



# Everyday Software

for Remote Conferencing

# Making Use of the Internet

1. Introduction
2. Remote Communication Tools
  - a. WhatsApp + WhatsApp Web
  - b. Facebook Messenger
3. File-sharing Tools
  - a. Google Drive
4. Tasking / Scheduling Tools
  - a. Trello

# Introduction

- Why not “standard” industry software like Zoom or Skype?
  - Not as popular, so time has to be spent learning how to use them.
  - Even if you know how to use them, you have to teach others how to do so!



# WhatsApp



- Cross-platform messaging app **for sending text messages and making calls.**
- *Why use an app to do what a phone already does?*
  - I. **Messages and calls are made using an Internet connection.** If you are on WiFi, it is **free**.
  - II. You can **call and text other people internationally for free.**
  - III. You can **send documents as large as 100MB**, including PDFs, Word documents, spreadsheets, and slideshows.

# WhatsApp



1. Setting up WhatsApp:  
<https://www.wikihow.com/Install-WhatsApp>
2. Chatting with Contacts
  - a. Adding Contacts
  - b. Starting a Chat
3. Group Chats
  - a. Creating a Group
  - b. Leaving a Group
  - c. Chat Admins
4. Voice Calls and Video Calls

# WhatsApp



## 5. Group Calls

## 6. Using WhatsApp Features

- a. Replying and Forwarding Messages
- b. Copying Messages
- c. Deleting Messages
- d. Starring Messages

## 7. Profile and Privacy

- a. Profile Settings
- b. Privacy Settings

# WhatsApp



## 8. WhatsApp Web

- a. Signing In
- b. Web interface
- c. Signing Out

## 9. Sharing Files over WhatsApp

## **10. Formatting Secrets: Bold, Italics, Underlines**

# Messenger



- Cross-platform messaging app **for sending text messages and making calls**, based in Facebook.
- **WhatsApp vs. Messenger**
  - I. Messenger ***consumes more battery and data vs. WhatsApp***, because it has more features, e.g. playing games with friends.
  - II. Messenger has **annoying chat heads** of the person's picture when they message you.
  - III. Messenger allows group calls of **up to 50 people, compared to WhatsApp's 4..**



# Messenger



1. Facebook Messenger on browser
2. Messenger App
  - a. Chatting
  - b. Calling and Video Calling
3. Messenger vs. Messenger Lite
  - a. Requires 4G network vs. 2G and 3G ok.
  - b. ~ 50 MB vs. "a few" MBs
  - c. Full feature suite vs. "only" texting and calling.

# Google Drive



- **Cloud-based file storage and sharing** platform, with **built-in support for Office applications**.
- Google Drive is essentially:
  - I. **A free 15GB hard-drive, online.** You can **manage files in the Drive with other people**.
  - II. **A file-sharing application**, like Dropbox.
  - III. **A free suite of Office tools** that allow you to create and modify word documents, spreadsheets, slides and surveys.

# Google Drive



1. Setting up your Google Account:  
[google.com/search?q=create+a+google+account](https://www.google.com/search?q=create+a+google+account)
2. What a Google Account gives you.
  - a. Gmail
  - b. Calendar
  - c. Tasks
  - d. Drive
  - e. *And more...*
3. Accessing and Using Google Drive
  - a. Access
  - b. Creating / Uploading Files & Folders
  - c. Sharing Files / Folders
  - d. Views

# Google Drive



## 4. Google Drive on Mobile

- a. Search for the App: [google.com/search?q=google+drive+app](https://www.google.com/search?q=google+drive+app)
- b. The Mobile Interface

## 5. Editing Shared Files Concurrently

# Trello



- ***Kanban-styled***, online task tracking app.
  - Has many useful features to make task tracking as easy as possible.
  - Effective collaboration between team members.

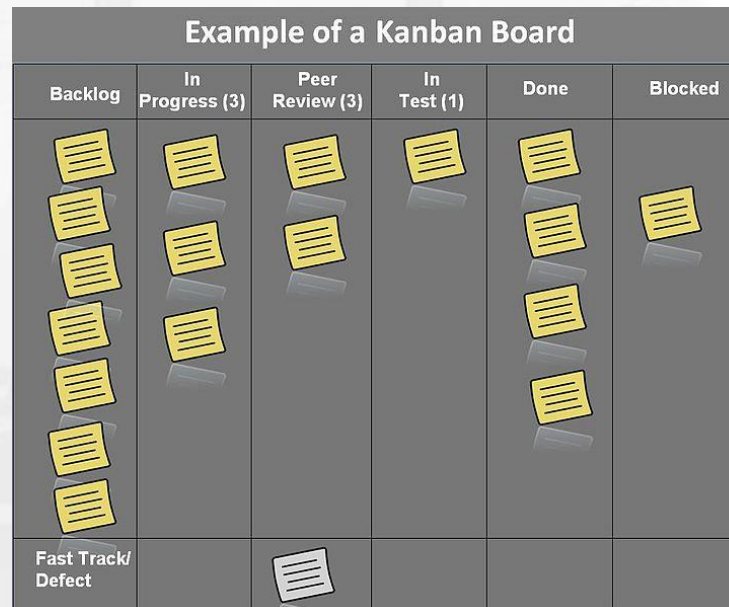


Image from: [https://commons.wikimedia.org/wiki/File:Kanban\\_board\\_example.jpg](https://commons.wikimedia.org/wiki/File:Kanban_board_example.jpg)

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# Trello



1. Signing up for a Trello account: [trello.com/signup](https://trello.com/signup)
2. Creating a Board
  - a. Writing a Description
  - b. Setting a Background
  - c. Inviting Collaborators
3. Adding Lists
4. Creating Cards
  - a. Naming the Card
  - b. Description and Comments
  - c. Checklists, Due Dates, Members and Labels
  - d. Stickers & Covers