

Hands on Training: Thurs, Feb 18 12-1, Presbytery Office

Skype saves your committee time & money

Who: Committees, individuals

How:

- With *Skype* you can make free calls over the internet to other people on *Skype* for as long as you like, to wherever you like. [It is free to download.](#)
- Search for people by name and location or email address.
- PNC's can use this to interview candidates when travel is too expensive.
- Skype also gives you the ability to have up to 25 persons on one call (cheap way for committees hold conference calls).

More Info: www.skype.com

Demo: <http://www.youtube.com/watch?v=zWq7n4w3cq4&feature=related>



Dimdim Web Conferencing

Who: Committees, one or more collaborators

How:

- Dimdim features include desktop sharing, documents and presentation viewing, web site viewing and a virtual white board.
- Dimdim does not require users to install software on their computers to attend web meetings. Users can start or join meetings with just a few clicks. Dimdim is available for free so everyone can use it.
- Dimdim has the ability to record a whole session so you can review at a later time.

More Info: www.dimdim.com

Demo: <http://www.youtube.com/watch?v=6oZuPzkRaXQ&feature=related> or sign up for webinar at dimdim.com



Google Docs

Who: Committees, task forces, staff

How:

- Requires a Google Account (free). Launch your favorite browser (Internet Explorer, Firefox, Opera, Chrome, etc), login and then you can start editing your documents, spreadsheets and even your presentation slides. Share your documents between your colleagues and control who has rights to co-author your documents.
- Google Docs is a great way to write and review a CIF!

More Info: docs.google.com

Demo : <http://www.google.com/google-d-s/tour1.html>

<http://www.youtube.com/watch?v=eRqUE6IHTEA&hl=en>



Google Groups

Who: Committees, small groups

How: Create and collaborate web pages, documents, discussions. All members receive email through one email address. The group stores all email messages by subject so it is easy to review previous discussions. Groups can be public (anyone can view) or private (only members can view).

Help: groups.google.com

Demo: <http://groups-beta.google.com/googlegroups/overview.html>

Note:

There are many online groups whose functions are similar to Google Groups. Google groups is highlighted because it comes as part of the google account (google docs, google calendar, google talk and many more applications).