On Laptops and Computers

Zoom Client



New Meeting ▾



Join



Schedule



Share screen ▾

Just click on Join button

Zoom

Join Meeting

Enter meeting ID or personal link name ▾

Fazal Imran

Do not connect to audio

Turn off my video

Join Cancel

Enter the meeting ID which is sent by the Administrator and click Join

On Mobile devices



Start a Meeting

Start or join a video meeting on the go



Open the Zoom app and click on Join a Meeting button.

Join a Meeting

Enter the meeting ID which is sent by the Administrator and click Join

< Join a Meeting

Meeting ID ▾

Join with a personal link name

FI @ Mobile

Join Meeting

If you received an invitation link, tap on the link to join the meeting.



Direct way to join the meeting.

There is a more direct way to join a meeting by clicking on the link, contains meeting id and password embedded, sent by the administrator or the host who schedule the meeting. **For example;**



<https://us04web.zoom.us/j/823213423?pwd=cWdVNkN5aHUxcjVwRGR1N1BpajcwZz09>

The above link can be shared via WhatsApp, Calendar, email, or any social media channels to inform the members about the upcoming meeting.



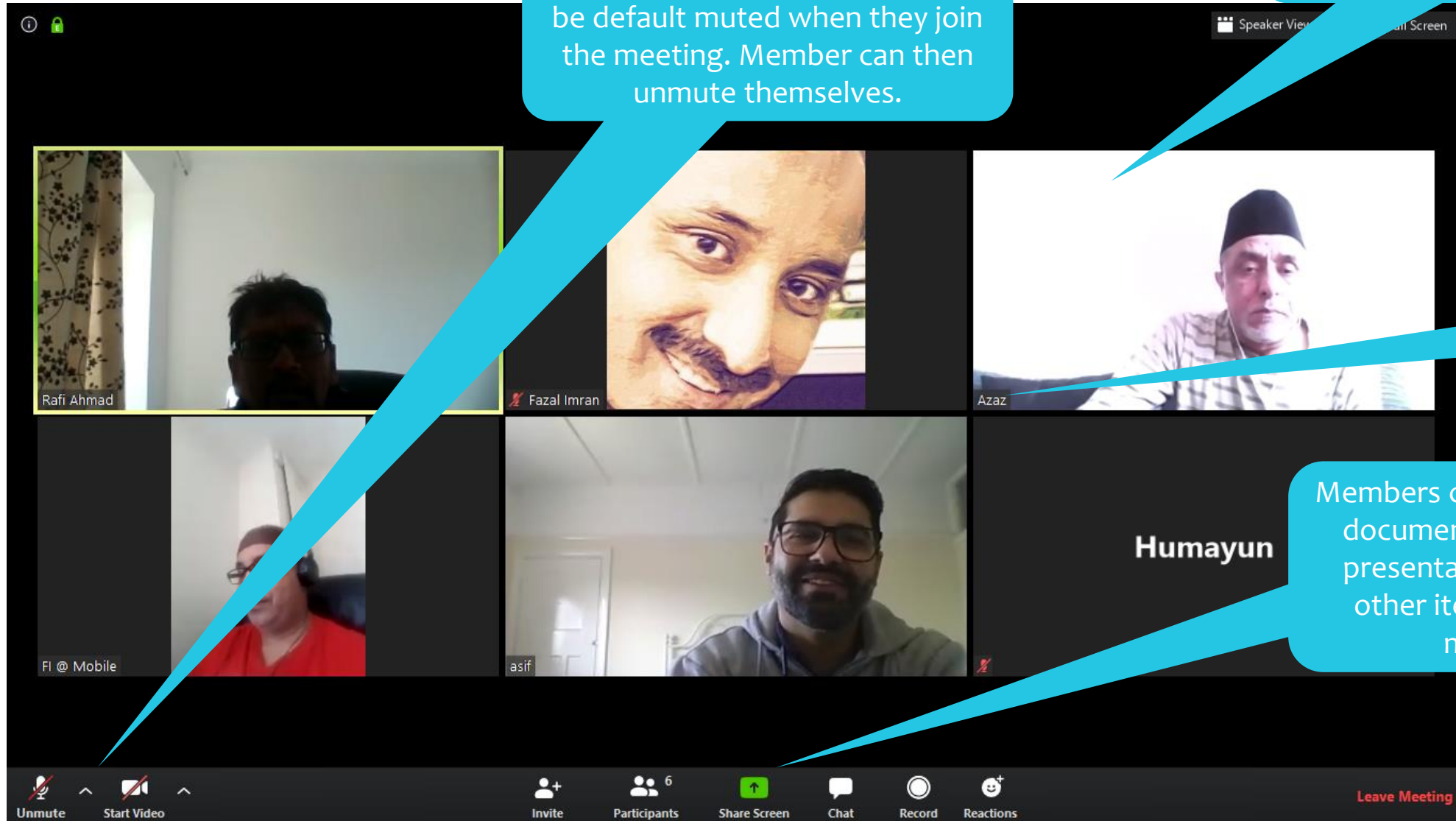
Inside Meeting Room.

Members displayed in grid view. 49 members can be seen on one screen.

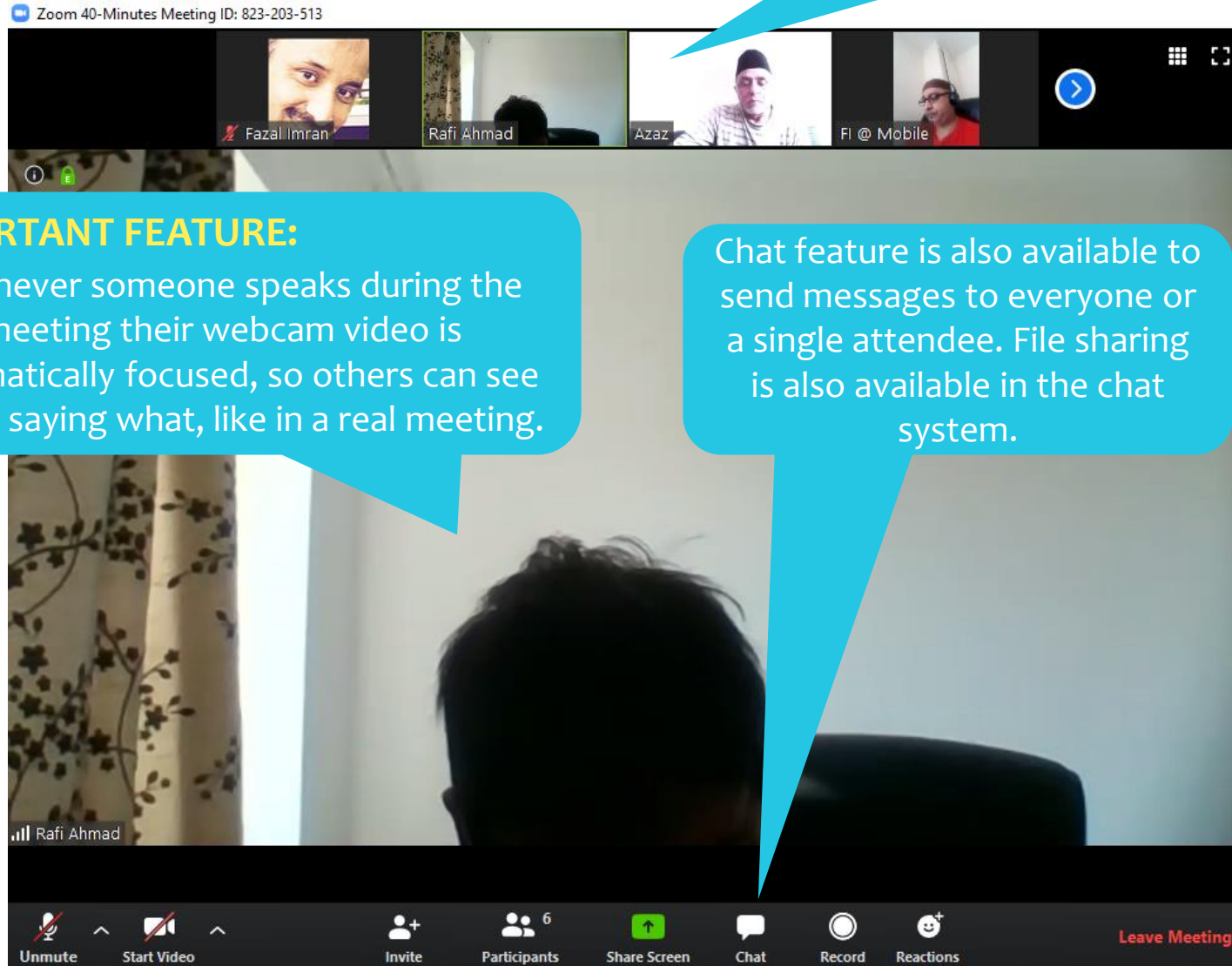
Members' microphones cams can be default muted when they join the meeting. Member can then unmute themselves.

Member name always displayed on member's video.

Members can share screens, documents, Powerpoint presentations and many other items during the meeting.



Inside Meeting Room.



Another view of meeting controlled by the member or administrator.

Participants list with their status. Host can take various actions on this screen.

IMPORTANT FEATURE:
Whenever someone speaks during the meeting their webcam video is automatically focused, so others can see who is saying what, like in a real meeting.

Chat feature is also available to send messages to everyone or a single attendee. File sharing is also available in the chat system.

If a member wants to speak, they can click this button and it will show a raised hand so that the host can respond like a real meeting.

Host can control members' microphone so there can be no disturbance.

