



# DISCUSSION LEADER

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# INSTRUCTIONS



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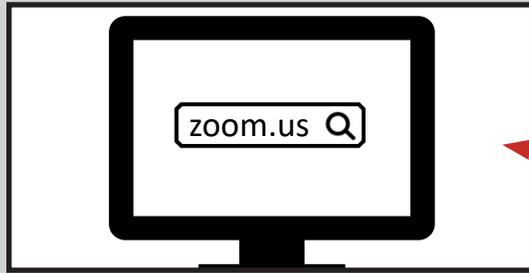
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# 1: SET UP

NOTE: Please refer to "EBS Member - Zoom Instructions" for Zoom basics.  
Be prepared to assist your members with Zoom set up and use.



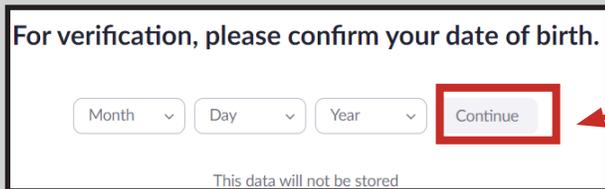
## SIGN UP FOR A FREE ZOOM ACCOUNT



1. Open web browser and type "zoom.us" or click this link:  
<https://zoom.us/>

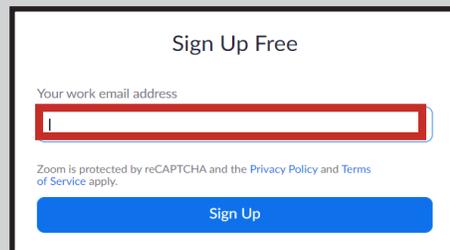


2. Click "Sign Up It's Free" on upper right corner

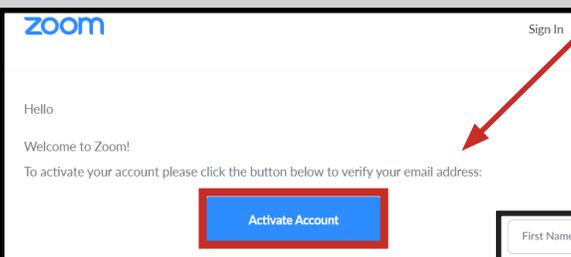


3. Enter your birthdate

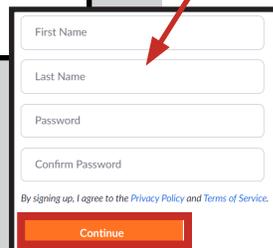
4. Enter your email address (or choose to sign in with Google or Facebook if preferred)



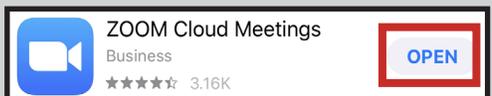
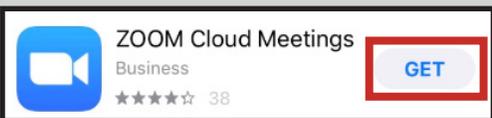
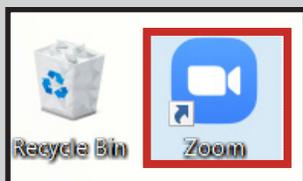
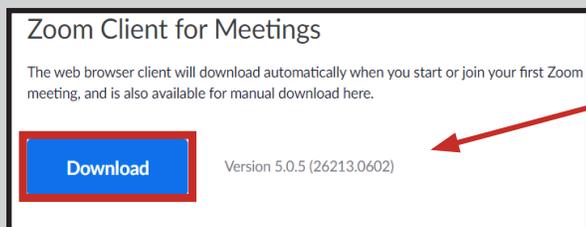
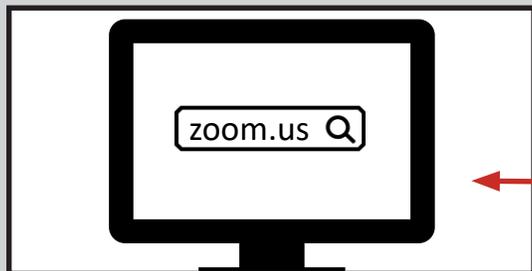
5. Open the confirmation email sent to your account. Click "Activate Account" to complete the process



6. Enter your name and choose a password



# 1: SET UP



## DOWNLOAD APP TO COMPUTER

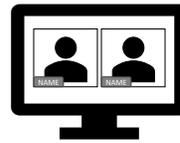
1. Open web browser and type "zoom.us/download" or click <https://zoom.us/download>
2. Click "Download" for the "Zoom Client for Meetings"
3. Click the "zoominstaller.exe" and follow the instructions on your screen
  - Note: Some browsers will ask if you want to run or save "zoominstaller.exe" Choose "run".
4. Click on the Zoom app and sign in with your account information



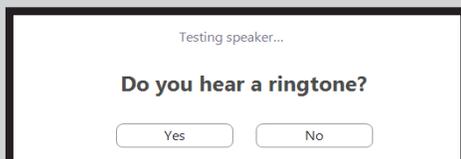
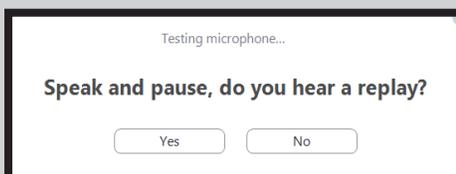
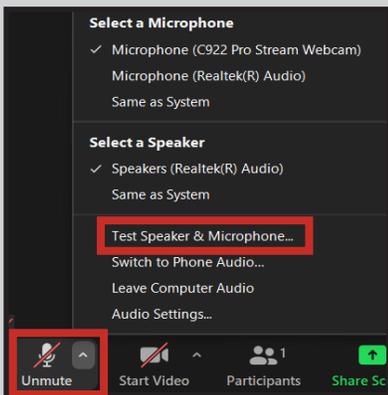
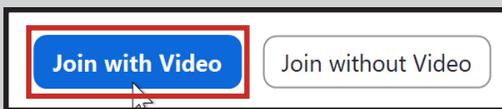
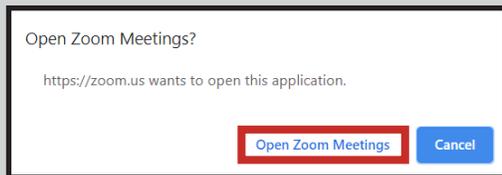
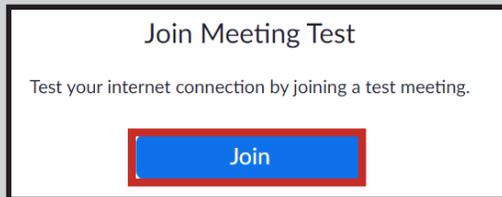
## DOWNLOAD APP TO MOBILE DEVICE

1. Apple: go to "App Store"  
Android: go to "Google Play"  
Kindle Fire: go to "Games and Apps" then tap "Store"
2. Tap search bar and type "Zoom"
3. Tap "Get" for the Zoom Cloud Meetings
4. Open the app and sign in with your account information

# 1: SET UP



## PRACTICE A TEST MEETING



1. Open web browser and type **zoom.us/test** or click <https://zoom.us/test>
2. Click "Join"
3. Click "Open Zoom Meetings"
4. Click "Join with Video"
5. Click the arrow beside the "mute" button
6. Click "test speaker and microphone"
7. Follow the instructions to ensure your settings are correct

NOTE: Steps (above) may occur in a different order on various devices.

Follow these steps on a tablet or phone minus the option to test speaker and microphone.

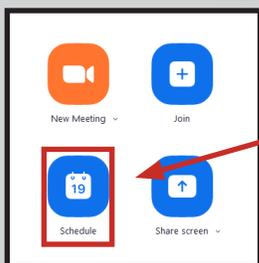
# 2: SCHEDULE AND INVITE

NOTE: You must have a Zoom account and the Zoom app in order to schedule and host a meeting.



## SCHEDULE A MEETING

(COMPUTER)



**Schedule Meeting**

**Topic**  
Melinda Burnette Discussion Group

**Start:** Mon August 17, 2020 12:00 PM

**Duration:** 0 hour 30 minutes

Recurring meeting

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 852 929

**Password**  
 Require meeting password

**Video**  
Host:  On  Off    Participants:  On  Off

**Calendar**  
 Outlook  Google Calendar  Other Calendars

**Advanced Options**

1. Open the **Zoom App** (sign in if needed)

2. Click or tap on **"Schedule"**

3. Type **"[Host name] Discussion Group"** in topic

4. Choose the **date and time** your group will meet

**Note: check the time zone for accuracy and change if needed**

5. Choose **30 minutes** for duration (the free account will allow 40 minutes)

6. Click or tap **"Recurring Meeting"**

7. Click or tap **"Generate Automatically"** for Meeting ID

8. For **Video** click or tap **"on"** for host and participant

9. Option: add meeting to your **calendar** if preferred

10. Click **"schedule"** to finish

**Audio**

Telephone  Computer Audio

Telephone and Computer Audio  3rd Party Audio

Dial in from United States [Edit](#)

**NOTE:** (Some devices include Audio option) For Audio click **"telephone or computer audio"**

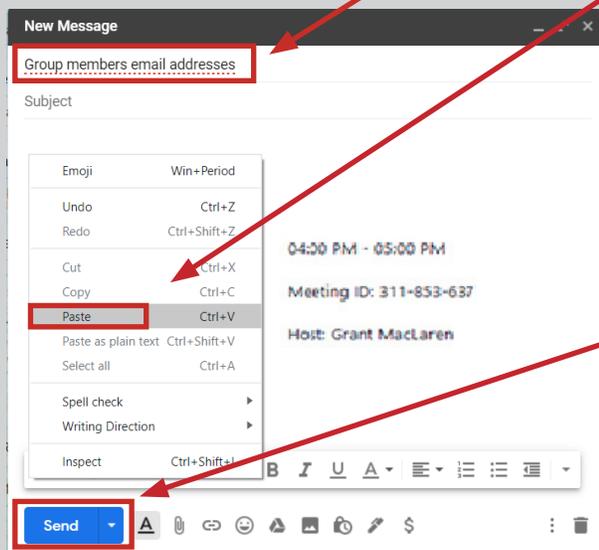
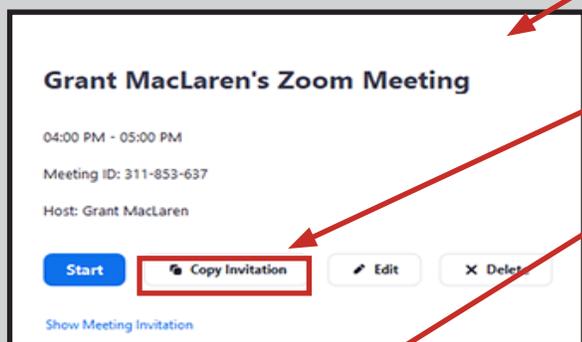
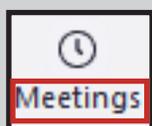
## 2: SCHEDULE AND INVITE

NOTE: You must have a Zoom account and the Zoom app in order to schedule and host a meeting.



### SEND AN INVITATION LINK

(COMPUTER)



1. Open the **Zoom App** (sign in if needed)

2. Click or tap "Meetings"

3. Click or tap the meeting scheduled for your discussion group

4. Click or tap "Copy Invitation"

5. Open email and address email to group members

6. Click or tap the body of the email and paste invitation

Note: on computer right click for paste option or click "paste" button.

On other device a tap provides option to paste

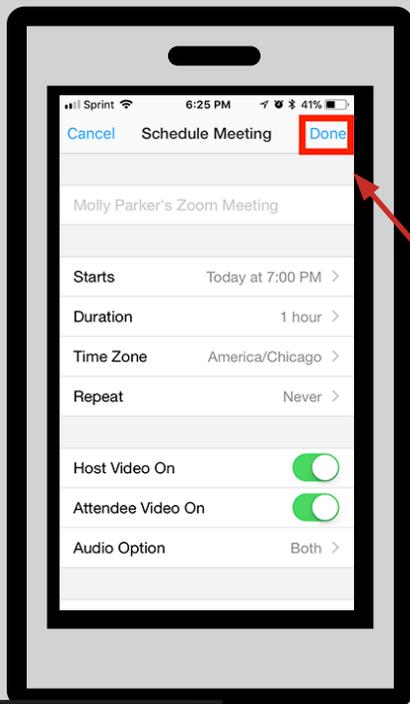
7. Send email to group members

Note: See **Zoom Instructions for Group Members** for "How to Join a Meeting."

These instructions will assist members to join the group by using the emailed link.

# 2: SCHEDULE AND INVITE

**NOTE:** You must have a Zoom account and the Zoom app in order to schedule and host a meeting.

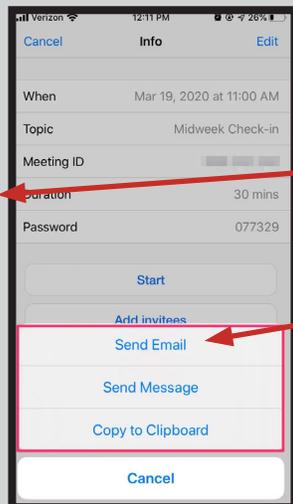
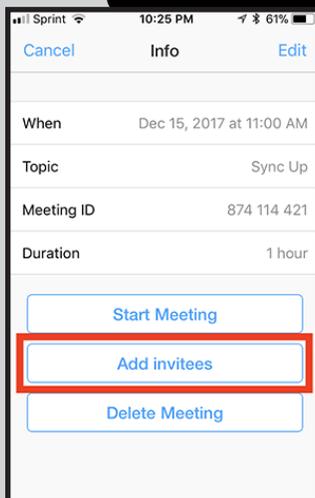


## SCHEDULE A MEETING

(MOBILE DEVICE)

**NOTE:** Follow the same procedure as for a computer (pg 7) and note these differences:

1. Do not use Personal Meeting ID
2. If allowed, do not use a password (Zoom may require a password for free accounts)
3. Do not enable the waiting room (this starts the 40 minute time limit for free accounts)
4. Tap "Done" to finish scheduling the meeting



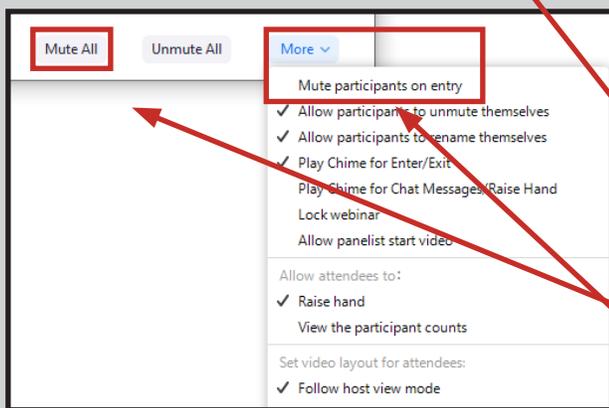
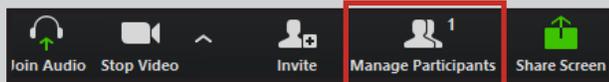
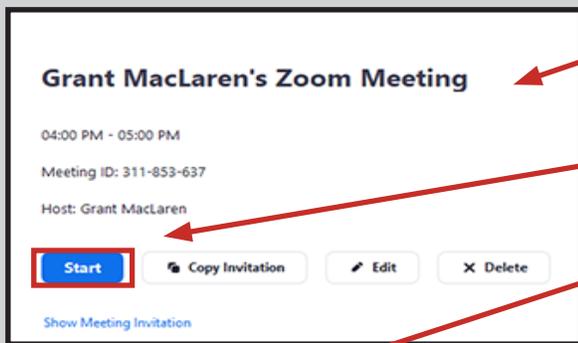
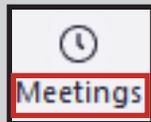
## SEND AN INVITATION LINK

(MOBILE DEVICE)

**NOTE:** Follow the same procedure as for a computer (pg 8) and note these differences:

1. Tap "Add Invitees" after you tap the meeting scheduled for your discussion group
2. Tap "Send email" (if email already set up on your device) and address the email to your group members

# 3: FACILITATION AND TIPS



## HOW TO START THE MEETING

1. Open the **Zoom App** (*sign in if needed*)
2. Click or tap **"Meetings"**
3. Click or tap the meeting scheduled for your discussion group
4. Click or tap **"Start"**
5. Check your video and audio to ensure both are **ON** (*no red line*)



## HOW TO MUTE

**NOTE:** Occasionally there is **audio feedback** from one member or the entire group. **Muting the individual or the group corrects the situation.** Remind members to **"unmute"** themselves when they are ready to speak!

After you start the meeting:

1. Click or tap on **"participants"**
2. Click or tap on **"mute all"** if needed
3. Click or tap on **"..."** or **"more"** and select **"mute on entry"** if desired
4. Click or tap on the **"mute"** icon next to the member's name

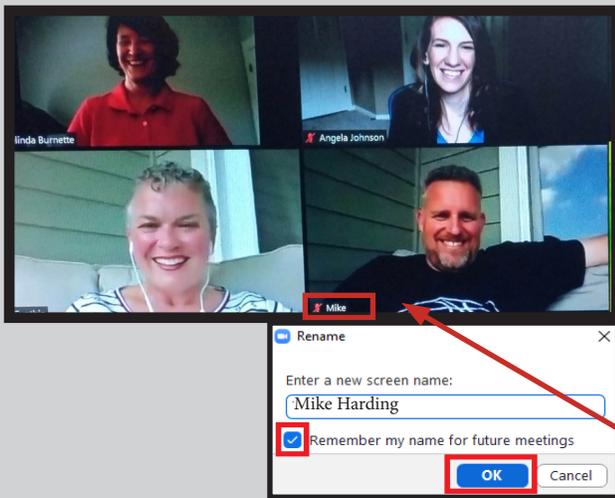
# 3: FACILITATION AND TIPS

## **Rename** HOW TO RENAME

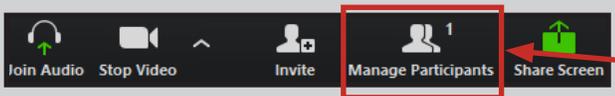
Occasionally someone joins and instead of their name you see "iphone" or something else. You may want to rename.

Options to rename are:

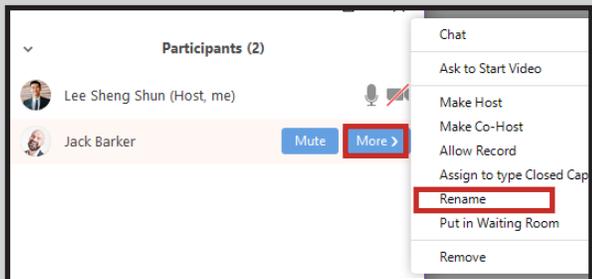
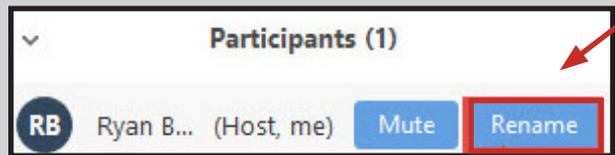
1. Ask the person to **rename themselves** so everyone can see their name  
*Note: this is especially important if they do not have video. See **Zoom Instructions for Members** for help.*



2. Right click the displayed name on their tile and type the correct name (computer only)



3. Click or tap "Participants" then hover or tap the individual and rename (may have to click or tap "more" before seeing the option to rename)



# 3: FACILITATION AND TIPS



## HOW TO LOCK THE MEETING

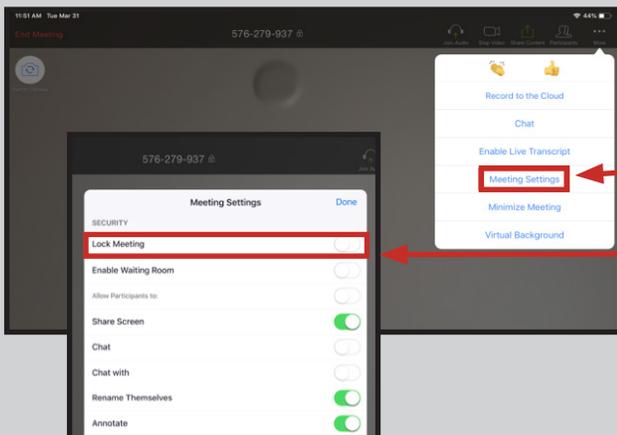
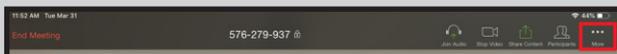
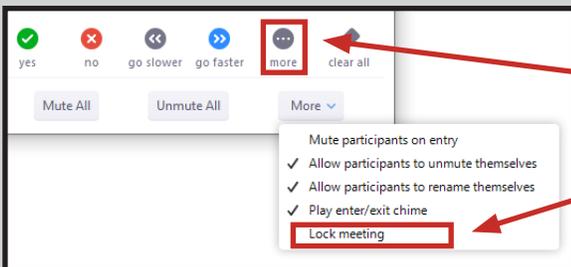
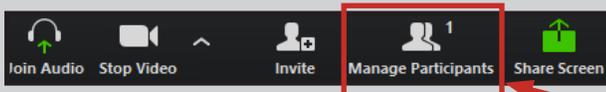
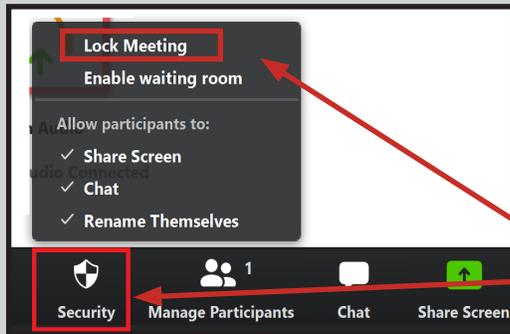
To secure the meeting you can “lock the meeting” once all members have joined. This prevents an uninvited person from joining.

### FOR COMPUTER:

1. Click or tap on “Security”
2. Click or tap on “Lock Meeting”

OR

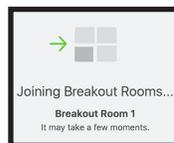
1. Click or tap on “Participants”
2. Click or tap on “...” at the bottom right
3. Click or tap on “Lock meeting”



### FOR MOBILE DEVICE:

1. Tap on “More” or “...” depending on device
2. Tap “Meeting Settings”
3. Tap “Lock Meeting”

# 3: FACILITATION AND TIPS

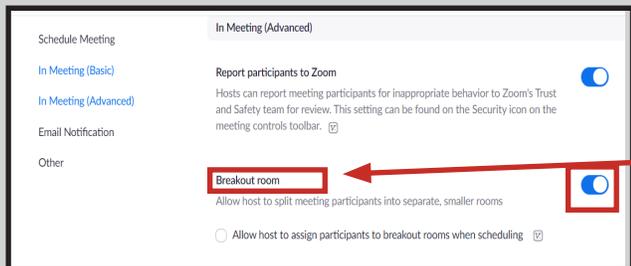
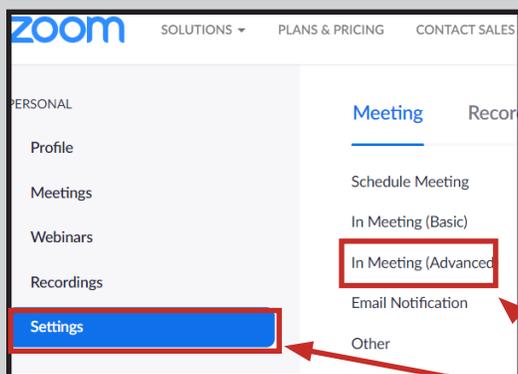
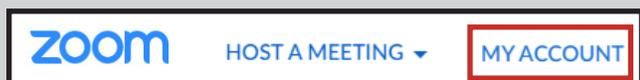


## HOW TO USE BREAKOUT ROOMS

**(COMPUTER ONLY)**

To place members in smaller groups to discuss a question place them in breakout rooms.

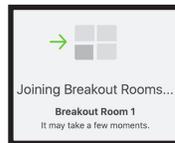
*Note: if a member has poor Internet connectivity, they may freeze or be unable to join a breakout room. Allow them to stay with a few people in the "main room" for the discussion. Breakout rooms are **NOT** an option if the meeting is hosted from a tablet or smartphone.*



### Enable Breakout Rooms (Before the meeting)

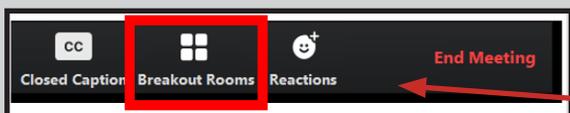
1. Open web browser and type **zoom.us** or click this link: <https://zoom.us/>
2. Click sign in on upper right corner or "My Account" if already signed in
3. Click "Account Settings"
4. Navigate to "Meeting" – "In Meeting (Advanced)"
5. Scroll down to "Breakout Room" and click the **toggle to enable** (blue is enabled)

# 3: FACILITATION AND TIPS



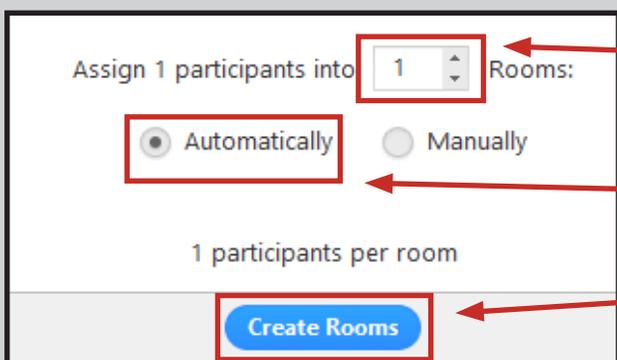
## HOW TO USE BREAKOUT ROOMS

*(COMPUTER ONLY)*



### Open Breakout Rooms

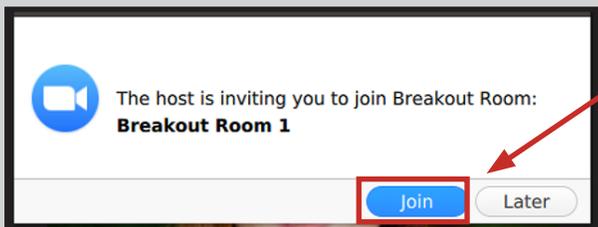
1. Click on "Breakout rooms"



2. Enter the **number of rooms** you prefer  
*(usually 1 room for every 3-4 people)*

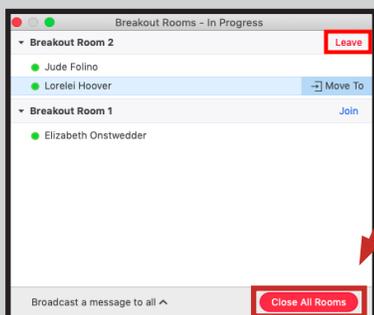
3. Click "Automatically"

4. Click "create breakout rooms"



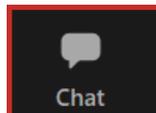
5. Instruct members to click or tap the **button that appears** on their screen

6. After 1 minute click "breakout rooms" and click or tap "close breakout rooms"



*NOTE: Members will automatically return to the main room after 1 minute*

# 3: FACILITATION AND TIPS



## HOW TO USE THE CHAT

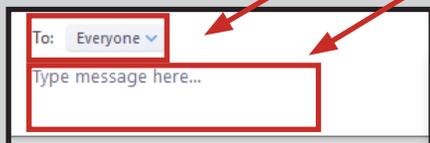
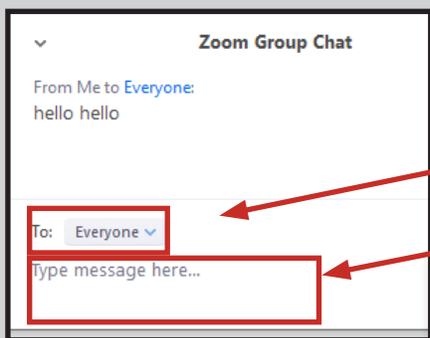
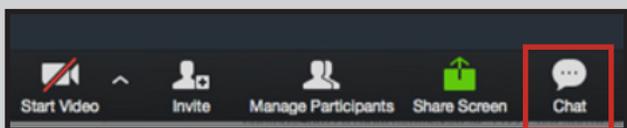
It may be helpful for members to **communicate using the chat during a meeting**. This can be used for prayer requests, to ask questions, to give others an update, etc. Using the chat allows for **“extra side conversations”** that all can see but that do not take time away from discussing the questions.

### FOR COMPUTER:

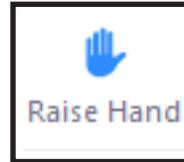
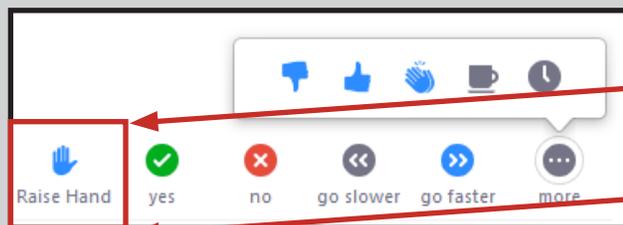
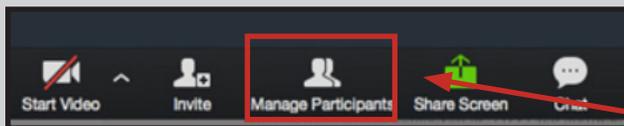
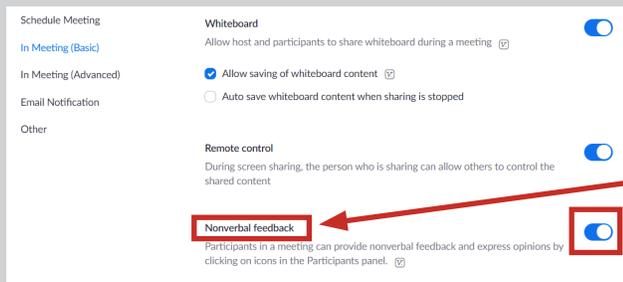
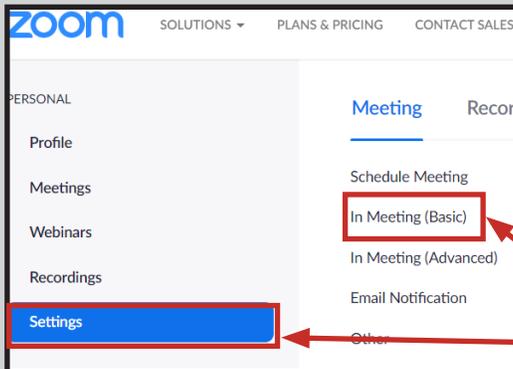
1. Click or tap on “Chat”
2. Ensure the “To: Everyone” appears
3. Type the message and hit “enter” on your keyboard.

### FOR MOBILE DEVICE:

1. Tap on “More” or “...”
2. Tap on “Chat”
3. Ensure the “To: Everyone” appears
4. Type the message and hit “enter” on your keyboard.



# 3: FACILITATION AND TIPS



## HOW TO USE THE RAISE HAND FEATURE

Note: The "raise hand" feature is an option intended for participation in a large leaders' meeting.

### Enable Setting:

1. Sign in at [zoom.us](https://zoom.us) or click "My Account" if already signed in
2. Click "account settings"
3. Navigate to "Meeting" – "In Meeting (Basic)"
4. Scroll down to "Nonverbal Feedback"
5. Enable the feature by clicking the toggle (blue is enabled)

### During the leaders' meeting:

1. Click the "Participants" button (computer)
2. Tap "More" button (tablet/ smartphone, mobile device)
3. Click or tap the "raise hand" icon
4. Click or tap the icon again to turn it off

# 3: FACILITATION AND TIPS



## HOW TO OPTIMIZE ZOOM APPEARANCE

light behind = not ideal

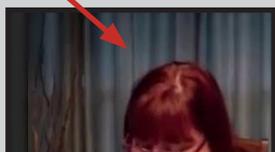


light in front = ideal

### 1. Lighting:

- Ideally a **light source** is in front of you  
*Light above or behind dims the picture*
- **Face a window** if possible
- **Close blinds or curtains** if a window is behind you
- Place a small lamp in **front of you** if your picture is too dim

not centered



centered

### 2. Framing:

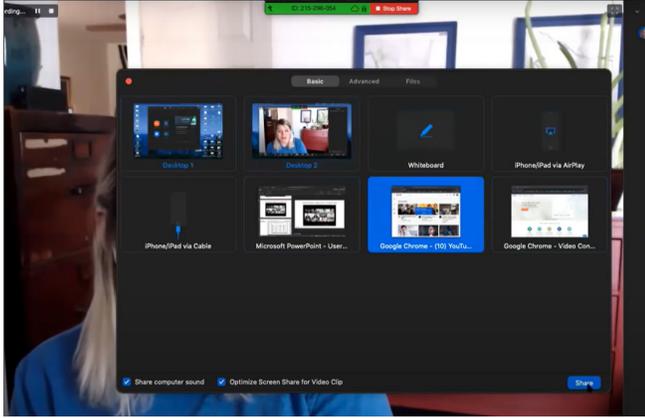
- Ideally you are **framed in the center** of your video tile
- **Head and shoulders** should be visible
- Adjust your camera or body position so you are **centered** and can make eye contact with the camera

### 3. Webcam Position:

- If using an **external webcam**, place it on top of your monitor.
- This enables you to be **centered** in the video tile and appears to your participants that you are making eye contact with them



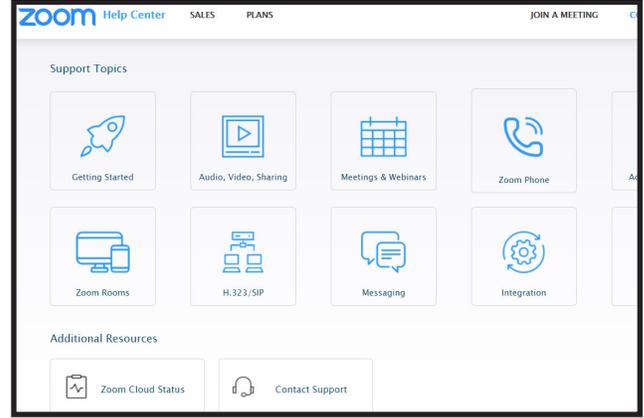
# ADDITIONAL RESOURCES



## ZOOM MEETING CONTROLS Video Tutorial

Click or copy/paste this in your web browser.

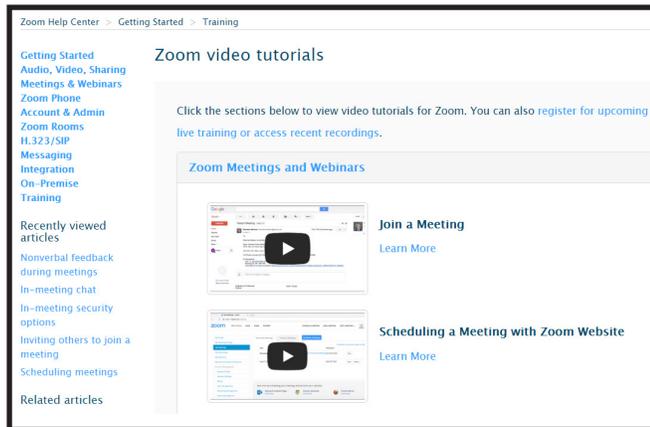
[https://www.youtube.com/embed/ygZ96J\\_z4AY?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&cc_load_policy=1)



## ZOOM HELP CENTER Additional help resources

Click or copy/paste this in your web browser.

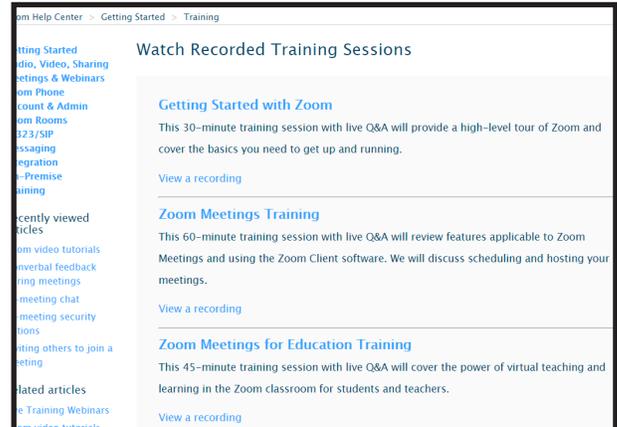
<https://support.zoom.us/hc/en-us>



## ZOOM VIDEO TUTORIALS Videos

Click or copy/paste this in your web browser.

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>



## ZOOM TRAINING Recorded Videos

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<https://support.zoom.us/hc/en-us/articles/217214286-Watch-Recorded-Training-Sessions>