

How to use Zoom



Zoom is the meeting space platform for online Growth Groups at The Vine Baptist Church. After comparing many different online platforms, we believe **Zoom** is the best one for our current need. However if your group would like to use another platform, you are welcome; this is just our recommendation.

Here are the steps to connect to Zoom and begin your online Growth Group meeting:

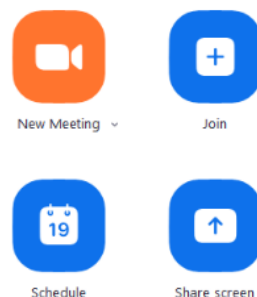
1. Download **Zoom**

- If you are using a PC or Mac, visit zoom.us
 - In the upper right-hand corner, click "Resources", and then "Download Zoom Client"
- If you are using an iOS or Android device, visit your app store and search for "Zoom Cloud Meetings"

2. Open **Zoom** on your device and "sign in" with your personal details

- Email:
- Password:

Please do not share this login information.



3. To schedule a meeting

- a. Click **Schedule Meeting**
 - This option may be at the top of the window/screen
- b. Set details for:
 - **Start** – your Growth Group day and time
 - **Duration** – 30 mins (you will get logged off at 40 mins, then you can log in again after 5min)
 - **Time Zone** – Australia/Melbourne
 - **Host Video On** – yes
 - **Participant Video On** – yes
- c. Click **Done**
- d. You can now add your growth group members email addresses and send them the invite link

4. To start a meeting

- a. Make sure you have joined with audio and video
 - Zoom should prompt you to join with computer/device audio. If you are using a separate microphone, select that device instead.
 - Audio and video buttons are in the lower left hand corner
- b. If needed, you can share your screen with the group
 - This is helpful for showing videos or other files (select share sound for video files with audio)
 - You can also pause sharing while you organise your screen/notes



For more info, click on the icon or the link below to see a helpful YouTube clip
"Learn to use Zoom in 5 mins for Online Small Groups":

<https://www.youtube.com/watch?v=arIDQBALrEw>

NOTE: If there are members in your growth groups who do not have the required technology or their internet is problematic, please let us know. There is a function on **Zoom** allowing people to call in via phone.