

Dear LP family,

In light of the recent disruptions to our physical meetings, we hope to equip you with some tools that can aid us in meeting online via video conferencing. After testing various platforms, we have identified **Skype** as the video conferencing platform that meets our church's needs. While Skype has a limit of 50 people per video call, it allows us to meet for longer periods of time. Also, as most of our cell groups and ministries that need to meet online are within this number, this platform is most suitable for our needs. Please follow the guide below to setup either Skype on your computer or mobile device.

## SKYPE

**Step 1:** Install Skype onto your computer or mobile device

On computer: <https://go.skype.com/get.skype.page>

On mobile device: Download from Google Play (Android) or App Store (iOS).



**Step 2:** If you plan to be the host for your online meetings, please register a Microsoft account.

You can create a new MS account here. <https://account.microsoft.com/account?lang=en-us>

If you are not hosting the meeting, please proceed to Step 5.

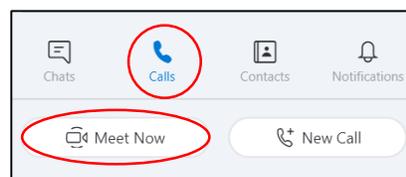
**Step 3:** Launch the Skype app on your computer or mobile device.

For hosts, please sign in using your Microsoft account.

If you are using your computer, check that the microphone and camera are working.

**Step 4a:** On the computer, click on "Calls"

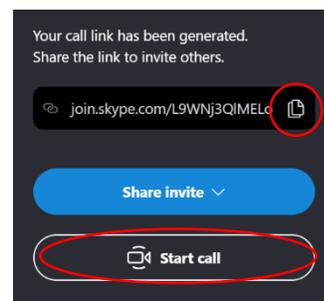
Next, click on "Meet Now".



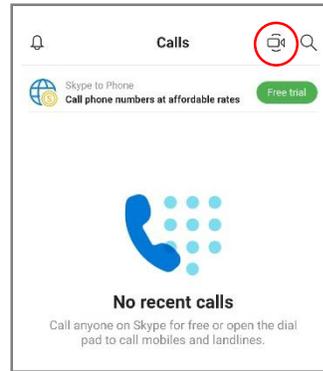
A new window will pop up with a "call link".

Copy the link and share with your group via WhatsApp or email.

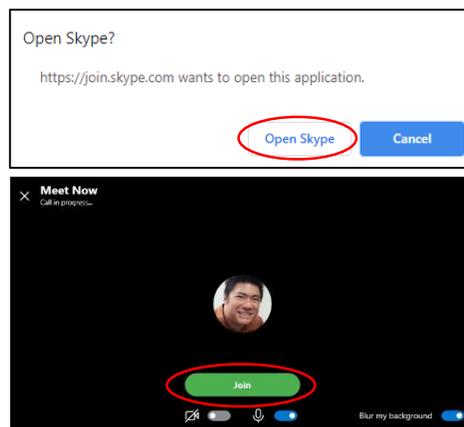
After sharing the link, click on "Start call".



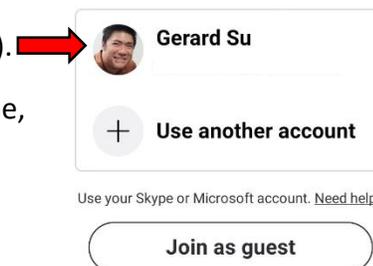
**Step 4b:** On your mobile device,  
 Tap on the camera icon at the top right corner.  
 Share the invite via WhatsApp chat.  
 Tap on “Start call”.  
 Wait for your members to join the video call.



**Step 5a:** Logging in from your computer if you are not hosting the video call  
 Check your email (or WhatsApp web) for the Skype video call link.  
 Click on “Open Skype” when prompted.  
 Setup your microphone and camera if you have not done so previously.  
 Click on “Join”. You can also choose to turn your microphone or camera on or off.



**Step 5b:** Logging in from your mobile device if you are not hosting the video call  
 Check your WhatsApp chat for the Skype video call link.  
 Tap on the link sent to you and open it with your Skype app.  
 You can log on with your Microsoft account (if you have one).  
 Alternatively, you can tap on “Join as guest”, enter your name, and continue with the video call.



For a better video call experience, you may want to use a pair of earphones.  
 The pair that came with your smart phone should work well because it has a microphone.  
 If you still have difficulty in any of the steps, please contact your group/church leader for help.