Courtyard Communities

ZOOM INSTRUCTIONS

1. **Register** for Zoom.

2. **Go to Zoom's sign up page:** https://zoom.us/signup. You'll be presented with a few options for creating an account. At the top, you can enter your email in the box labeled "Your work email address." If you do this, move on to step two.

3. If you entered an email, Zoom will send an activation email to that address. **Click the "Activate Account" button** in the email or copy and paste the activation URL into your browser to activate your account.

4. On the page that opens up in your web browser, **fill in your first and last name and a password.**

5. On the next page, you can invite other people to create a free Zoom account via email. You can skip this step if you want.

6. Next, you'll be given a link to your personal meeting URL and will have the option to click an orange "Start Meeting Now" button to start a test meeting. If you copy that URL into your browser or click that orange button, **you should be prompted to download the Zoom desktop app.** Follow the prompts to install the app.

7. After you've installed the Zoom app, you'll see buttons to "Join a Meeting" or "Sign In." **To start your test meeting, click "Sign In."**

8. On the next screen, **enter the email and password** you just used to sign up for Zoom in your browser. If you registered using the "Sign in with Google" or "Sign in with Facebook" buttons, click those buttons here and follow the prompts.

9. Once you're logged in, make sure you're on the "Home" tab, and then **click the orange "New Meeting" button** in the Zoom app. Your meeting will start.

For easy access each time, download Zoom to your desktop: https://zoom.us/download

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SKYPE INSTRUCTIONS

1. **Download the software.**
   Depending on which device you plan to use, you'll download a specific version of Skype.
   To download for your computer, follow the link: https://www.skype.com/en/get-skype/

   If you plan on using Skype on your smart phone, visit your app store to download the app for your specific device. Skype can also be downloaded onto tablets.

2. **Create your username.**
   Come up with a username and password you can easily remember. Then, share your name with your family and friends so they're ready to receive your calls and reach out to you on their own.

3. **Set up your contact list.**
   Once you've given our Skype username, ask your loved ones for their usernames. You can easily add them after logging on by clicking the Contacts tab on the left side, then the "Add Contact" button in the top right-hand corner.

4. **Select your call type.**
   After creating your contact list, you'll be ready to make your first Skype call. Select a family member or friend to call by clicking on his or her picture. You'll then see a series of buttons and you'll decide which kind of call you'd like to make.

   You can choose between:
   Video Calls – click the video button if you want to communicate face to face.
   Phone Calls – Click the phone button if you want to make a call without using webcam.

   You'll notice a "+" button as well; which allows you to add other loved ones to the conversation. This is especially convenient when you're trying to get the whole family together on the call!
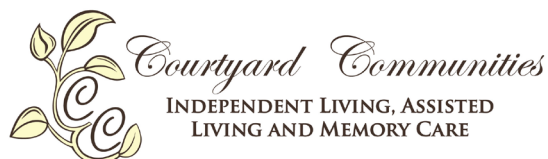
5. **Make sure you're connected.**
   If you've made the call and you can't see or hear the other person, there might be an issue with the connection. Click the call quality icon to make sure you and your loved one have strong enough internet connection to interact.

6. **Talk for as long as you'd like!**
   Once the connection is strong you'll have a full screen of his or her picture and a small square of your own in the bottom right corner. Now you can talk the day away! Skype makes connecting with your loved ones a simple task, regardless of the distance.

7. **End the call.**
   Once you've finished the call, simply press the red handset icon to end the conversation and close out of the program.

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HOUSEPARTY INSTRUCTIONS

NOTE: Houseparty can be used on laptop and PC, but you need Google Chrome.

Provided you have Google Chrome installed and use it as your main browser, all you need to do then is either visit https://app.houseparty.com/login or get the app from the **Chrome web store**.

Once you have the app available to enjoy, you'll need to sign up by following all of the on-screen prompts such as creating a username and filling in an email address and password.

If using a tablet or phone:

1. First you need to **download the app** on your device.

2. Once downloaded, tap the app and follow the on-screen instructions for **Sign up**.

3. To fill out the sign-up form, type your **Email address** in the first bar.

4. Next you need to enter your **Full Name**.

5. Create a **Username** in the third bar.

6. Enter a **Password** in the fourth bar.

7. Enter your **Date of Birth** in the last bar.

If all your details are correct, there will be a green checkmark next to each bar and tap **Next**.
A confirmation code will be sent to you via text message. Check your text messages and type the 4-digit code in **Houseparty** and tap **Next**.

After you have successfully created your account, you'll be taken to the main screen, where you'll likely see your own face from the selfie camera of your phone, tablet or computer. You need to tap the **Plus icon** in the top right corner. It allows you to find your contacts and add multiple people together into a Houseparty for group calls. Keep in mind that you can add a maximum of eight people on a call.

If you're in a call, you can use the buttons along the bottom of the screen to toggle your **mic and camera** on and off. There is a **padlock icon if you need privacy** and don't want others to join the ongoing chat. You can simply lock the room – the lock option is useful if you want to have a private conversation. To exit a call, you just need to hit the **cross icon** in the bottom right corner of the screen.

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