

Simple Steps to Leading a Thriving Online Group

Just because we can't gather in person doesn't mean that we can't stay connected!

Any technology you're comfortable with can work for hosting a group online (FaceTime, Skype, WhatsApp, etc.), but if you're new to online meetings, **we recommend ZOOM**.

Below you'll find step-by-step instructions for how to connect with your group via ZOOM!

ZOOM Step-by-Step Instructions:

1. Go to <http://zoom.us> and click on **Sign Up, It's Free** in the top right-hand corner of the page. Supply an email and password. Go to the email account you supplied, find an email from ZOOM and "Activate your account."
2. Once your account is activated, return to **zoom.us** and sign in. Once signed-in, click on the **Host a Meeting** button in the top right hand corner. Select "with video."
3. At this point, if you do NOT have the Zoom app already installed, your computer will prompt you to install the app. Click **RUN** and allow the computer to install ZOOM app.
4. Once the ZOOM app is downloaded and you have signed in, find the **New Meeting** button. Click the downward arrow, select **Start with video**, and make note of your 10-digit **Personal Meeting ID**. Then click **New Meeting** to start an instant meeting.
5. Share your **Personal Meeting ID** with your fellow group members. Once they open the ZOOM app, they can click **Join**, enter your **Personal Meeting ID**, and bingo! Your online group is all set up and ready to begin the conversation.

ZOOM Tips for Online Groups

- Have participants mute their microphones when not speaking! Participants can access their **Mute** buttons on the bottom left of their screen during a ZOOM call.
- Ask questions to participants one at a time! This will allow participants to unmute themselves and answer directly, and will avoid cross-talk and interruptions.
- Use the chat feature! Participants will see a **Chat** button on the bottom right of their screens. This feature allows participants to message the entire group without having to interrupt the current speaker. You can also chat with other participants individually.
- Restart the clock! The free version of ZOOM limits video calls to 40 minutes per call. However, there's no penalty for ending the first call, and starting a new call with the same **Personal Meeting ID**! Just have group participants rejoin the same way they did initially.

More ZOOM Resources

- [How to Use Zoom - In Depth](#) (7 minute video)
- [How to Host a Zoom Meeting](#) (5 minute video)
- [How to Schedule a Zoom Meeting](#) (1 minute video)
- [How to Invite People to Your Zoom Meeting](#) (Zoom Support)
- [Zoom Frequently Asked Questions](#) (Zoom Support)

Need help? Text LEAD to 40777