



USING THE **zoom** PLATFORM

Online meetings, scripture studies and prayer groups!

The Zoom platform is one of the best platforms to help you host your online group. It is easier for 'digital beginners' to use than most other options, and can be used on a smart phone, iPad or computer (with web camera) by clicking a link and clicking through some basic options.

As a host, before you get started, you will need to [create a paid Zoom account](#) to access the full suite of resources. This can be done for about A\$21 per month. (You might also like to download the Zoom app to your computer, phone or tablet.) Participants do not need to create an account or pay any money.

Hosting a Zoom meeting or event

- Go to zoom.us and sign in using your Zoom account details.
- **To schedule a meeting:**
 1. select 'My Account'
 2. select 'Schedule a Meeting' and fill in the details, including additional details if the meeting is part of a series of meetings (for example, a regular Scripture study group)
 3. Press the 'Schedule' button at the bottom of the page.
- A window will pop up with an invitation that you can copy and paste into an email or Facebook event to share with participants.
- If this is your first time as a Zoom host, run a 'trial' session with your team.

Note: if you are using the Zoom app on your computer or phone, the process will be a little different: after signing into the app, you just need to press the 'Schedule' button and fill in the meeting details as prompted.

To begin the meeting

- Open the Zoom link well before the meeting is scheduled to begin.
- Be there to welcome and chat with people they 'arrive'—and if you are using the 'Waiting Room' function, to 'admit' them to the meeting—allowing some time for social interaction before you begin.
- If the meeting is for more than six people, once everyone is there, explain the importance of the 'mute' button. As host, you can choose to 'mute all' during a presentation or video.
- As the meeting gets under way, open the 'Manage Participants' and 'Chat' screens.
- If praying or singing together, ask everyone to 'mute' their microphone, except for the person leading the prayer.

To show a video or PowerPoint presentation

- Have the window for your PowerPoint or 'YouTube' video open in the background before you start the meeting.
- When ready, click 'Share Screen' and select the window you wish to share. Click the 'play' button.
- Mute all participants. (Invite them to share in 'chat' if they are having trouble hearing or viewing the video.)
- You can optimise video by asking participants to 'turn off' their own video while the video is playing. Do a Google search to find further information on video optimisation if needed.
- Click 'Stop Share' at the end.

To break out into small discussion groups

- Post any discussion questions into the 'Chat' screen.
- To enable 'breakout rooms', sign into your Zoom web portal, click 'Account management', then 'Account settings'. Navigate down to the 'Breakout Room' option. Select 'On' and tick 'Allow host to split meeting participants into separate, smaller rooms'.
- The host can assign people to breakout rooms as they arrive (or at a later point in the meeting), using the 'Breakout Rooms' button on the bottom toolbar.
- When it is time to join the breakout room, participants click 'Join Breakout Room'.
- When people are in their rooms, you can send them an 'Alert' when it's time for them to end their discussion.
- You can all meet in the main group again for final prayer or for notices and to wrap up the meeting.

To use the whiteboard function

- The whiteboard feature allows you to share a whiteboard, which you can make notes on with others.
- Once you have joined the meeting, click on 'Share Screen'. As host, you can decide whether everyone can share, or just you as host.
- Select 'Whiteboard' and click on 'Share Screen'.
- When you click on the whiteboard, the annotation tools will become available.

Further information on Zoom and its features can be found [here](#).

The Animation Team can also assist you to host your first session if that would be helpful. Contact Lorraine on 0402 217 123 or at lorraine.mccarthy@cam.org.au.