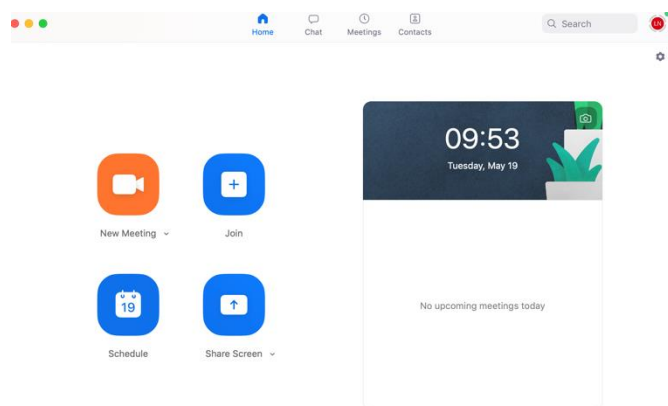# Zoom hosting

Welcomes
Think of Zoom as if you are welcoming folk into your home / church. Folk like to chat, say hello, wave! Take time to introduce folk to each other etc…. remember that you are in charge of the space and use the hosting tools (mute etc) to enable you to hold the space!

Zoom platform settings

Click your avatar (small circle on top right) and then settings. Check and tick box of any settings that you want to use. You can automatically start recording for example - good for worship and means you don't forget!

Familiarise yourself with scheduling, joining (you can use a link, or ID number and password) starting meetings etc. Just play around with these options!

Participants
Clicking the participants button will enable you to see who is there. You can click on the person and make them a co-host. If you have 2 or 3 people leading worship or inputting into a meeting, it's a good idea to make them co-hosts.

Use the participant buttons to respond to questions – "shall we take a coffee break?" and folk can click yes or no. If they are not following your input they can click slower, faster etc… I wouldn't necessarily tell folk about these unless you need to use them- information overload can be unhelpful for participants!

Mute / Unmute
You can mute all in the participants list which is a good tool when you want to start a meeting!

You can also mute someone who isn't muted by just click their screen box – a good thing to do when someone needs to be quiet and they are not doing so!!

Gallery / Speaker View
Top right hand side of Computer screen gives the option of Gallery View (a gallery of small screens on the computer) or Speaker View (one large screen of person speaking and smaller screen of those present)

Gallery view is the automatic entrance set up on Zoom

Speaker view is good if you have one person speaking or leading a worship session. You can Pin Video (using the three small dots on the person screen) to keep the Speaker in large Speaker view.

Share Screen
Whatever you want to share (a PowerPoint, website, video or music) make sure it is open already on your computer screen. You may want to put that somewhere easily accessible on your computer so you can access it quickly.

Press the share screen button at the bottom. When you do this this screen will open up:
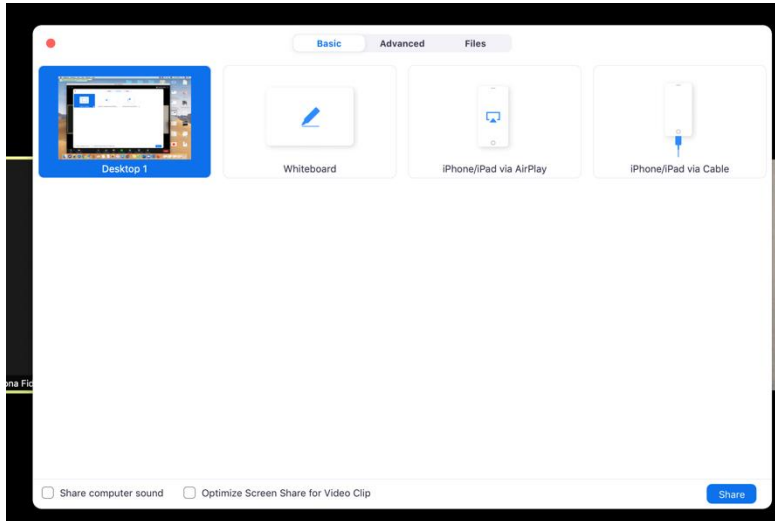
Anything that you have open on your screen will appear here.

If you have a PP open or a word doc, it will appear here and you can click on it straight away to screen share.

If you are screen sharing from your desktop make sure you realise that folk can see your desktop – if you have private documents – make sure they are private!!

To share music and sound
At the bottom you can see a box that says share computer sound – make sure you tick that box and then click the **Advanced tab** at the top of the share screen (you have a choice of Basic, Advanced, Files) and click the box in the middle which says music or computer sound only.
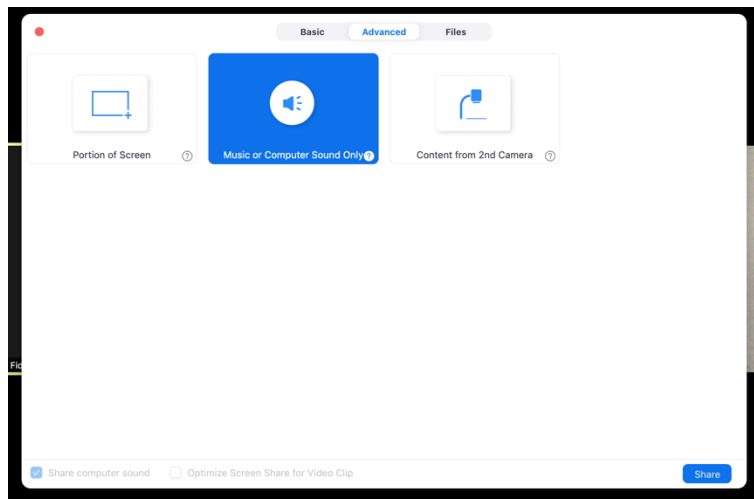
Your participants CANNOT see this screen as you do this.

Interactive writing / getting feedback on Zoom
At the top and centre of the computer screen you'll see view options and an V symbol. If you click on the V you'll get several options one of which is annotate. Click this and it allows people to write onto a shared screen whiteboard, powerpoint, word doc ect
On view options you'll also be able to click **Fit to window** which is helpful if you want to see the shared screen AND the person speaking (down the side in speaker view or all participants in gallery view.)

Chat

At the bottom of your computer screen is a chat button. Click this and it opens up chat. Tyr to think of chat as. More than just participants chatting to each other (although this is nice and good!)

It can be used to provide written information – links to websites, recording of conversations, asking questions etc

There is an option to chat to EVERYBODY or privately to one participant. If you click the arrow to the side of EVERYBODY you will find a list of participant names.

Chat can also be used during worship to announce the reading passages, for intercessory prayer – name who you would like to prayer for today, notices etc

Breakout Rooms

At the bottom of your Computer screen there is a breakout button. This will send your participants into smaller rooms which is great if you want people in smaller more intimate conversations. Think of it like coffee after church!

There are two options – breakout automatically – Zoom will allocate people or manually which means that you can put people into rooms. Obviously this is time consuming and if you think you need to do this then perhaps arrange for a co-host to do this while you are leading the session. People will not move into breakout rooms until you press the go button!

When you press the breakout rooms – this is what you see! This is zoom automatically putting people into groups.

On the right you can see there is an option to move people if you want / need to. It might be that you may need to move one person to another group for some reason.

This picture was taken while people were in their rooms but just imagine the red tab at the bottom is says something like '**open all rooms'** and that is what you press to initiate breakout.

You can also see that there is an opportunity for you to '**broadcast**' to all – this allows you to type a
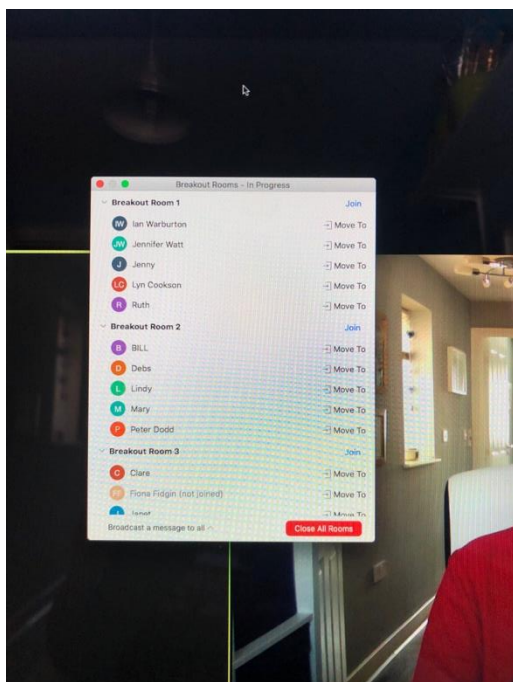
message to everyone – 2 more mins or a question you'd like them to chat about etc.

Pressing the red button '**close all rooms'** will bring participants back to the main gallery view – participants have a countdown of 1 minute once you have pressed the red button!

For further information or if you need more help contact Fiona Fidgin:
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07799 900 456