

# DISCIPLES ON THE WAY

Spiritual Support during  
the COVID-19 Outbreak



Diocese of  
Green Bay

## TIPS FOR WORKING REMOTELY



**During a time of *social distancing*, parishes have the opportunity to serve and minister differently and here are a few helps for remote working!**

- Create a clear work space for yourself. Set up a table in a bedroom or a place that won't have too many distractions.
- Keep consistent with your workspace. This helps to establish an "office."
- Let your family know your expectations of them and when it's appropriate to chat or take a break with you.
- Keep regular hours. Post them for your family.
- Take regular breaks, stretch, and grab coffee or a snack.
- Be sure your office leader knows your daily schedule.
- It is okay to do these things:
  - Throw in a load of laundry
  - Get outside for a walk
  - Call a co-worker or have a little FaceTime with them
  - Get dinner started
  - Respond to needs of children or spouse when needed
- Make sure you have the technology you need: computer, webcam, headset or ear buds. Practice and make sure these things work!
- Have someone call you to make sure your voicemail is working. Make sure your phone is on and you can hear when it rings or notifications come in.
- Make sure the background lighting and décor is appropriate for any webinars or video conferences.

PAGE 1 OF 3

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## A FEW PLATFORMS FOR DIGITAL MEETINGS

**There are a number of platforms out there for digital meetings. Take some time to explore these options and choose the one that works best for you.**



### GETTING STARTED ON GOTOMEETING

[www.GoToMeeting.com](http://www.GoToMeeting.com)

- Click on "Sign In."
- Type in the Email Address and Password.
- Click on "Schedule a Meeting."
- Type a meeting name.
- Enter the calendar date, time, and duration. Then click "Save."
- Click on "Invite People" when prompted. Click "Copy."
- Open your email and right click to paste the invite into the body of the email.
- Your meeting will be saved!
- On the day and time of your meeting log in, click on "My Meetings."
- Log in earlier to get set before people arrive. (This is good hospitality!)
- A box will appear. Click on "Go to Opener."
- The dashboard will appear on the right side of your screen. Familiarize yourself with the tabs: Chat, Questions, Attendees, Invite More People, Record
- Be sure to check your microphone and camera to see if they are on.
  - If you are the organizer, you can share your screen or invite another participant to be the presenter by clicking on the "Screen" icon.
- End the meeting for everyone by clicking the X at the top of the dashboard.

### OTHER DIGITAL PLATFORMS

- ZOOM is a free app you can download and be assigned a link. It's fun and easy to use.
- GOOGLE has options for gatherings and meetings. Google Hangouts Meet and Google Meets are free, easy to use, and intuitive, with lots of options and abilities.
- SKYPE is a familiar tool for many to call and meet. This is also a free app.
- WHATSAPP is an app for voice and video calls. This is free and easy to use for groups.
- FACEBOOK MESSENGER is for a quick video with colleagues or family. There is an app to download and use with Facebook contacts.

PAGE 2 OF 3

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## TIPS FOR A VIDEO CONFERENCE OR LIVESTREAM

**Livestreaming and video conferencing are great tools for connecting with people. As with any conversation, it's important to show respect and use common courtesy, even when your audience is participating remotely.**



### **WHEN ON A CONFERENCE NOTE THESE HELPFUL THINGS:**

- Don't eat or chew gum. It's a bit distracting.
- Try to stay still and face your camera so people see everything you do.
- Pay attention. People will know if you are distracted or scrolling on Facebook.
- Speak clearly.
- Wear earbuds or a headset to diminish background noise. Or mute yourself when not speaking.
- Help those new to video conferencing with simple navigation such as click on the microphone or camera icon, or to type questions into the chat box.
- You can become an expert in no time!

### **GETTING STARTED WITH FACEBOOK LIVE:**

- Open your Facebook account on an internet browser or mobile app.
  - On a browser from a personal profile: Click the three dots on the status box and then click "Live Video."
  - On a browser from a parish page or group: Click the "Live Video" or "Live" button.
  - On the mobile app: Click "Live" at the top of the screen near your status box.
- Write a description of the event. You can also add a location and tag people.
- Get in position and click "Go Live!"
- When you're done, click "Finish."
- A few helpful suggestions for livestreaming:
  - Try a practice video in your personal profile. Be sure to change the audience of your video to "Only Me" before going live.
  - Choose an optimal angle for filming that is not below eye level if possible.
  - Hold the device still. Use a tripod or steady surface.
  - Film horizontally for better quality.
  - Avoid zooming while filming is in progress if possible.

PAGE 3 OF 3

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