

# Making the most of Zoom

*starting at 12pm*

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MacBook

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# Make the most of **zoom**

- Setting up your meetings
- Security features
- Meeting controls
- Safeguarding advice for families
- Tips for maintaining interaction and engagement.

# Make the most of zoom

## Setting up your meetings > schedule a new meeting

- Add your meeting information
- Choose reoccurring if relevant
- Can enable registrations in a meeting
- Use the security features

### Security features:

- Password protection
- Enable waiting room
- Mute participants on entry
- Do not enable screen sharing

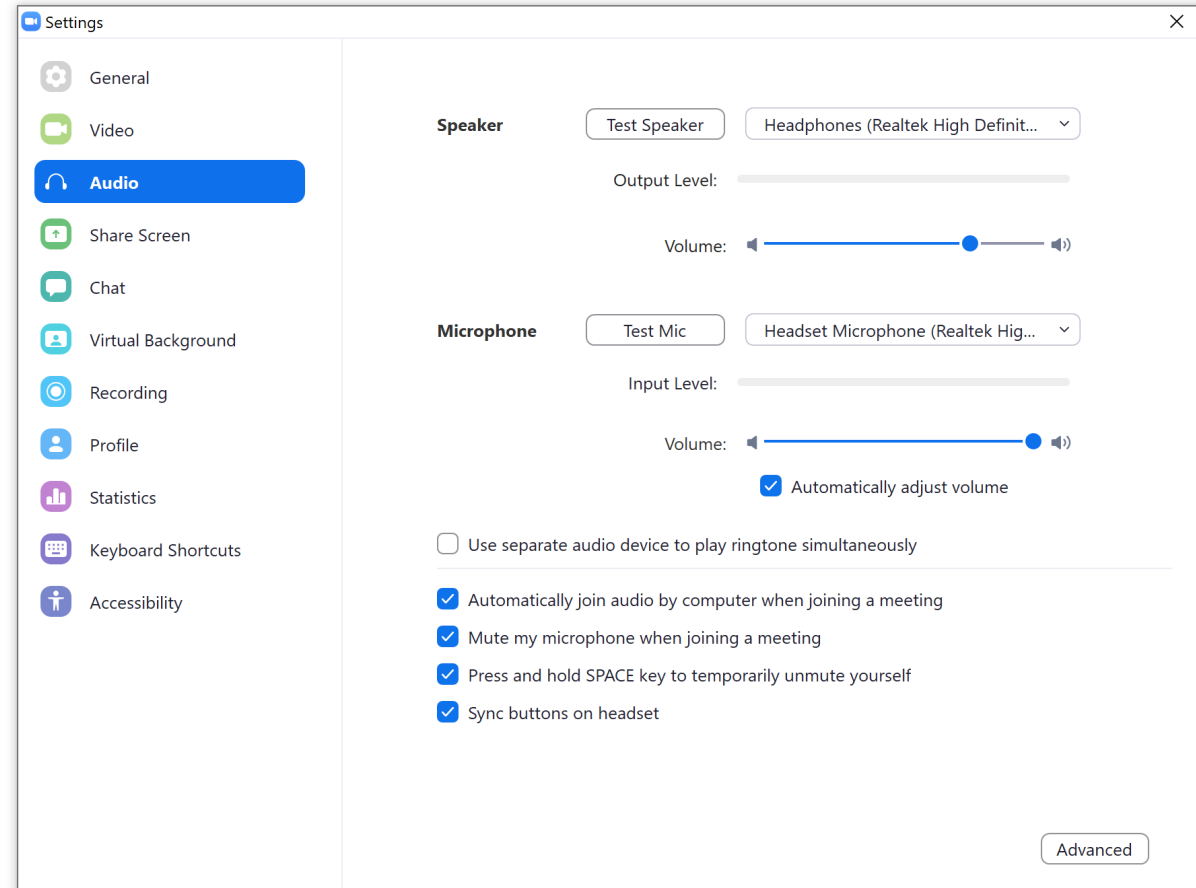
The screenshot shows the Zoom 'Schedule a Meeting' page. The top navigation bar includes the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', and links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A dark header bar contains contact information: 'REQUEST A DEMO', '+44 (0) 2039 8611 OR 0000 366 7314', 'RESOURCES', and 'SUPPORT'. The left sidebar is divided into 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced) sections. Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Schedule a Meeting' and contains the following fields and options:

- Schedule a Meeting**
- Topic:** My Meeting
- Description (Optional):** Enter your meeting description
- When:** 06/24/2020, 12:00 PM
- Duration:** 1 hr 0 min
- Time Zone:** (GMT+1:00) London
- Recurring meeting
- Registration:**  Required
- Meeting ID:**  Generate Automatically  Personal Meeting ID 722 734 1073
- Meeting Password:**  Require meeting password 566069
- Video:** Host  on  off; Participant  on  off
- Audio:**  Telephone  Computer Audio  Both; Dial from United Kingdom [Edit](#)
- Meeting Options:**  Enable join before host;  Mute participants upon entry;  Enable waiting room;  Only authenticated users can join;  Breakout Room pre-assign;  Record the meeting automatically
- Alternative Hosts:** Example: mary@company.com, peter@school.edu
- Buttons:** Save, Cancel

# Make the most of zoom

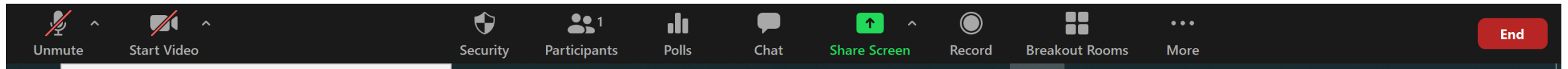
## Adjust your personal Zoom settings

- Open Zoom application
- Click on the cog in the top right
- Adjust and test your audio and video settings before you start your meeting



# Make the most of zoom

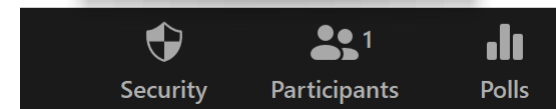
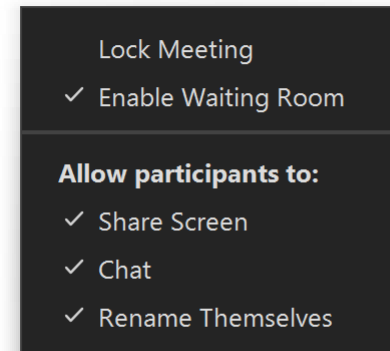
## Meeting controls



### Controls

- **Security** to lock the meeting and choose screen share options for participants
- **Select Participants** to mute, unmute and to let people enter the meeting
- **Chat** for private and public conversations
- **Share screen** for sharing presentations, your browser and anything on your computer
- **Record** to the cloud or your computer
- **Breakout rooms** for smaller groups

Computer Audio Connected



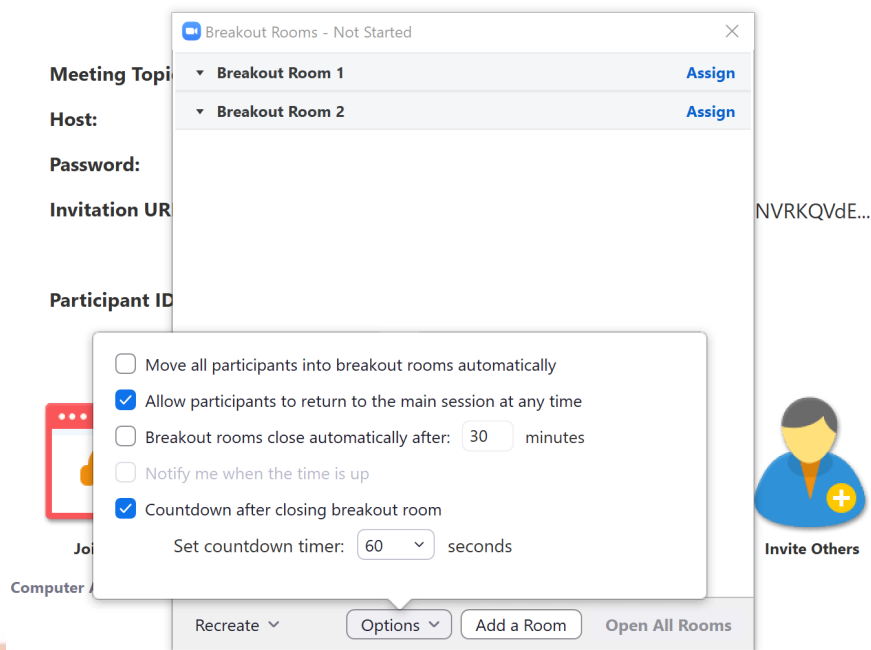
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# Make the most of zoom

Select breakout room to randomly assign everyone in the meeting into a smaller group. Ideal for prayer meetings, bible studies, coffee mornings and anywhere you want to create more opportunity for conversation. You can create them once you have started your meeting.



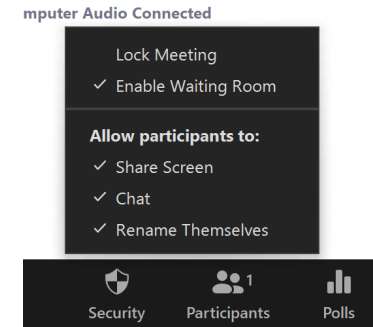
## Breakout rooms

- Select **Breakout rooms** on the in-meeting control panel
- Choose number of rooms to create
- Select **create**
- Next, select **Options** to choose how long to keep the rooms open for

# Make the most of zoom

## Safeguarding advice

- Always password protect your meetings
- Don't share the Zoom link publicly on social media.
- Enable the waiting room to check who is coming into the room.
- If children are involved, ask parents to register their details before you share the link to the meeting with them.
- Ask parents to stay in the room with children on Zoom



## Safety features in Zoom

- Allow waiting room
- Use a password and don't share on social
- Turn off screen sharing for participants
- Mute participants on entry
- Use participants panel to remove people
- Lock the meeting room



# Make the most of zoom

## Tips for engagement in a meeting

- Be clear on the purpose of the time together
- Welcome people as they arrive
- Leave a few minutes at the beginning to allow for people joining the meeting
- Tell them how to interact – using hands up, the chat box etc
- Keep everyone on mute unless they've been invited to share (Participants > mute all)
- Use breakout rooms for smaller discussions (<https://support.zoom.us/hc/en-us/articles/206476093-Enabling-breakout-rooms>)
- Use polls (<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings> )
- Use names

**Useful keyboard shortcuts** - <https://support.zoom.us/hc/en-us/articles/205683899-hot-keys-and-keyboard-for-zoom>



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