



SETTING UP ZOOM FOR JHM LIFE GROUP

Check out the attached video: "Life Group Zoom Tutorial" for set-up instructions

1. Open up your internet browser and type in: <https://zoom.us/>
2. Click on top right: "HOST A MEETING" then click on the dropdown arrow and click: "WITH VIDEO ON"
3. SIGN-IN if you have an account OR click "NEW TO ZOOM? SIGN-UP FOR FREE"
 - You will receive a confirmation email to activate your **NEW, FREE** account
 - Once you sign-in, you'll get a "personal meeting URL"
 - Click: "START NOW"
4. The downloaded app will now open up and you can do 1 of 2 things:
 - *Recommended option: Schedule a Zoom meeting. "COPY URL" and paste the URL (URL is a link) into an email or text communication to your students and parents
 - Or, "INVITE OTHERS" and email directly through Zoom. If you choose this option, the recipient will receive a message of "Join the meeting now" (this option is best used directly prior to your meeting time).
5. To access your personal meeting, click on the profile icon (top right) and the URL will be there (in case you lose your own email 😊)

If you are new to Zoom, do a test run with your co-leader before leading a life group.

TIPS AND TRICKS FOR A ZOOM MEETING

- Zoom meetings are best on a laptop. Have your students meet in a quiet room with minimal distractions (just like we would do at a normal life group meeting)
- Start on time! Tell students your start time is at 7p and then start meeting content at 7:05 on the dot. (Zoom limits their meetings to 40 minutes)

- During your life group meeting, whoever creates the Zoom meeting is the “Host” and has control over some technical options for your group:
 - Gallery View allows you to see everyone in the meeting. Go to the top right corner and click the Grid Icon labeled “Gallery View.” Tell your students to choose Gallery View.
 - Screen Share. Once the meeting as started, click the “Screen Share” button in the bottom middle, click “Advance Sharing,” and click “Only Host.” (This stops students from being able to share whatever they want from their desktop).
 - Keep students “Unmuted.” If students get too chatty, you can press “Mute All” to bring them back together. (Click “Manage Participants” in the bottom middle of the screen and then click “Mute All” or “Unmute All.”)
 - If students are muted, there is a Chat icon where students can type in their questions / answers

Question? Please contact:

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