Zoom Guide for Small Groups

Zoom is a temporary tool ICC is using to equip our Dream Team, specifically our Small Group Leaders, to connect and support our church through this time. It has so many great features to help make the distance feel smaller and to connect with/get support from a community outside of the walls of our homes.

Zoom Terms to Know

1. Host – person who sets up and schedules the meeting, they hold the power!
2. Co-Host – the meeting Host can assign a co-host to assist with leading the meeting.
   a. A co-host can also share their screen, assign members to breakout rooms, monitor the chat (mute/unmute people)
3. Account Type
   a. Basic account – (the free one) has 40 min time limit & 100 people limit
4. Desktop App vs Zoom website
   a. All changes to your account settings must be done through the Zoom website
      i. Activating different features, changing features, etc.
   b. It is easier to join or start a meeting in the desktop app

Zoom Logistics

1. Getting Started
   a. Sign Up for Free
   b. Download Zoom Desktop Client
   c. Hosting a Meeting
2. Scheduling Meetings
   a. Scheduling a Meeting
   b. Scheduling a Recurring Meeting
   c. **Include this How-to Join a Zoom Call Link to those you are inviting to the meeting**
      i. https://www.youtube.com/watch?v=vFhAEoCF7jg
3. Sharing Your Screen
   a. Sharing Your Screen
      i. If sharing content with audio be sure to check the *"share computer sound"* in bottom left hand corner of share screen dialogue box AND *"Optimize for Full Screen Video Clip"*
4. Breakout Rooms – For Large Zoom Meetings
   a. Enabling Breakout Rooms on your Account
   b. Managing Breakout Rooms
   c. Pre-assigning breakout rooms
5. Recording a Meeting
   a. Basic Accounts
      i. Local Recording
   b. Accessing/Sharing a Recording
      i. Finding and Viewing Recordings
      ii. Sharing a Local Recording

Additional Features

1. Closed Captioning
2. Mute All and Unmute All
3. File Transfer Through In-Meeting Chat

4. [Polling](#)
5. [Whiteboard](#)
6. [Attendee Attention Tracking](#)
7. [Attendee Feedback](#)
8. [Annotation](#)

Zoom for Small Groups Tips

1. Ask everyone to mute themselves when the meeting starts/someone else is talking
2. Send the link to your group and encourage them to share it with their neighbors
   a. If you have a link you do NOT have to have the password
3. If you are screen sharing and watching a video together, be mindful of the volume
4. Try to make sure everyone engages at some point through the evening
   a. This is best accomplished by activating breakout rooms
5. Vulnerability breeds vulnerability
   a. Be willing to be the first to open up and be real in this new normal!

Zoom Etiquette

1. "Dress well test well"
2. Be mindful of what's behind you
3. Be mindful of how you are sitting – are you "lounging?"
4. Be mindful of the background noise in your space
5. For meetings where one person needs to deliver information, invite people to type questions/comments in the chat section and let them know you will address them all at the end
6. If something was distracting in the background of an attendee's video or audio either kindly ask them to mute or follow up with them after the call and ask them if they can adjust for

Other helpful links

[Zoom's YouTube Channel](#)
[Zoom for Online Small Groups](#)
[Zoom Support Center](#)