



# *The Compassionate Friends* *of Northwest Houston* Supporting Family After a Child Dies

*Welcome to The Compassionate Friends. We are sorry for the reason you are here, but are glad that you found us. You Need Not Walk Alone, we are The Compassionate Friends.*

## **New Virtual Meetings**

### **APRIL 2021**

**HOUSTON NORTHWEST CHAPTER**

[www.houstonnorthwesttcf.org](http://www.houstonnorthwesttcf.org)

**We meet virtually via Zoom the fourth Tuesday of each month at 7:00pm.  
(Our next meeting is Tuesday, April 27th)**

Meeting Information: **Details and links are subject to change**  
Topic **The Compassionate Friends Virtual Meeting - Houston – NW**  
Meeting ID **796 8641 4982**  
Security **TCFnw2021@**  
Join URL:  
<https://us04web.zoom.us/j/79686414982?pwd=VDIDRjBqMDU1WIBER3JSUmZJZEhBdz09>  
Add to [Google Calendar](#) | [Outlook Calendar \(.ics\)](#)

**Regular in person meetings will continue the second Tuesday of each month at 7:00pm pending COVID-19 restrictions.**

In addition to in-person meetings that just started back up and for those interested, we are going to begin holding virtual sessions remotely by using Zoom meetings. Below is the first virtual meeting invite link, videos, useful information, and online etiquette, if you are not familiar with virtual meeting platforms. We are doing everything we can to make this as easy as possible and please feel free to reach out with question

Note: if this is your first virtual meeting or want to test your computer setup, feel free to click the meeting link above. However, the meeting won't actually start unless you are the host but you can still test your system ahead of time and view options.

**Zoom Quick Tutorial:**

[https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1)

**Install Webcam:** <https://www.youtube.com/watch?v=lkH4ZNY0bnc>

Note: We do not endorse any webcam or other products and this is just to help new users.

### **Zoom Instructions Overview:**

1. Go to your Email with the meeting invite (this Email or upcoming Emails for each session).
2. Click on the link for the meeting or copy the link to your web browser (Google Chrome, Firefox, etc.). Note: upgrade your browser, use Google Chrome or try another browser, if you have issues.
3. Click the Open Zoom Meetings button that pops-up or through the application, if you went through the App as the video explains.
4. Click Join with the Computer Audio button or Test Speaker and Microphone if you need to configure it for the first time. Note: do not worry if something does not work because you can fix it later.
5. If you need to talk, remember to click the mute/unmute button because you will likely join as mute.
6. To fix Audio or Video issues, click the [up arrow] next to either the microphone or video icons to view your options or click your settings to test it out.

### **Add Meeting Invite to your Calendar:**

1. Click either the Calendar Gmail or Zoom link by holding Control key and clicking left mouse button.
  - 1.1 Create/Login Zoom Account if you have not already done so and follow instructions provided by Zoom.
2. Allow Zoom to modify your Calendar if you want to have reminders.

Note: If you use outlook, follow the steps before going to step 3.

  - 2.1 Click and open the Meeting.ics file that should download within a few seconds.
  - 2.2 You should see the Outlook Calendar pop-up and go to step 3.
3. View Meeting Room details and make personal notes or changes.

Note: please make sure the following is correct.

  - 3.1 Change the title to The Compassionate Friends Virtual Meeting or other name you would like.
  - 3.2 Date/Time is correct.
  - 3.3 Click the repeat dropdown next to the [all day check box] to repeat the meeting Monthly on the fourth Tuesday.
  - 3.4 If you want to change Email and Notification settings to 1 day prior or whatever your preference.
  - 3.5 If you want to send this invite to a guest, enter their Email in the add guest area.
  - 3.6 Below the Zoom Meeting ID and Passcode, you can add notes if you would like in the body of text.
  - 3.7 Other options for review before saving if needed but we covered the important areas.
4. Click Save.
5. You should now see the meeting on your calendar.  
<https://calendar.google.com/calendar>

### **Virtual Etiquette: We have lost loved ones and want to offer suggestions to keep meeting flowing smoothly in a virtual environment.**

1. If possible and you have a webcam, please enable it if possible for us to create as

much as an in-person feel as possible and so everyone is comfortable.

Note: We do not have plans to enforce webcam use but it helps with community safety and comfort.

2. Please be mindful for how many members that are in virtual meetings and based on our numbers, we may need to keep to 5-10 mins of speaking per person to be respectful to everyone.
3. Default to mute when joining meetings or ensuring you are on mute helps to keep the meeting flowing but make sure to “unmute” yourself when you need to talk.
4. Please only invite guests that are necessary to help you with the grief process.
5. Be careful of your non-verbal emotions such as “rolling eyes” because some of these things can be seen easier as if you were right in front of everyone.