

ZOOM GROUPS FAQ

How do I get started? (Leader)

1. Download Zoom to your personal device.
2. Login with the info provided above.
3. Go to "Meetings" and click on the meeting with YOUR NAME and appropriate date.
4. Click "copy the invitation"
5. Send this invitation to your group via email.
6. Login to Zoom 5-10 minutes ahead of time to welcome members.

How can I help my group members get started? (Members)

1. Download Zoom to personal devices.
2. Click on link sent by Small Group leader (only the leader / host needs to log in. Members do not need to log in, just click the link...)
3. Mute mic as soon as you enter the Zoom group.
4. Unmute when speaking.

What is that abhorrent sound?

Most likely your group members have not muted their microphones and you're getting feedback. Ask group members to mute mics when they are not speaking.

Why can I only see the person who is talking and no one else? (Cell phone & tablet)

Most likely you have your settings set to "active speaker view". Change setting to "Gallery view". If you cannot see the control to change this just tap your screen and it should appear.

What can I do to enhance our online group experience?

- Make sure you're sitting where you have the most reliable internet access
- Encourage everyone to mute mics when not speaking
- Minimize outside noise as much as possible
- Ensure proper lighting on face
- Adjust screen so your face can be seen clearly
- Look at the camera when you're speaking as a way of making eye contact
- Utilize the "chat" option or come up with a sign for asking questions during the discussion
- Be a graciously assertive moderator, just as you would in a regular small group setting
- Give your full attention to your group as you would if you were there in person
- Stay in touch afterwards (via whatsapp, call or using a personal Zoom account)