

Metropolitan Grand Lodge  
of  
London

## Guide to setting up and use of Social Media

You will no doubt have seen reports in the media of a surge in the take up of a variety of Social Media. These free Applications afford the ability to stay in touch with brethren, family, colleagues etc. For some this may seem something of a black art and this guide is intended to explain, in simple terms, how to get started and then use these various platforms.

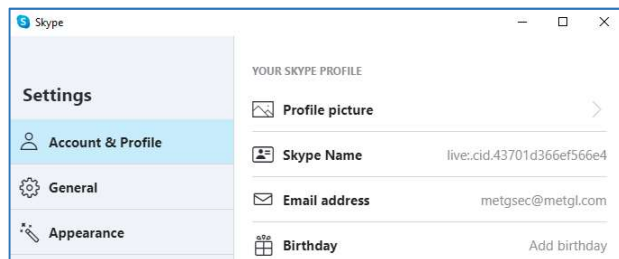
zoom

skype™

1. Skype comes pre-installed on Windows 10 but otherwise will need to be downloaded onto your computer or laptop before you can use it.  
Visit [www.skype.com](http://www.skype.com)

2. Before first use, you will need to “**Create New Account**” and follow the steps on the screen.

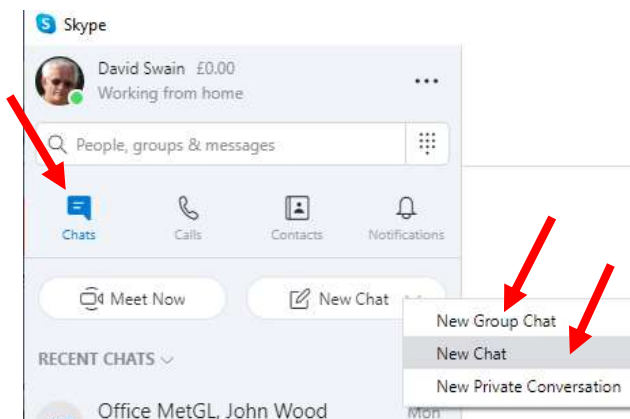
3. Tap the three dots at the top left of the screen and select **Settings** . This allows you to add a profile picture, check your email address and note your Skype ID.



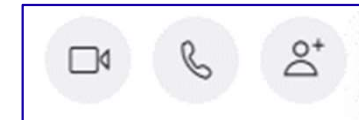
**Free to use.**  
**Need to download software**  
**Must be registered user**

4. By knowing your friends' IDs or finding them on a search you can video call when they are online.  
It is useful to add them to your contacts so that you don't have to look them up each time.

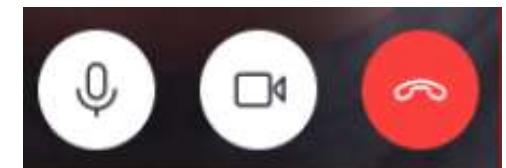
5. To make a call, simply click on the Chat button and select **New Chat** (one person) or **New Group Chat** (more than one person).




6. To start a video call, click on the camera icon.  
To add additional people, click on the head and shoulders icon.



7. During a video chat, move your mouse over the screen to display the icons below. You can enable / disable the microphone and camera at any stage. The red button will end the call.



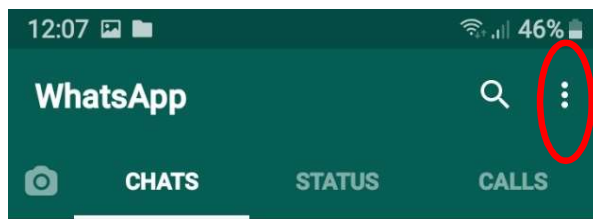
1. On your mobile phone, go to the Google Play Store  or Apple App Store and download the **WhatsApp Messenger App**.



WhatsApp  
Messenger  
4.3 ★ 

2. Ensure all your potential members do the same and then save their numbers as contacts on your mobile phone.

3. Open the App and then tap the three vertical dots (top rights), which will let you create a **New group**.



4. WhatsApp will then ask you to select the individuals you want to be in this new group. There is also a search function to find individuals you cannot see in your list. Now press the green arrow at the bottom right of your screen.



5. You will now be asked to name the new Group, which could be the name of your Lodge or Chapter. You can also (optional) upload an icon for the Group such as the Lodge badge.

**Best on Smart Phones**  
**Free to use**  
**Encrypted**  
**Chat and/or video calls**  
**Private to the Group**

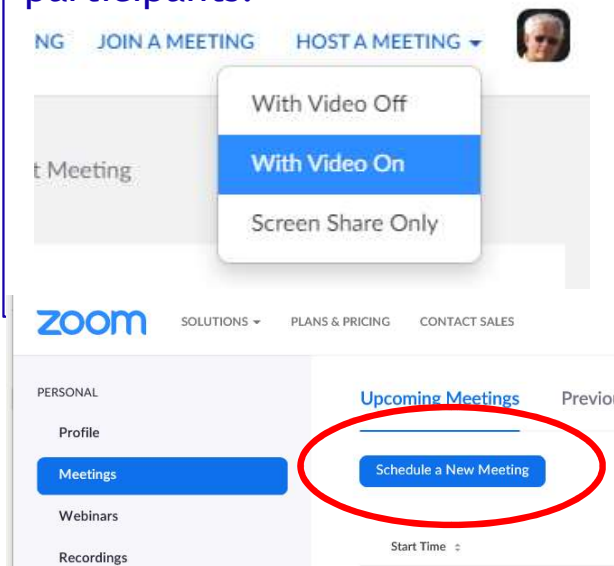
6. When you type a message it will be seen by all members of the Group. You can also post images or photos. When anyone responds you will get an alert of the activity .

7. You can also use the App to voice or video call over WiFi, which for international calls is free and an excellent alternative to expensive land line calls.

**If contacting anyone in the USA, it is probably better to download and use "LINE".**  
**Very similar package.**

1. The designated coordinator for a meeting will need to register a new account at <https://zoom.us/>. Enter DoB and an email address. This will require you to confirm by clicking on a link sent to you.

2. Next, if you are not going to call a meeting straight away it is best to schedule one as the host. This will provide you with a link that you can email around to your intended participants.



# zoom

3. You give the meeting a name and set the date and time.

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic: L2612 catch-up

Description (Optional): Social gathering for Navy Lodge

When: 04/07/2020 3:00 PM

Add in any other settings you might want and then, at the very bottom:-

Save

The 9-digit meeting ID will then be shown \*\*\* \*\* as well as a link and password.

**Best for video meetings (<100)**  
**Most downloaded App**  
**Some Security vulnerabilities**  
**No end to end encryption**  
**Free to use for 40 mins**

4. A button on the right allows you to copy this invitation, which you can cut and paste into an email and send to all participants.

Meeting Invitation

David Swain is inviting you to a scheduled Zoom meeting.

Topic: L2612 catch-up  
Time: Apr 7, 2020 03:00 PM London

Join Zoom Meeting  
<https://zoom.us/j/512987518?pwd=ZUQrcC9UeThGY0Y4Sm5CWm9QM2hOZz09>

Meeting ID: 512 987 518  
Password: 0o3Jbl

5. At the appointed hour everyone clicks on the link in their browser (pref. Chrome) and enters the password. You are now all connected.