



The Catholic Women's League of Canada

MEMO

DATE: April 2, 2021

FROM: Doreen Gowans, national communications chairperson

TO: Parish communication chairpersons

CC: Parish presidents, diocesan presidents, provincial presidents and life members (on request)

The pandemic has changed all aspects of members' lives, including how they communicate with their League sisters, family and friends. Who are Zoomers? Zoomers are members, parishioners, family and friends who want to stay connected while physically distancing and unable to meet in person. Parish councils choosing to use Zoom for their executive/general gatherings are staying in contact and love seeing friendly sisters in the League while accomplishing the business at hand—try it. It is as simple as one, two, three, and it is free!

Set up Zoom:

- Google search for Zoom and download it. Once it is downloaded, you are ready to start.

How to use Zoom:

1. Click the **Zoom** icon, which opens Zoom to the Home page, which should have four blocks (one red and three blue) and a date and time banner. If not, then go to the top of the screen and click on **Home**.
2. Click on the **Schedule** block to set up a meeting.
3. "Schedule Meeting" then opens.
4. Enter a date and time, then go to bottom of screen, select **Other Calendars**, and then **Save**. (For those with Google calendar, the screen will differ).
5. A new screen appears, "Your Meeting Has Been Scheduled."
6. Click on "**Copy to Clipboard**."
7. Open your **e-mail** and paste the meeting invitation to your message. Enter those you want to invite in the recipient line and send. (All those you have entered will receive this message with the invitation link attached).
8. Go back to Zoom, select the meeting you scheduled (under **Date & Time**), and click **Start**.
9. When the meeting is started, your video and microphone may not be **on**. Go to the bottom of the screen and click on the icons to turn them on.
10. Once the participants start to access the meeting, you will have to **admit** them by clicking on their name (right side or top of the screen).
11. You may experience having approximately 30 minutes for your meeting. You will be notified that you have one or two minutes left. If you require more time, ask participants to leave and re-enter using the original e-mail link to re-join.

For Participants:

1. Open your e-mail and click on the Zoom **invitation link**, which may appear in blue.
2. The person who invited (**host**) will then **admit** you to the meeting.
3. Most controls are at the bottom of the screen.
 - a. On the bottom left side of the screen are the **Audio** and **Video** icons. If a red line is through an icon it means it is turned off. Click on the icon to turn it on.
 - b. The **View** screen icon is at the top right. Select **Gallery** to see everybody.
 - c. When you want to leave a meeting, select **Leave** at the bottom right side of the screen.

Have fun with Zoom. Christmas dinners have been held on a Zoom with my daughter, family and grandchildren, also with older family members. It is fun! Try it!

Our Lady of Good Counsel Mass: The annual mass to honour members will be held on April 26th, the feast day of Our Lady of Good Counsel. Encourage members to watch the mass on Salt + Light TV at dailytvmass.com/.

National Website: Stay connected with the League through cwl.ca, Facebook, Twitter and e-mail. Several marketing initiatives have been launched, including To Inspire, a new section added to the League website. To Inspire includes several short videos and scripts for all to view, like and share. Please share the link, cwl.ca/to-inspire/, with members, family and friends to inform them of what the League is and what members are doing through the many stories. Share with others that the League is active and continues to provide gifts of faith, service and social justice.

Selfies: The marketing group invites members to share by responding to “**My CWL is...**” and fill in their League story. Short one-minute videos can be recorded on a cell phone, computer, tablet or another appropriate device, describing what the League means to you or why you joined, what you like, etc. Please include the words “My CWL is...” in your talk and then post to your personal Facebook or Instagram page using the hashtag #WhatsYourCWL.

Implementation Committee: Encourage members to view the national website for monthly updates on implementing the strategic plan, what is new and what can be expected. Thirty-six members will be sharing their time, skills and talents as participants in the Year 3 working groups. Keep them in your prayers. More information/updates are available at cwl.ca under Quick Links, Implementation of the Strategic Plan.

Fall League Magazine: The fall issue of *The Canadian League* will be available online only. May I suggest printing a copy and mailing it to members who may not have Internet access? If your parish council is struggling financially, perhaps one of your members would gladly sponsor another member by donating to the council to cover the cost of printing and mailing.

Encouragement: “One of the most beautiful gifts in the world is the gift of encouragement. When someone encourages you, that person helps you over a threshold you might otherwise never have crossed on your own.” (John O’Donohue, *Eternal Echoes: Celtic Reflections on Our Yearning to Belong*)