

Getting Started with Zoom

Zoom is a video conference system that can be used to host virtual meetings, gatherings, and worship services. Zoom calls are accessible to everyone who has access to the internet or by calling in to the meeting using a telephone.

Before you are able to host a meeting on Zoom, you will need to sign up for a Zoom account. There are a few different Zoom account options, so you will need to pick the best option for your setting. The free account allows up to 100 participants per call with a 40 minute call time limit (after that you would need to restart your call). You will be given a link to the call and a telephone number to share with participants before the call starts so that they can access the call. You can also record the call directly to your computer to save and share later.

If you think you will need space for more participants or longer meeting times, view the other available account options on Zoom's website: zoom.us/pricing

Starting a Meeting

1. Go to zoom.us
2. Login and click on "My Account"
3. Click on "Schedule a Meeting"
4. Fill out the appropriate information describing the event, the event date &
5. time.
 - a. Keep in mind the time zone you are in and set the appropriate time.
 - b. Decide if you would like a special meeting ID or let Zoom create one for you.
 - c. Setting a meeting password is not necessary.
 - d. Check "Enable join before host" otherwise, no one can login until you – the host – logs in.
 - e. If you wish to record the meeting, click "Record the meeting automatically"
6. At the end of the meeting, the host will have the option to "End Meeting." Once you end the meeting, you can end it for everyone, or just leave the room open and let others continue to meet. If you are a participant, you can always leave the meeting by clicking "Leave Meeting"

Mute All Participants

1. If you have a large gathering, make sure all participants are muted to avoid background noise.
2. Once you are in the call, select "Manage Participants"
3. Select "Mute All". You will be prompted to allow participants, this is okay as you will want people to have the option to speak aloud. Click "Continue" and all current and new participants will be muted.

"Zoombombing"

1. Any open Zoom event is truly open, people can find and enter the call with no authentication. There have been an increase of people entering a Zoom meeting and sharing videos of violence or pornography.
2. The host of the call will need to check the settings to make sure all participants are muted and are not allowed to screen share. This can be done in the “Advanced Sharing Options” while in the call. It is a good habit to log in early and do this before the official start of each Zoom meeting.

Chat

1. If someone wants to type a questions (or you invite participants to submit written questions), they can do so by clicking the “Chat” button. A screen will open for the chat session. By default, everyone in the call can see what you enter. You can, however, select an individual to see your message.

Breakout Rooms

1. Zoom offers a Breakout Rooms feature that allows you to break up all participants into smaller virtual gatherings. To use this feature, you will need to enable it in your account.
2. **Enabling Breakout Rooms**
 - a. Go to Zoom.us. Click on “My Account”
 - b. Click on Account Management > Account Settings > In Meeting (Advanced) > Under Breakout Room, make sure it is checked (blue, not grey)
3. **Using Breakout Rooms**
 - a. First, you must be logged in as the host. Once you have started your meeting, look to the bottom, where the controls are. You will see the Breakout Rooms icon.
 - b. Click the Breakout Rooms button. You will then tell Zoom how many rooms you want to setup. You can check if you want to manually assign people into each breakout room, or if you want participants randomly assigned to groups.
 - c. Once participants are in Breakout Rooms, you can swap the rooms they are in, if needed. Also, as the host, you can enter and exit any small group that is available.
 - d. After the host determines that the small group / breakout session is over, you can force the breakout room to be closed. When you do so, you can give the breakout rooms up to 2 minutes of a countdown.
 - e. To close out the Breakout Rooms, click the Breakout Rooms icon and click “Close All Meetings.”
 - f. More Information: <https://bit.ly/2QP34jJ>

Meeting Tips

3. Make sure someone is leading/guiding the meeting. This person will have an agenda and call on participants.
4. Ask someone to state their name when speaking so that anyone who is only listening to the call knows who is speaking.

5. It's good practice to have someone watching for unacceptable activity, including on camera and in chat; this is good practice anyway to allow for the most engagement by participants.