





Archdiocesan Voice and Video Meeting Tools

There are several Archdiocesan options to support remote meetings and collaboration with your team/Parishes. This information is to assist you in selecting the appropriate communication solution for your functions and processes. Depending on your current licensing/ICT support provider, remote communication, meetings and collaboration with your colleagues can be facilitated across these three mediums:

1.  **Skype for Business** If the training/conferencing/meeting requires either voice or video conferencing, this can be provided via Skype for Business (SFB) – this is currently the AoB preferred solution.
 - ✓ **Preferred voice solution:** For those meetings that require **voice conferencing**, this can be set up in SFB using an invitation email which includes a Skype conference phone number – this solution does not require meeting participants to have software on their computer – participants use their phone to call into a number.
 - ✓ **Preferred video solution:** For those meetings that require video conferencing. Including group presentations using video and desktop sharing.
Invited guests do not have to have a Skype for Business account to be able to participate in the meeting. If invited guests don't have the SFB application client on their device - it will work with the web browser plug-in/client (that they are prompted to download) as is detailed in the invitation.
2. For those users who have been transitioned to Microsoft Office 365, Microsoft Teams provides similar functionality to Skype for Business – however, SFB is still currently the preferred solution for all voice and video conferencing at the moment. If you have Microsoft Teams and are currently using it for collaboration – you may continue with its use.
3.  The Archdiocese does have a Zoom business account – however this is NOT our preferred platform for those with existing Skype for Business accounts/licenses. This commercial service is at extra cost to your Agency/Parish. Zoom is a service based outside of Australian sovereign systems ... so to be compliant our privacy requirements, no identifying or private material should be used/shared on the platform.

Use of Zoom Online Meeting Software

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform. Zoom offers quality video, audio, and a wireless screen-sharing performance across all desktop, laptop and mobile commercial platforms.

Zoom provides video conferencing for up to 100 participants, with a 40-minute time limit – with its free service. Beyond this, paid subscriptions are available to allow more participants, increase the time limit, and obtain more advanced features.

Please note:

In recent times there has been publicity around the security risks associated with Zoom meetings.

- ICT having reviewed the security and risk information available both publicly and Zoom's privacy policy and practises – support it's continued use WITH the following requirements:
 - All Zoom meetings and webinars should use **Meeting Password** access (attendees are required to enter a password to enter the meeting)
 - **No private/personally identifying material should be shared/uploaded** on the platform – as Zoom's systems are homed outside of Australia
 - It is recommended that once a meeting has started the attendance is the locked from the meeting organisers control.
- **Be very cautious of 'unexpected' emails and invitations referencing Zoom – as cyber criminals are currently targeting the heightened use of Zoom.**