

Hi all,

Tonight we plan to meet online as a group for the first time. I wanted to email you some instructions so we are all prepared.

Here are the details:

- **Time: 8-9PM** (I know this is different from our normal time slot, but we'll save time on commuting, and can potentially get kids down to bed before we meet)
- **Technology:** We'll plan to meet on Google Hangouts. Here is the link to our meeting: <Insert Link Here>. (Or you'll receive an email link when I login to Google Hangouts to start the meeting. Please check your email).

Because we are meeting online and we haven't done this before, it would be wise to test this out early to make sure you work out all of the kinks. I'll try to login by 7:30pm to interact with any early birds.

You may need to download the Google Hangouts app on your phone:

- Android Device: <https://play.google.com/store/apps/details?id=com.google.android.talk&hl=en>
- Apple Device: <https://apps.apple.com/us/app/hangouts/id643496868>

If you don't have a google account/gmail account, you'll probably need to register for one. You can do so here:

<https://accounts.google.com/signup/v2/webcreateaccount?biz=false&continue=https%3A%2F%2Fhangouts.google.com%2Fwebchat%2Fstart&dsh=S1846482932%3A1583175542408566&flowEntry=SignUp&flowName=GlifWebSignIn&gmb=exp&service=talk>

You can either join us from a smartphone or from a computer.

Okay, so those are the details. Hope to see you online tonight at 8pm!

Here are some best practices to help our discussion go well tonight:

- 1. Make sure your face has sufficient lighting.**
 - Lighting works best in front of your face, not behind.
- 2. Make sure your face is centered in the video camera.**
 - We don't want to see your forehead, or neck, or miss you all together.
 - Position the camera to eye level or slightly above.
- 3. Select the quietest room/location you can find.**
 - Turn off anything making noise in the background (TV, radio, appliances).
 - Put pets in a different room or have them in a place where they will be most quiet.

- Places like a coffee shop or restaurant can work but sometimes background noise can be an issue. Noise canceling headphones can help with this.
- 4. Only use one device per household.**
- When two devices are used in one location it produces feedback (really annoying noises).
- 5. Mute your computer unless you're talking.**
- If everyone's microphone is turned on at the same time, the sound quality can be an issue and it can be hard to hear the person who is talking. So the best policy is to mute yourself when you are not talking.
 - If you are muted, make sure to nod your head and listen well so people can recognize you are following them.
 - You will be muting and unmuting A LOT, so get used to it.
 - Also, you'll get called out if you don't unmute, so don't be offended.
 - Or maybe, the Group Leader will mute you, so don't take that personally.
- 6. Raise your hand or unmute when you are ready to talk.**
- 7. Give full attention, don't multitask.**
- When we are not paying full attention it can be a big distraction online just like in-person.
 - When talking, spend some time looking at the camera, not just the screen.
- 8. Stay in touch afterwards.**
- After our meeting, stay in touch with each other through texting or a phone call.