**GroupLife Zoom Pro Tips**

Zoom Tips for Group Leaders

* Ensure you have a strong internet connection.
* Choose a Quiet room with no distracting background noises or people.
* Vary your meeting. Share videos, Ask questions, encourage engagement.
* If your group is larger than 10, use break out rooms for further discussion. Give specific topics or questions to discuss.
* If using RightNow Media, have the Video cued up on your computer and use the “Share Screen” option to play the video for everyone at once.
* **FOR BEST VIDEO QUALITY**: you must have the boxes checked at the bottom of the Share Screen pop up for **Share computer sound** and **Optimize Screen Sharing for Video Clip**
* When going to Video Sharing, request that everyone self-mute, but you can also mute individuals by clicking Manage Participants on the bar under your feed and clicking on their microphone icon.

Zoom Tips for Group Members

* You will have to download Zoom to your computer or phone in order to use the service, it is quick and easy – just follow the prompts when you click on the link sent to you!
* Once connected – make sure your Audio is live using the microphone icon at the bottom left of the screen
* Make sure you have good back lighting in your location!
* Using Ear Buds or Headphones will increase your sound quality.
* Mute: If a video is playing or you have lots of distracting background noises
* Unmute: During discussion. Even if you don’t have something to say, unmuting communicates “I’m actively engaged in this conversation.” (Stay muted if distracting background noises.)
* Chat to “Everyone”: Use to add to the current topic in a way that doesn’t interrupt
* Chat privately to individual: Short sidebar comments. This will be VERY tempting but try to stay engaged!
* Speaker view: Found in the upper right hand corner. Use this when there are many people talking and you want to know the specific speaker.
* Gallery view: Also found in the upper right hand corner. This allows you to see all participants (might have to scroll multiple pages if more than 20 participants or on a smaller screen like a phone)