ZOOM Tips for Small Groups

To participate in a Zoom call, you will need to **download the Zoom app/software** to your computer, iPad, or phone. The app is automatically downloaded the first time you click on a link to join a Zoom meeting. It will prompt you to download and install the software which takes only a few seconds. You do not need to sign up for the free Zoom Account to participate in a meeting. This is only necessary if you are going to host your own meetings. "Downloading the app" is different than "Signing up for an account".

To join a meeting, click on the meeting link in the email you receive regarding the meeting. In the window that opens, click on **Open Zoom Meetings**, then click **Join with Computer Audio** (click **Call Using Internet Audio** when using an iPad or iPhone). You may need to enter the meeting passcode.

Once you join, make sure the **Mute** button (microphone icon) is off and the **Start Video** (camera icon) is on, otherwise people won't be able to hear or see you. If your video is not taking up the full screen, click on the little box in the top corner **Enter Full Screen**. If you can't see the icons, tap the screen and they will reappear.

ZOOM Tips and Etiquette

1. MUTE: When you are not speaking, please mute yourself using the **Mute** button to eliminate background noise, so we can hear each person as they share. The Host is also able to mute you, if you need assistance.

2. GALLERY vs. SPEAKER VIEW: When you first log on, use the **Gallery View** option in the top corner of your screen. This will allow you to see everyone at the same time. If you can't see everyone on your screen, scroll to the next page to see the others. You can also switch to **Speaker View** which will allow you to only see the person speaking.

3. CHAT: The Chat feature can be used to let others know you would like to speak or if you want to share a word of encouragement. You can also use it to let us know of technical problems.

4. IF YOU WANT TO KEEP THE CONVERSATION PRIVATE when people are sharing personal information, plug earphones into your device, so only you can hear the conversation.

5. IF ALL FAILS: If you are having technical difficulties, try restarting your computer/device. This usually works when all else fails. If the Zoom connection crashes, please go to your email. Your leader will send an email as quickly as possible with instructions.

Additional Helpful Hints:

- Make sure your device is fully charged or plugged in, so you don't lose power during the meeting.
- Turn off any background noise (TV, music, and your phone).
- Make sure where you sit has a good Wi-Fi connection.
- Sit close enough to your device, so people can see your face clearly (waist up is usually best… like you're sitting across the table from someone). Position your device so your camera is at eye level. Try to sit where there is good lighting. It is best to have lighting in front of your face like sitting in front of a window. Try to avoid light coming from behind you. You may want to look in your front-facing camera to see how you look in the screen before logging on to a ZOOM call.
- Be an active listener (look at the screen, nod your head, smile, give a thumbs-up), so people know you are listening and engaged.
- Try not to talk over the person speaking (even giving a word of affirmation) as Zoom only allows one person's voice to be heard at a time. Make sure the other person is finished before you add a comment or ask a question. You can also raise your hand to signal to others that you would like to speak.
- When you are speaking, occasionally look at the camera lens and not just at the people on the screen. This allows you to make digital "eye-contact". It's helpful to put a sticky tab by the camera to remind you where to look.