

Simple Ways To Go Virtual In Your Business Life... For Free

Introduction and Why...

In short, we spend a lot of time, maybe too much time going from here to there for coffee meetings that are certainly pleasant, but how much of this can you do in a day and still get work done?

We spend a lot of time, going places, when we could in fact get much of that work, explaining and showing accomplished right from our office, with only a little preparation ahead of time.

It's that preparation that we are going to show and tell in this short document.

Screen sharing what's on your computer with someone else... somewhere else. There are many ways to do this... but let's keep everything as simple as possible.

The purpose here is for internet based One on One's... Not webinars with groups of people.

Step 1 – Sharing Your Computer Screen and Talking On The Phone

www.join.me

This is free, for up to 20 people at a time

Join.Me will try to get you to go pro... Don't Do It!

Stick with the FREE basics – Download and install their small program (1 time)

This will allow you to spontaneously share your screen with anyone any time

This will also allow you to view another person's screen spontaneously any time.

It will put a small icon on your desktop for quick and easy access.

Step 2 – What Are You Going To Share:

Whatever you want to share, prepare it in advance...

Whatever you can see on your computer, you can share it.

Place ALL Demo Documents In One Folder for Easy Access

PDF documents, flyers & brochures

If you have to, scan your flyers into a PDF for this purpose

Power Point Presentations

Just start your presentation and scroll through it while explaining

You do know, you can save all your slides as images...

Then you could show your images in your computers image viewer.

Image Slide Shows

Assemble any set of images into one folder for quick and easy sharing

Videos

Nearly... but not impossible

Sharing videos are platform specific. The easiest way I've found to share videos is...

They must already be on YouTube... And you must have the long direct link

www.meetchep.com is the only platform I've found to do this.

(\$20 per year for 20 People at the time of this writing... Truly worth the investment)

Step 3 – Face to Face Video Conversations Using Web Cams

ALWAYS, ALWAYS, ALWAYS, USE EARBUDS OR A HEADSET

Some platforms these may not be necessary, but be prepared... Earbuds are \$10... so get a set.

Video Platforms

The key here is simplicity and not having everyone needing to download software, or needing everyone to be physically connected to you through specific platforms.

Skype is great, but both parties need to be previously connected through Skype

Not likely to happen – Cannot happen spontaneously for impromptu video meetings

Facebook Video - quite good... can be spontaneous *If Both Parties Are Already Connected*

Only the video initiator needs to download and install a small and simple Facebook program.

This program needs to be installed only once, then...

Assuming both parties are logged into Facebook, a video conversation can be initiated

FaceFlow – I love www.faceflow.com

It is free, no one has to download software; every user gets a permanent link

Having a permanent link means you can send anyone a link to have a video conversation

And no downloads... How cool is that?

Using earbuds or a headset is absolutely necessary at this time for both parties

Google Plus – Everyone today should have a Google account, with Google Plus, and connected to a YouTube Channel. I'm not going to go into all of that here... just do it ☺

Google plus provides for amazing video conversation and connectivity, however both parties must be previously connected to have a video conversation

Meet Cheap – This is an amazing little platform... Only the account holder has any downloads.

Other participants need only to show up, have a web cam and earbuds or a headset

You can bring up to three other people into the video conversation

Meet Cheap provides for screen sharing and showing YouTube videos

Frankly there are some minor issues, but they can be easily over-come.

Again, at the time of this writing, you can get a basic Meet Cheap Account for \$20 per year

There are other video platforms which are free, and work very well... the challenge...

Both parties must have accounts and be connected through the platforms. Challenging but not impossible.

So... Be Prepared... In Just A Few Easy Steps

* www.join.me Install the free program and be prepared and willing to watch...

* Prepare your demo documents and put them into one folder for easy access

* Video Communication – Get a set of earbuds or a headset and keep it handy

Know how to set your web cam up when going to a video conference...

Here is where you can check your web cam: [Click Here](#)

* FaceFlow – www.faceflow.com Set this up and get your permanent link to use with others.

* FaceBook Video – Find someone you are connected with and initiate a video conversation

In this way, you can set yourself up for later, and know how to use it.

* Meet Cheap – www.meetcheap.com I highly recommend checking this out, it is an amazing tool for \$20 per year.

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