



## How To Use Zoom to Host Your Discussion

Thank you for following God's lead and opening the door to talk about important life questions in a safe and unique way. We hope that this guide will support you on your journey.

### SIGN UP TO HOST

If you have not signed up to host, please don't let this moment pass to do so. Go to [www.hcbc.com/whats-after-atx](http://www.hcbc.com/whats-after-atx) and select the red HOST A DISCUSSION button so we can support you with prayer, resources and tips.

### WATCH THIS "HOW TO" VIDEO

We encourage you to watch the video "How to Host" where Steve Mielke walks you through how to use elements of ZOOM to host a discussion. Many of the details below are included in the video which is located on [www.hcbc.com/whatsafterresources/](http://www.hcbc.com/whatsafterresources/).

### SET UP ZOOM

**(If you are using your own paid ZOOM account or are familiar with ZOOM, skip this section.)**

When you signed up to host via the HCBC website, we sent you a ZOOM free account that gives you the ability to host a 40 minute online meeting.

- Find that email in your in box (or check spam) and select the "Activate Your Zoom Account" blue button.
- Select your preferred manner of activation from the 3 choices. We have followed the "Sign Up with a Password" option.
- Fill in the form with your name and create a password, then submit. \*Don't forget your password!
- Your next screen will allow you to start a test meeting. Select this option which opens a new website page and the prompt "Open zoom.us?". Select this button and congratulations, you are in your first practice meeting!
- Select the blue button that says "Join with Computer Audio"
- You'll see your account name displayed. On the bottom of the screen, you'll see several options at the bottom such Mute, Start Video, Participants, Chat, and more.
  - Each time you click on Mute, you'll turn your mute on or off.
  - If you have a red line through Start Video, click on it. This removes the red line and turns on your video.
- To end the meeting, select "End Meeting" in the lower right corner.

### SCHEDULE YOUR DISCUSSION, USING YOUR FREE ZOOM ACCOUNT

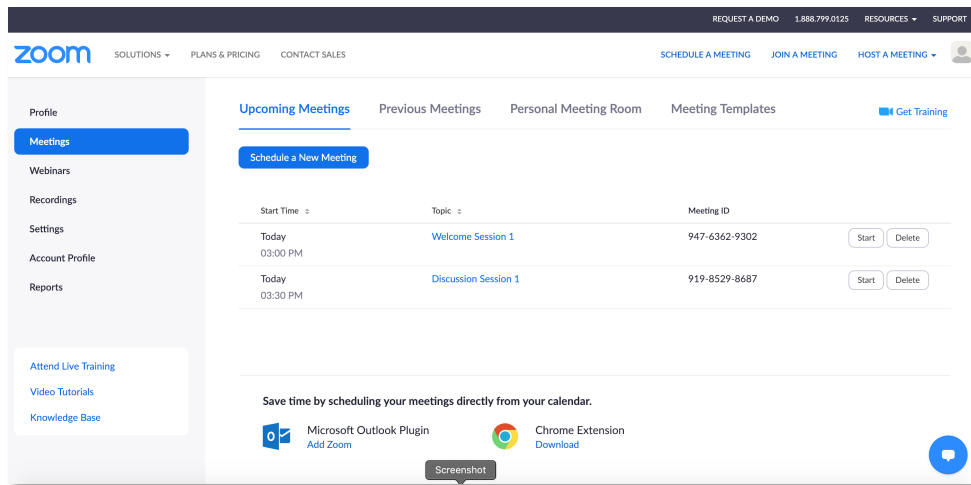
**(If you are using your own paid ZOOM account or are familiar with ZOOM, skip this section.)**

These directions are for those hosts using the free 40 minutes account. Because 40 minutes is too short for viewing the videos and having a discussion, we recommend using the following flow:

- Pre-schedule a Zoom meeting for the “Welcome and Intro:” (10 minutes)
- Break off the Zoom meeting to watch the discussion video independently (10-13 minutes depending on video)
- Pre-schedule a new Zoom meeting to “Discuss Questions” (40 minutes)

To preschedule your meeting, go into your ZOOM account online and:

- Go to “My Account” located in the upper right
- Select “Meetings” located in the left menu
- Select “Schedule A New Meeting” for the first part of the meeting
- Fill in the meeting name, select the time and glance through the other options
- Save
- Add to your calendar, if desired, and copy the invitation URL and paste it into a text or email to your participants
- Select “Meetings” a second time, located in the left menu. You’ll see the meeting you just scheduled listed in the window. Next, “Schedule a New Meeting” to schedule the second part of your discussion.
- Follow the same steps above. Your zoom account will look something like this:



Next, let your participants know about the details of the discussion. Your communication via email or text to your group participants might look something like this:

Hi friends,

I'm really looking forward to our conversation on Monday at 3pm! I'll be using Zoom for our online meeting and you'll see the details below so you know how to join in.

3pm: Zoom info - <https://hcbc.zoom.us/j/94763629302>

3:15pm: Watch first video - <https://vimeo.com/394799775>

3:30: Zoom info - <https://hcbc.zoom.us/j/91985298687>

Please text me if you have any difficulties joining and I'll try to help! Just a reminder that my cell is 555-555-5555.

Talk to you soon! -Karen

You're all scheduled! In fact, you can schedule all your meetings in advance if you prefer. Each time you send the information to your participants, make sure you update the ZOOM info and insert the correct video link. If you need helpful tips to encourage you during your discussion, find the "Helpful Tips" in this guide.

## SCHEDULE YOUR DISCUSSION, USING YOUR PAID ZOOM ACCOUNT

These directions are for those hosts using a paid account. Because you have more freedom in the length of your meeting, we recommend the following flow to your discussion:

- ❑ *Prior to your meeting*, download the video you'll be showing from <https://www.hcbc.com/whats-after-atx-discussion-videos/>. Alternatively, you can show the video within the browser of a shared screen during the meeting but we've learned that it's not as optimal.
- ❑ *Prior to the meeting*, download the discussion questions found at <https://www.hcbc.com/whats-after-atx-discussion-videos/>.
- ❑ Open your meeting using the ZOOM link you sent to your participants.
  - **Welcome and Intro** (10 minutes)
  - Share screen and play video (10-13 minutes depending on video)
  - Discuss Questions (40 minutes)

Be sure to let your participants know about the details of the discussion. Your communication via email or text to your group participants might look something like this:

*Hi friends,*

*I'm really looking forward to our conversation on Monday at 7pm! I'll be using Zoom for our online meeting and you'll see the details below so you know how to join in.*

*7pm: Zoom info - <https://hcbc.zoom.us/j/94763629302>*

*Please text me if you have any difficulties joining and I'll try to help! Just a reminder that my cell is 555-555-5555.*

*Talk to you soon! -Karen*

Lastly, be sure to download the 6 discussion videos to your computer for optimal viewing when you screen share. See ZOOM TIPS below.

## ZOOM TIPS

*Practice using ZOOM* – invite a friend into a zoom and spend time catching up together as you practice using the mute button, the chat button and anything else that makes you more comfortable.

*Take advantage of some of the tools in ZOOM* –

- **GALLERY VIEW:** Upper right button. Use this view so you can see all your participants in one screen. Recommend your participants do the same.
- **MUTE:** Lower left button. We recommend muting yourself when you are not talking and asking your participants to do the same, especially if your group is larger than 4 people. Trick – you can temporarily unmute yourself by pressing the space bar and you can mute others if they have distracting background noise!
- **VIDEO:** Several tips here!
  - If you just see your name on your screen, you need to “Start Video”.
  - What you see is what everyone else sees. So, if you only see the ceiling of your room, you should adjust your device so your camera sees your face.
  - If you need to move around to a new room, we suggest selecting “Stop Video” and start again once you’re settled in.
  - Remember, if you wouldn’t do it in front of a person standing next to you, don’t do it on the video.
- **CHAT:** Lower middle button in the ZOOM window. Allows you to send a message to everyone on the call or to individuals.
- **SHARE SCREEN:** Lower middle button in the ZOOM window. Allows you to play the videos that you have saved to your desktop. When sharing your screen, select the box “Share computer sound” and “Optimize Screen Share for Video Clip.”