



GENERAL ZOOM INFORMATION FOR GROUP FACILITATORS

This document gives practical information for facilitating a group in Zoom. It is intended as a starting point for those new to using Zoom. We recommend that if you are new to using Zoom you take some time to develop your familiarity with its features before the initial meeting.

If participants in your group are new to using Zoom, expect to devote time at the beginning of your first meeting for practical Zoom tips. This includes:

- Setting the camera to give a view as if participants were in chairs in front of you with your face and part of your chest visible on the screen. Have sufficient light coming from the front, so the face is illuminated.
- Request that participants arrive to the Zoom meeting about 5 minutes early to get settled.
- Enter with the mute on. [There a setting the host can set automatically. It is found under "Settings".]
- Show participants how to find the chat feature, as you will use this in your meeting.
- Show participants the difference between gallery and speaker view; the "hand raise" feature, and how to ask questions in the chat.

Notifying Zoom Participants

Send out the Zoom link a week ahead and a day ahead as a reminder. Put the link with a posting of the event on Mighty Networks if your event is posted there. If you wish for participants to enter in silence, muted, remind them of this in the reminder you send the day before.

Preparing the Zoom Space

- Check what your picture appears like in your monitor view before the other participants join you. Consider including what you would have had at a physical meeting in view, such as a picture of Sat Shree, a lighted candle, flowers.
- Open the Zoom room 15 minutes before starting. This allows people to gather and sit in silence prior to the start, just as some arrive early to a physical gathering.
- If you will be getting up, moving around before the meeting begins, be sure you are also muted and turn your video off so it is less distracting to those joining.

Designating a Co-Host

It's helpful to designate a co-host for your meeting so that another group member can take over the meeting if you lose your internet connection. If you do not designate a co-host the host function will automatically be passed to the first participant who joined the meeting, and will revert to you when you re-join the meeting.

To enable co-hosting of your meetings, sign into the Zoom web portal. Under Account Settings navigate to the Co-host option on the Meeting tab and verify that the setting is enabled.

During a meeting you can make a participant co-host using the participants window:

1. Click on Manage Participants in the meeting controls at the bottom of the Zoom window.
2. Hover over the name of the participant who is going to be a co-host, and choose More.
3. Click Make Co-Host.

Considerations During the Meeting

- Use the Chat feature to enter everyone's names as the "circle". You must wait to do this until all participants are present. It can be helpful to type the names ahead of time and copy them. Then once everyone is in the meeting, you only have to paste them in the Chat. You can also speak the names aloud in the sequence, and ask them to remember the person before them.
- To "gather and ground" in a virtual space: if appropriate in your meeting, a quick 2 to 3 word check in is recommended with a guided grounding and silence. End by inviting people to open their eyes and take each other in. This brings people into the space and feel welcome.
- Consider using the Gallery view when you are talking and sharing so you can look at all the participants. Use Speaker view when you are listening so you can zoom in on those who are talking. (Also, there is the option to hide your own thumbnail photo if you wish).
- Some find it is helpful to have Gallery view when listening as well, so you may see the reactions of the other participants while listening.
- You can share your screen with others. This will allow you to share the document "Creating the Vessel" on the screen, which allows participants to read it into the space. You may also wish to share audio or video revelations from Sat Shree. (See Sharing your Screen below for more information).

Recording the Meeting

You have the option to record on Zoom. You can record to iCloud or to your computer. When it records, it will record a Screen view, and it will also record the Chat content and the Audio. For recording purposes, you can delete the Screen and Chat view and save the Audio recording to be sent as per the instructions in the manual. With some settings the Chat view is not recorded, so there will be no need to delete it.

Sharing your Screen

During the meeting you may wish to share your screen so you can share documents such as the Creating the Vessel document, audio or video files. To do this, click Share Screen at the bottom of your Zoom screen. From that window select the file you wish to share. You also need to click **Optimize for Video Clip** and **Share Computer Sound** in the bottom left corner of your open share screen. Play your video with it maximized on the screen. It's a good idea to check in with participants to make sure they are seeing and hearing the video.