

Dette manuset skal brukes sammen med PowerPoint-presentasjonen *Kom i gang med digitale møteplasser*. Punktene nummerering tilsvarer PowerPoint. Punkt 1 hører til slide 1 (side 1) i PowerPoint-en, Punkt 2 til side 2 osv. Det samme manuset finner du også som notater under hver slide.

Skrift som er **uthevet** er kommentarer til kursholder. Skrift med store BOKSTAVER er overskrifter. Resten av teksten kan leses høyt eller brukes som veileder for det kursholder skal si man han/hun underviser.

Script

1. **Go through the learning objectives with the course participants before starting the actual training.**

This will make it easier for them to learn and remember what they have learned.

2. WHAT ARE DIGITAL MEETING PLACES?
3. Digital meeting places are platforms that allow you to phone, make video calls and chat over the internet. Teams, Zoom, Facetime, Messenger and Skype are examples of commonly used digital meeting places. Many people who use digital meeting places use them because they can make free phone calls and video calls, regardless of how long their call lasts or which country they are calling from. As long as you are connected to WiFi, it costs you nothing.

You can find digital meeting places on your tablet, smartphone and PC. Naturally, it's entirely up to you which device you use.

4. EQUIPMENT
5. Most people mainly use digital meeting places to make video calls. Here you can see and hear the person you are talking to, and they can see and hear you.
6. Tablets and smartphones have a screen, video camera, microphone and speaker to enable you to make video calls. So do most modern laptops.

7. Some people may find it beneficial to use headphones with a microphone, but this is optional. You will find ports for headphones on the side of tablets, some smartphones and laptops.
8. All participants must have access to both the internet and a digital meeting place – whether Teams, Zoom, Facetime, Messenger or another platform.
9. DOWNLOAD THE APP
10. Choose the meeting place you want to use and download the app to your smartphone or tablet. Sometimes you also have to create a user account or log in.

Make sure that everyone has successfully downloaded the app before continuing. Consider the various platforms that people already have. Iphone users can use Facetime and Facebook users can use Messenger. Alternatively, choose another platform that everyone on the course can use.

11. STARTING OR ACCEPTING A CALL
12. In Teams, Facetime, Messenger and other platforms, you can find the people you want to talk to in Contacts or you can look them up in the app.
13. Once you have found the contact you want to talk to, tap either the video camera icon or the phone icon on the screen to start a call.
14. If you tap the phone icon, you will start a call without a live video, just like a normal phone call.
15. If you tap the video camera icon, you start a call with a live video of yourself.
16. When someone calls you, you will hear a ringtone and your screen will look like this.
17. If you tap the green phone icon, you accept the call, but the person calling you can only hear your voice – they cannot see a live video of you while you are talking.

18. If you tap the green video camera icon, you start a video call where you can see each other and talk together, provided that you both have the necessary equipment.
19. You can tap the red button to reject the call.
20. Your screen will then look something like this.
You will see a large picture of the person you are talking to on the screen and a smaller picture of yourself in the bottom right-hand corner.
21. The same picture of you appears on the screen of the person you are talking to.
22. Similarly, the person you are talking to will see a large picture of you on their screen, and a smaller version of the same picture you can see of them in the bottom right-hand corner of their screen.
23. These symbols will always appear on the screen of your PC.
24. The same symbols will appear if you tap the screen on a tablet or smartphone.
25. If you tap the video camera icon once, the person you are talking to will no longer be able to see you.
26. If you tap the button again, the live video will reappear.
27. If you tap the microphone icon once, the person you are talking to will no longer be able to hear you.
28. ENDING A CALL
29. If you tap the button again, the sound will return.
30. To end the call, tap the red button.
31. DONE