

Zoom for Life Groups

This is an overview of the functionality covered in the online Zoom Training session for Life Groups on Monday 23 March 2020, together with some extra notes that we realised in the meeting would be helpful. Huge thanks to Cat Patrick for putting these together 😊

Zoom accounts and setting up a meeting

For groups of 3 or more, a free Zoom account will allow you to host meetings of 40 minutes (although occasionally they extend it for you). If you set up a recurring meeting with no fixed time, however, you should be able to always use the same link and ask everyone to log back into the same link when they are disconnected after 40 minutes.

- There are lots of settings you can play with at zoom.us > My Account > Settings
 - Particularly, I'd recommend under 'In meeting (Advanced)' that you turn on Breakout Rooms (more about these below)
 - From a security perspective you should also ensure that you set a password and enable the Waiting Room functionality
- You should encourage group members to download Zoom before the meeting starts, then all they should need to do is click the link at the meeting time.

Using Zoom in the meeting

- Make sure you **connect with each person** as they join, welcome them and ensure audio/video are working so that they feel included and can participate (if using the Waiting Room functionality, you will need to admit them first!)
- Encouraging people to keep **microphones muted** when not speaking (to avoid background noise and make it a more pleasant experience)
- You can **share your screen** for Bible readings or other content (bottom middle of screen, 'Share screen'). People can then annotate/draw on the screen for creative/collaborative study or fun. Others can also share their screens.
- **Group chat** allows everyone to type messages to each other - you could use this for sharing prayer points (everyone has the option to save chat, but may benefit from a reminder to do this)
- You can also **private chat** individual members - useful for discussing the meeting with your co-host or checking in with individual members
- Group members can use the '**Reactions**' (bottom right) to applaud or thumbs up whilst others are talking
- You can ask people to '**Raise hand**' (click 'Participants' on the bottom bar, then 'Raise hand' on bottom right) - this allows people to signal that they'd like to ask a question, lead in prayer, etc
- The **host has permission** to mute and unmute people, control screen, change people's names, etc. The host can appoint someone else as host and reclaim the host privilege when they would like. You can also appoint someone else as a **co-host** with you (so perhaps if one leader is talking, another can mute the people who are yawning or have background noise etc)
- **Breakout rooms** are incredibly powerful - they enable the host to send all members of the session into smaller groups to talk in smaller 'rooms'. This helps group members to feel more connected and heard.
 - To use Breakout rooms, you will need to enable the breakout room setting in your account (see instructions above)
 - You can allocate people to rooms either manually or automatically. Manual allocations can be remembered if you have set up a recurrent meeting (eg. if people always split into the same prayer triplets at the end of a group)
 - The wisdom I've heard is that 3-4 participants is an ideal number of people in a breakout room
 - The host remains in the main session, but can join in any of the breakout rooms to see what is happening in them
 - Group members can signal that they need help on the bottom bar
 - The host can broadcast chat messages that are seen by all members of the breakout rooms