CANGIFT’S VIRTUAL SURVIVAL GUIDE

In our new virtual landscape, it can be hard to keep up with the ins and outs of the technological world. We want to provide our members and retailers with some step-by-step instructions on how to host meetings, tours and conferences using multiple online platforms.

FACEBOOK/INSTAGRAM LIVE TOURS

Live tours are a great way to engage your audience by allowing them to join you in an online shopping experience at your business. Whether you are showing them a new product or taking them through your showroom, it’s the perfect way to keep connected without making contact!

FACEBOOK LIVE INSTRUCTIONS

1) Tap the camera icon to the left of your search bar.
2) Give Facebook access to your camera and microphone when prompted.
3) Switch to "Live" on the bottom of your camera screen.
4) Choose your privacy and posting settings.
5) Tag your friends, choose your location, or add an activity.
6) Click the blue “Start Live Video” button to start broadcasting.
7) Interact with viewers and commenters.
8) Click “Finish” to end the broadcast.
9) POST!

INSTAGRAM LIVE INSTRUCTIONS

1) Tap the Camera icon in the top left Feed or swipe right from anywhere in Feed.
2) Scroll to Live at the bottom of the screen, then tap LIVE.
3) The number of viewers appears at the top of the screen and comments appear at the bottom.
4) You can add a comment by tapping Comment at the bottom of the screen.
5) Tap a comment and tap Pin Comment to pin it so that viewers can see it more easily.
6) When you’re done, tap End in the top right then tap to confirm. From there, you can tap the SAVE emoticon in the top left to save it to your camera roll, or share it to your story.
Are you looking to host meetings with employees, customers or future clients with the flexibility to decide anytime or anywhere? This easy and reliable platform allows business leaders to connect using a variety of technological resources. From desktop/application sharing to virtual whiteboards, amazing online communication is just one click away!

**GOTOMEETING INSTRUCTIONS**

1) **Log in to start** - In order to use the desktop app to host a meeting, you'll need to log in using your GoToMeeting username (email address) and password.

2) **Setup your audio** - When you first join, you'll be prompted to choose which method you'd like to use to listen to the meeting audio.

3) **Mute and unmute** - Control your audio using the Audio button at the top of your Control Panel or Grab Tab, which will glow green when you are unmuted and others can hear you. You'll see a Mic icon for Computer audio, or a Phone icon for phone call audio.

4) **Manage Attendees** - The Attendee list displays all your meeting participants and gives you access to GoToMeeting controls. Click the Arrow icon next to any participant's name to see all options, including the following:
   - Mute their audio
   - Promote them to Presenter or Co-organizer
   - Allow them to take keyboard and mouse control

5) **Invite others** - All that your attendees need to join the meeting is the Join URL or the 9-digit meeting ID. You can quickly see and copy these things to your clipboard in the following places:
   - In the Attendees pane, click Invite at the bottom right. This will open the Invite People window, where you can copy the URL or generate an email invitation.
   - Click the Meeting ID text at the very bottom of the Control Panel. This will open a drop-down menu with multiple options for sending info to your attendees.
   - Smile! You can start and stop sharing your camera using the Webcam icon in the Viewer or Control Panel. From the More icon, you can filter which webcams are displayed.

6) **Share your screen** - You can share your screen or even a specific application with other attendees in the meeting. Use the Screen button in the Viewer or Control Panel to quickly start and stop sharing your screen.
7) **Chat with others** - The Control Panel includes a Chat pane where you can exchange messages with other attendees. You'll see message notifications appear if your Control Panel is minimized to the Grab Tab.

8) **Record your meeting** - Click Record this meeting at the bottom of the Control Panel to get started. Once your meeting is over, the Recording Manager will automatically prompt you to convert the recording.

*For additional instructions on how to use the GoToMeeting platform visit: https://support.goto.com/meeting/organizer-user-guide*

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**ZOOM**

This incredibly modern cloud platform supports video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. It is your virtual one-stop-shop for the future planning and execution of your work from home business model.

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**ZOOM INSTRUCTIONS**

1) **Sign in and join**

2) **Home**
   - New Meeting: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
   - Join: Join a meeting that is in progress.
   - Schedule: Set up a future meeting.
   - Share Screen: Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

3) **Chat** - Select the Chat tab to view private conversations with your contacts or group conversations (channels).

4) **Phone** - Select the Phone tab to make phone calls, view call history, and play voicemail messages using Zoom Phone.

5) **Meetings** - Select the Meetings tab and click Upcoming to view, start, edit, and delete scheduled meetings. **You can click the following options after selecting a scheduled meeting in the left-side panel:**
   - **Add icon**: Schedule a new meeting.
   - **Refresh icon**: Refresh the meeting list if you don't see your scheduled meeting.
   - **Start**: Start the scheduled meeting that you have selected in your upcoming meetings.
   - **Copy Invitation**: Copy the scheduled meeting's invitation text, allowing you to manually paste into an email, instant messenger etc. Click Show Meeting Invitation if you want to view the invitation you're copying.
6) **Contacts** - Select the Contacts tab to view and manage your contacts.

7) **In-meeting controls** - Once you have started or joined a meeting, you can access the meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display meeting controls).

For additional instructions on how to use the Zoom platform visit: https://support.zoom.us/hc/en-us

We hope this has given you some new ideas on how to succeed in business when you are struggling with physical restrictions and must rely on technology to manage employees, customers and future clients. We're all in this TOGETHER!