

## **USING ZOOM GUIDE**

Due to social distancing rules much of our catechesis cannot happen in person for the moment. Catechists may choose to run information sessions on Zoom (or similar programme) for parents and teachers to equip them to prepare children for the Sacraments at home or in school. This guide will show you how this can be done.

**N.B. Please read the following Online Communication & Safeguarding guidance:**

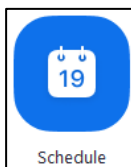
<https://www.dioceseofsalford.org.uk/wp-content/uploads/Online-Communication-Guidelines-Oct-2020.pdf>

<https://www.dioceseofsalford.org.uk/wp-content/uploads/Parish-digital-guidance-2.pdf>

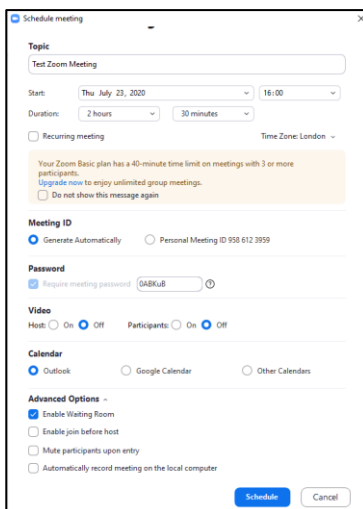
### **Setting up a Zoom meeting**

If your meeting is under 40 minutes you can use a free Zoom account. You could also schedule two back to back 40-minute meetings for free sending out the Zoom details for both meetings together. For £12 a month your parish could pay for a pro package which has no time limit, for more information visit <https://zoom.us/pricing>.

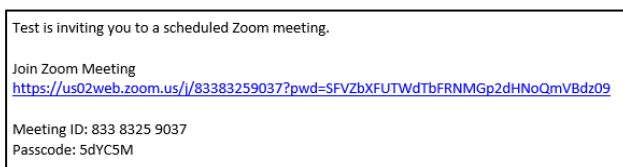
1. Download the Zoom desktop or mobile app <https://zoom.us/download>
2. Open the app and click the schedule button



3. Fill in your meeting details. Ensure a meeting password is required and 'enable waiting room' is checked in the advanced settings.

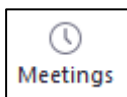
A screenshot of the Zoom mobile app's 'Schedule meeting' screen. The form is titled 'Schedule meeting' and has a close button (X) in the top right corner. It contains several sections: 'Topic' with a text field containing 'Test Zoom Meeting'; 'Start' with a date and time picker set to 'Thu July 23, 2020' at '16:00'; 'Duration' with dropdowns for '2 hours' and '30 minutes'; a checkbox for 'Recurring meeting' which is unchecked; a 'Time Zone' dropdown set to 'London'; a yellow warning box about the 40-minute limit for free accounts; 'Meeting ID' with radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 958 612 2959'; 'Password' with a checked 'Require meeting password' checkbox and a text field containing '048Ku8'; 'Video' with radio buttons for 'Host' (On) and 'Participants' (On); 'Calendar' with radio buttons for 'Outlook' (selected), 'Google Calendar', and 'Other Calendars'; and 'Advanced Options' with a checked 'Enable Waiting Room' checkbox and three unchecked checkboxes: 'Enable join before host', 'Mute participants upon entry', and 'Automatically record meeting on the local computer'. At the bottom are 'Schedule' and 'Cancel' buttons.

4. The meeting details will appear in a pop up (either in Outlook, google calendar or as a pop up if you select other calendars). Copy and paste this information and send it to your attendees so they can join.

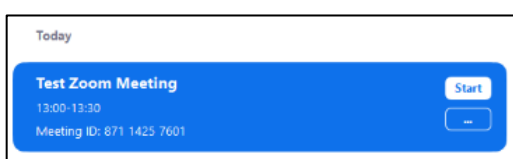


## **Starting your Zoom meeting**

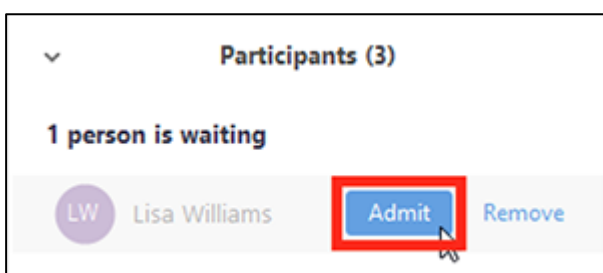
1. Open the Zoom app and click the 'meetings' button



2. Find your scheduled meeting and click 'start'



3. Click the 'participants' button. As people arrive in the 'waiting room' if you know them click 'admit' and if you don't click 'remove'. They will then join your meeting. People can turn their camera and microphone off by using the buttons at the bottom (when they join to be heard they need to click 'use computer/phone sound' on the pop up).

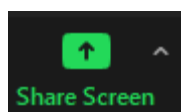


4. When everyone is in the 'room' you may wish to start with a welcome and prayer. It is best to 'mute all' other than the leaders to avoid background noise. If people wish to speak, they could raise their hand and when invited to speak unmute themselves.

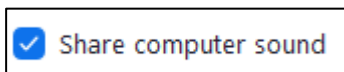
## **Sharing your screen**

As part of the session, you may wish to show a video or a PowerPoint presentation.

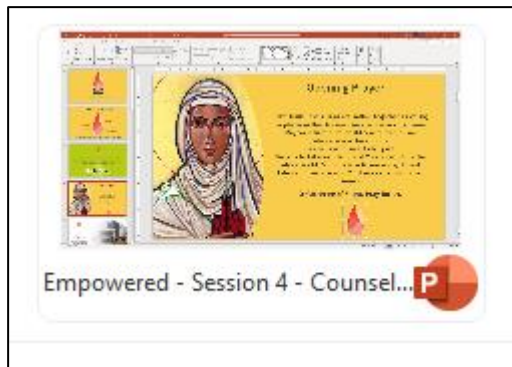
1. Open the video/presentation you want to show and have it ready and minimised.
2. Ensure everyone is muted.
3. Click the 'Share Screen' button at the bottom of your screen.



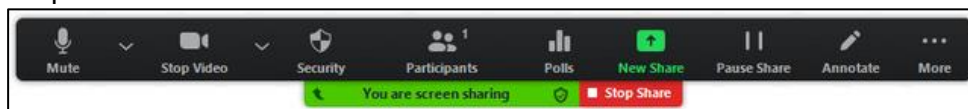
4. Ensure 'Share computer sound' box is ticked so attendees can hear any sound from the videos.



5. Choose which minimised screen you wish to share (PowerPoint, Word file, Internet window etc.). If it is a PowerPoint then click 'start slide show'.



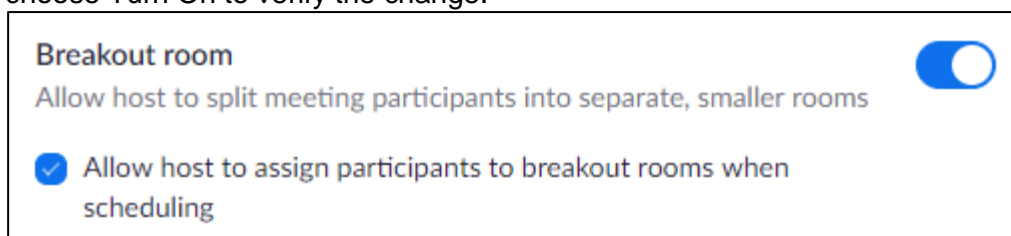
6. When you want to stop sharing your screen, click the red button at the top of the screen 'stop share'.



## **Using breakout rooms (paid version only)**

### **Step 1 - Enabling breakout rooms**

1. Sign into the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click Account Management then Account Settings.
3. Navigate to the Breakout Room option on the Meeting tab and verify that the setting is enabled.  
If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.



Further help including a video can be found here <https://support.zoom.us/hc/en-us/articles/206476093>

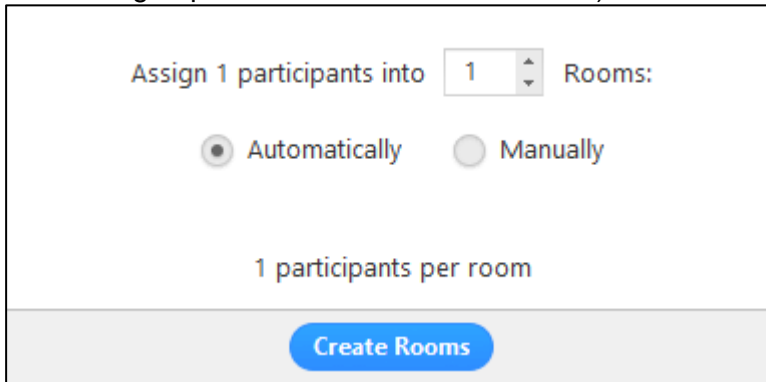
### **Step 2 – Managing breakout rooms**

1. Click breakout rooms.



2. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
  - Automatically: Let Zoom split your participants up evenly into each of the rooms.
  - Manually: Choose which participants you would like in each room.
3. Click Create breakout rooms.

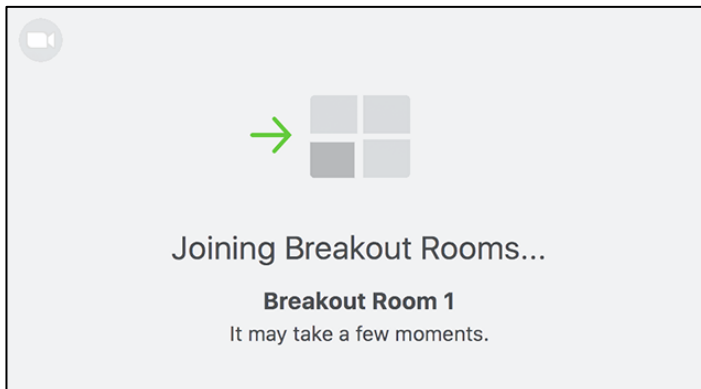
Option 1 is automatically if it doesn't matter who is in each group (you should ensure there is a group leader in each breakout room).



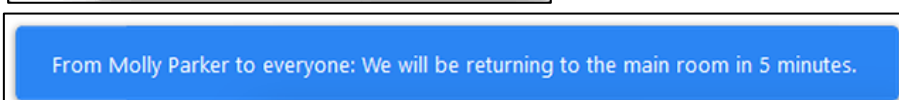
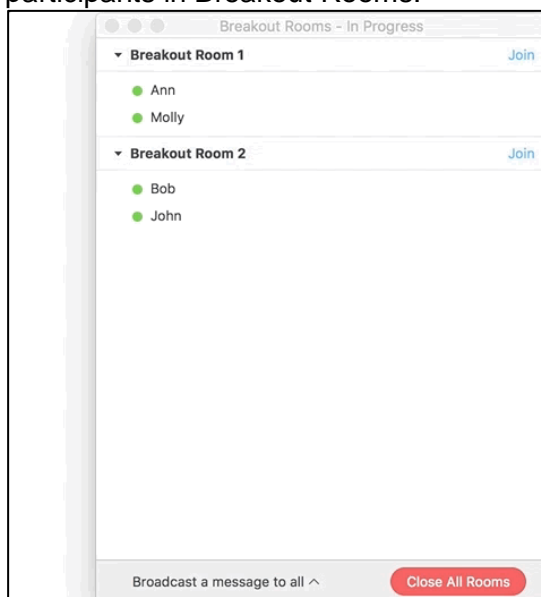
Option 2 is Manually where you choose who is in each room.



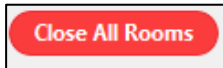
4. Click Open All Rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.



5. You can Broadcast a message to each of the room such as '10 minutes remaining'. To do this click breakout rooms in the meeting controls then click Broadcast a message to all, enter your message and click Broadcast. The message will now appear for all participants in Breakout Rooms.



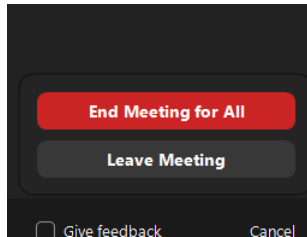
6. When you are ready to bring the group back together click 'breakout rooms' then 'close all rooms'.



Further help including a video can be found here <https://support.zoom.us/hc/en-us/articles/206476313>

### **Ending the meeting**

Once you are ready to finish the meeting click the red button 'end' then 'end meeting for all'.



You can find further help guides and videos at the Zoom help centre, good luck - <https://support.zoom.us/hc/en-us>

For further support and to let us know how you get on, please email [formation@dioceseofsalford.org.uk](mailto:formation@dioceseofsalford.org.uk) or call 0161 817 2214.