



## Instructions on how to use Zoom to Connect with your Life Group.

### Set up a Zoom Account

Before you can get started, you need to create a free account. You can sign up for a free Zoom account and download the application on to your computer at <https://zoom.us/>. This free account will allow you up to 40 min. of meeting time and up to 100 participants.

### Schedule a Meeting

Complete the Schedule a Meeting template. Specific tips for the following:

Topic: *Name of life Group* (ie. Eggers Life Group)

Meeting Password: **Enable for security reasons, but share with your group**

Video: Host "on" / Participant "on"

Audio: *Both*

Meeting options: Leave "enable join before host" unchecked.

**\*Leave this box unchecked because once the first person joins the meeting the 40 min. timer begins.**

### Invite Others to Join Your Meeting.

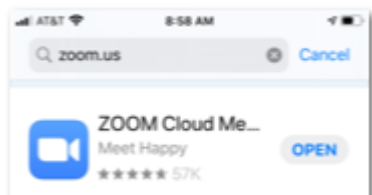
You are now ready to invite people to join your meeting. Easiest ways to invite others to join.

- Copy and paste the URL and Meeting ID into an email message to the participants you wish to invite.
- Click the Copy invitation button, then paste the message into an email to the participants you wish to invite.

### Joining a Meeting After Receiving an Invitation.

Share these Tips with members to join your Zoom meeting:

1. From a smart device (iPhone, iPad, or Android), download the ZOOM App from the APP STORE. (at least 15 min. before meeting)



When prompted,

- a. Enter Meeting ID that group leader provided:
- b. Join with video
- c. Choose "device audio" or "internet audio"

2. On PC or laptop with webcam and microphone (either internal or external)

Click on the link that the group leader provided

When/if prompted,

- a. Open/Accept Zoom download
- b. Choose computer audio

#### **NOTES REGARDING DEVICES AND TECHNOLOGY**

- While mobile phones can be used, laptops and/or desktop computers are recommended as they offer a larger screen size.
- Only use one device per household. Multiple devices can cause audio feedback and internet bandwidth issues.
- Your device will ask for permission to access your audio and video. Approve all of this ahead of time, since it may require a reboot.
- Place your device on a table or stable mount, not on your lap or in your hand. Having your hands free allows you to reference your Bible or additional study materials.
- Make sure your device is plugged in or at full battery level.
- Use landscape mode [sideways] instead of portrait [up and down].

#### **BEST PRACTICES FOR VIDEO CALLING / ONLINE ETIQUETTE**

1. **Recommend that group members download any meeting software prior to meeting.**
  - See previous section on technology platforms available for online groups.
2. **Be aware of how you look on camera.**
  - Make sure your face has sufficient lighting. In general, lighting works best in front of your face, not behind. Brighter light is preferred to yellow/'warm' light.
  - Make sure your face is centered in the video camera. It's best to position the camera to eye level or slightly above.
  - Speaking tip: When talking, look directly into the camera. When not talking, look at the computer screen to watch others.
3. **Select the quietest room/location you can find.**
  - Turn off anything making noise in the background (TV, radio, appliances).
  - Put pets in a different room or have them in a place where they will be most quiet.
  - If you're at home, have a plan for children so as to minimize interruptions.
  - Noise canceling headphones can help with background noise.
4. **Mute your computer unless you're the person talking.**
  - Whichever platform you're using, know how to turn off and on your mute button.
  - If everyone's microphone is turned on at the same time, the sound quality can be an issue and it can be hard to hear the person who is talking.
  - If you are muted, make sure to nod your head and listen well so people can recognize you are following them. Find creative ways to practice non-verbal communication such as asking them to raise their hands to acknowledge they want to share.
  - Recognize that the moderator has the ability to mute individual participants if needed.

**5. Be both positive and assertive as a moderator/host.**

- Your demeanor will set the stage for the attitude of everyone else in the group.
- The moderator/host of the group will need to be welcoming and in charge. Make sure as host you jump on a few minutes early to welcome everyone.
- Redirect the conversation or mute participants as necessary. This may feel rude, but it is sometimes necessary to manage a good online experience.
- As a rule of thumb, the host should talk 20% of the time and listen 80% of the time.

**6. Create a plan for participants to indicate that they'd like to talk.**

- You may try things like raising a hand, answering in a specific order, or another signal.
- Since participants will often be muted, having a plan will help you know when to mute and unmute.

**7. Encourage group participants to give their full attention (i.e. don't multitask).**

- When participants are not giving their full attention, it can be as big a distraction with an online group as it can with an in-person group.

**8. Have a plan to stay in touch outside of your scheduled meeting time.**

- Leverage resources and platforms like calling, texting, emailing, GroupMe, Facebook Groups and Messenger, WhatsApp, etc. as a place to stay connected and keep the conversation going throughout the week.
- Assign group members to follow up with one another and engage in prayer requests.