**Using the remote versions of the Co-Lead Toolkit modules:**

These adapted modules are designed for facilitators to run via remote conferencing using software such as **Zoom**, **Microsoft** **Teams**, or **Cisco** **Webex**. In some cases, participants will need to be divided into sub-groups using the “breakout rooms” feature of the software. Please see the links below for advice on how to do this:

* **To use the breakout room function in Zoom:** <https://www.youtube.com/watch?v=jbPpdyn16sY&feature=youtu.be>
* **Using breakout rooms in Microsoft Teams:** <https://myteamsday.com/2020/04/17/breakoutrooms-in-teams/>
* **Use breakout rooms in Cisco Webex**

<https://help.webex.com/en-us/8cckd2/Manage-Breakout-Sessions-in-Cisco-Webex-Training>

**Please note that the HSE has given the following advice for their staff using remote conferencing software:**

**Video calls have become commonplace in the last number of weeks. There are a number of platforms recommended for HSE staff to assist with video conferencing**

**Microsoft Teams:** Previously known as Skype for Business. To get set up log a call with the National Service Desk or phone **0818 300 300**

If you already have Skype for Business you can continue to use it, and over time, it will be upgraded to Microsoft Teams. [More information about Microsoft Teams](https://healthservice.hse.ie/staff/coronavirus/working-from-home/microsoft-teams.html)

**Cisco Webex**: You can log into a Cisco Webex meeting without an account. You only need Cisco Webex account if you want to host a meeting.  
To get Cisco Webex set up on your laptop or PC[complete an application form.](https://bit.ly/3bOn2TC)

[More information about Cisco Webex](https://bit.ly/3bIGVuU)

**WhatsApp**: Can now be used by healthcare staff during COVID-19.  It is important that you [read the guidance on the use of WhatsApp](https://bit.ly/2zT0mnB)

No other technology solutions are approved for either Video Conferencing or Video Consultations. If you have a requirement to use a solution other than what’s listed here, check that you comply with HSE Policies and Data Governance & Security processes. [Read more about the HSE’s data protection policies.](https://bit.ly/36hA9eQ)

Please note that while it has recently become very popular to use, Zoom is not currently in the HSE list of approved Video Conferencing tools. If any of your colleagues has a Zoom Pro/Premium account with additional security and encryption, you may wish to consult HSE’s data protection policies above to ensure that this account is compliant.