HOW TO USE ZOOM
A STEP-BY-STEP GUIDE

KYT

This handy step-by-step guide will guide you through how to set up and host Zoom meetings. As youth groups and other gatherings are unable to go ahead, a Zoom meeting could be the perfect solution.
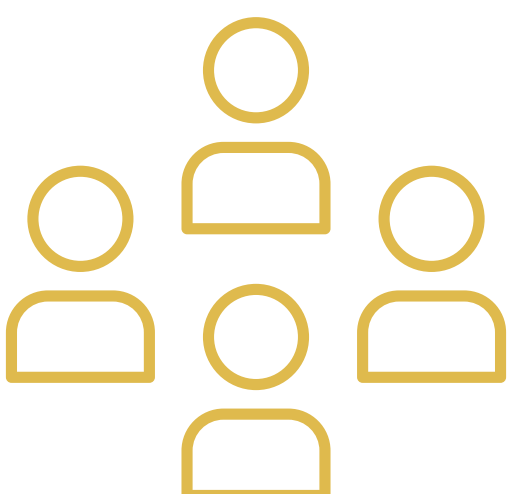
SETTING UP A CALL

STEP 1: Go to https://zoom.us/signin

STEP 2: Sign in with your login, or click sign up for free.

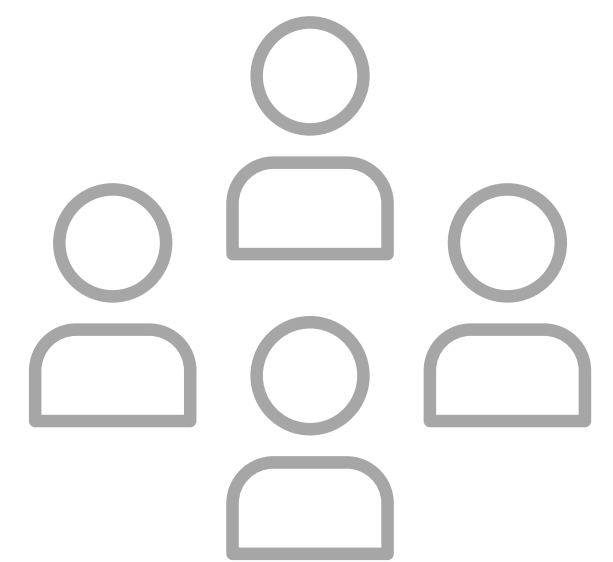**STEP 3:** Once you have logged in, your screen will look like this. Click 'schedule new meeting'.

SETTING UP A CALL

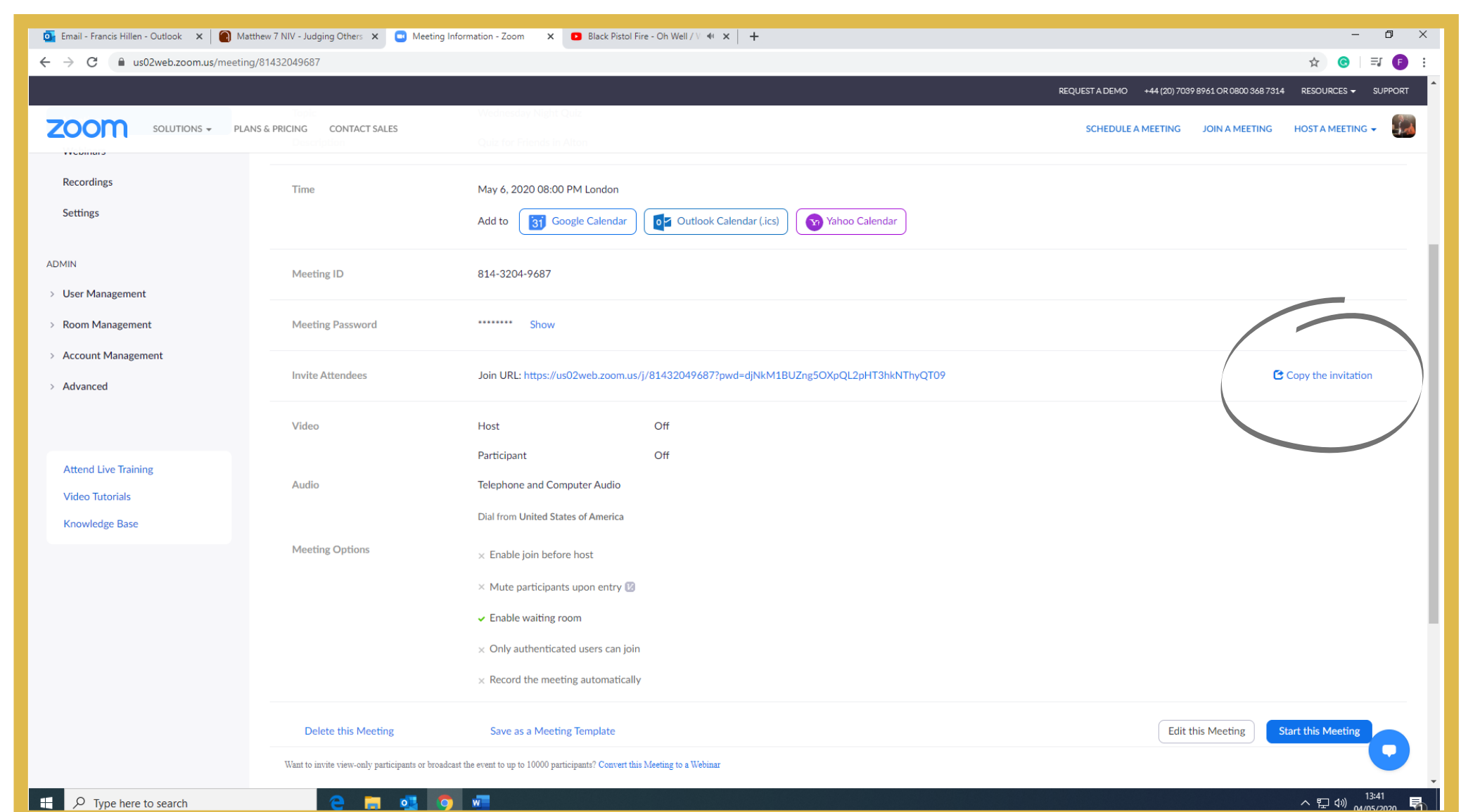**STEP 4:** This Screen will appear. Fill in relevant details.

There are some important things to note when completing this section. Please check the following:

→ Makes sure you have enabled the waiting room function. This allows you to admit people as and when you are ready for them to join the meeting

→ Ensure you have disabled the 'joining meeting before host' option is disabled. This will ensure that you do not login to a meeting that young people have already joined, which prevents you from being in a one-to-one chat with a young person. Be mindful of safeguarding policies and procedures and be aware of how to keep yourself and others safe even when meeting virtually. Safeguarding support and advice can be found on the Kenelm Youth Trust website.

→ Check that the 'record meeting' feature is disabled.
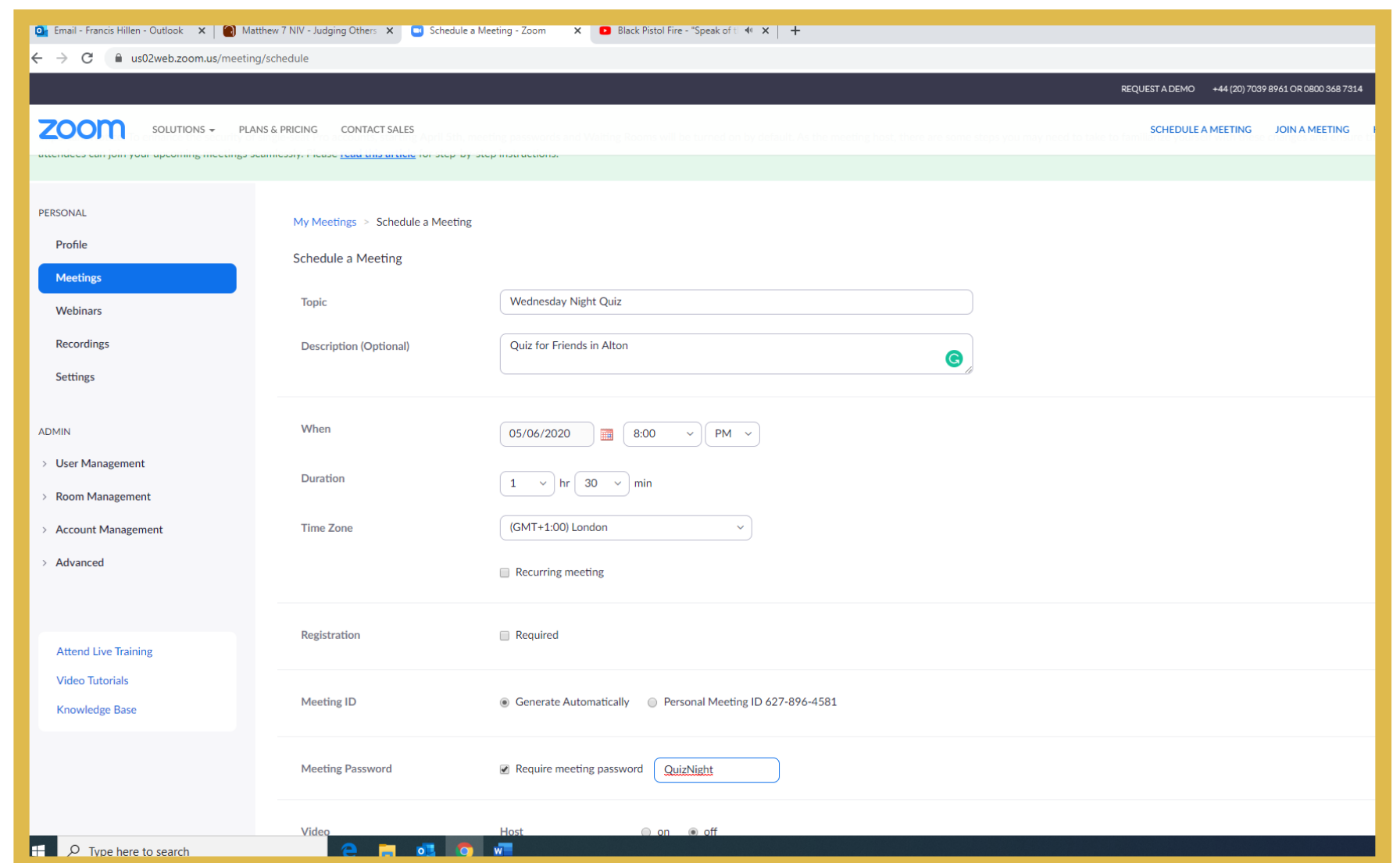
STEP 5: Once you have completed this section, click 'save'. You will be take to this screen.

STEP 6: Click copy the invitation, to send link out. If you are organising a zoom for a youth group, ensure the invite is sent to the parents or guardians of your young people.
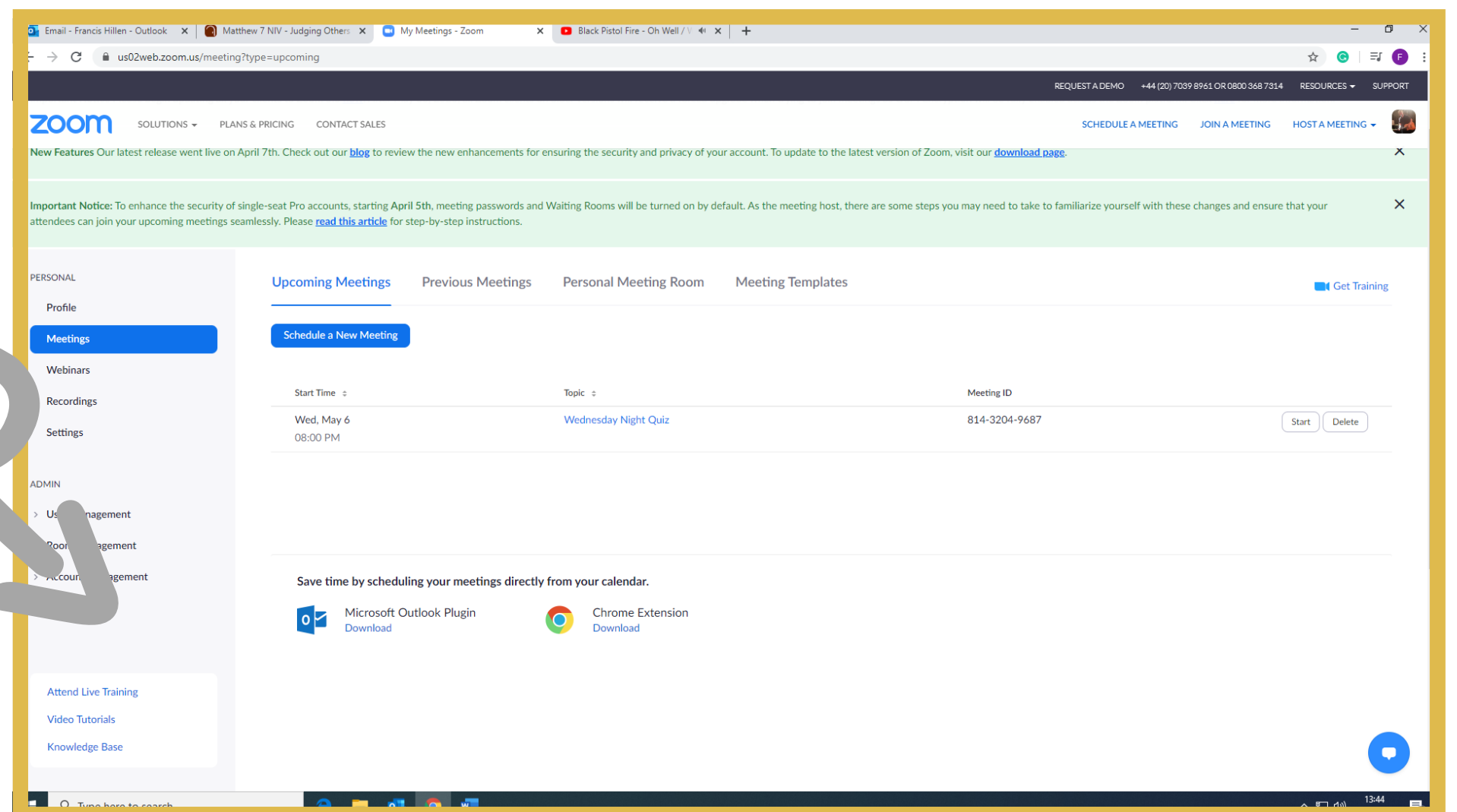
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LAUNCHING THE MEETING & SCREEN SHARING

STEP 1: When you are ready to launch the meeting, login to zoom, click meetings, find the meeting you want to start. Click 'start' to begin launching your meeting.

If it's your first time using Zoom on your computer, a file will download.

STEP 2: This screen will appear. Select the 'join audio' option..

STEP 3: As the meeting begins and people try to join, their names will appear in the top right corner. You will have to click 'admit' to let them join.

STEP 4: To share your screen with the rest of the group, click the 'share screen' option at the bottom of the screen.
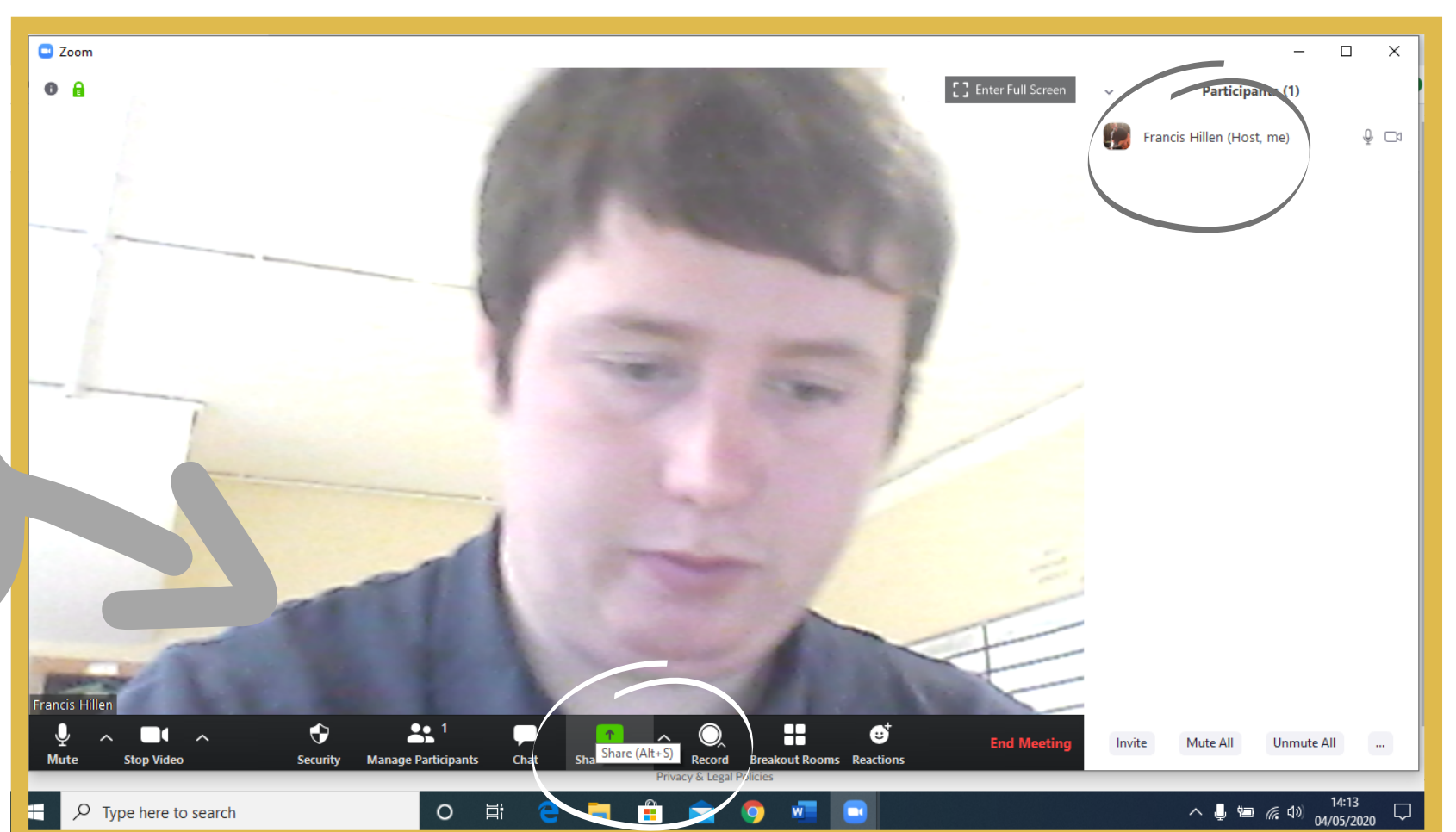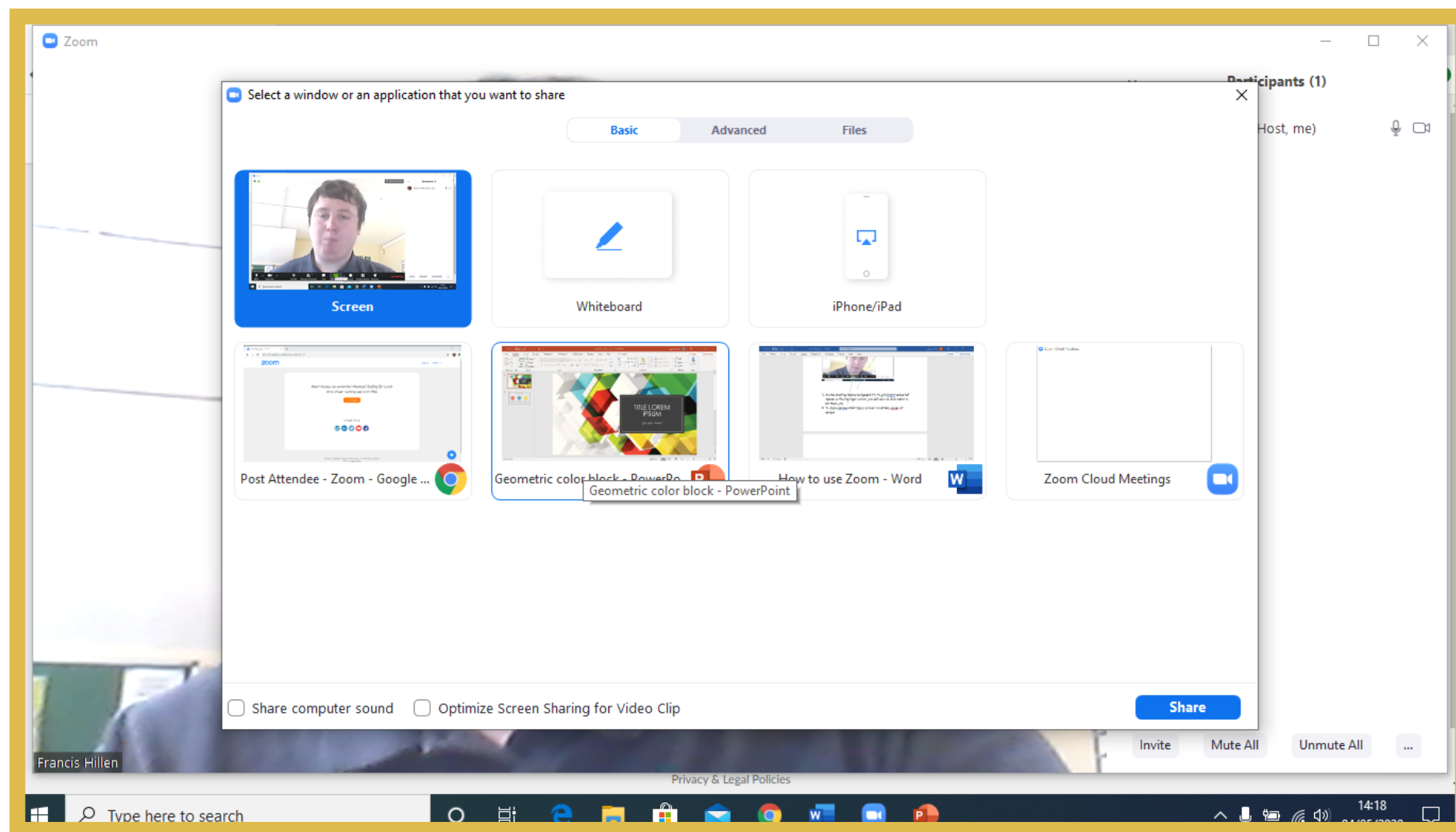
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LAUNCHING THE MEETING & SCREEN SHARING

STEP 5: Once you have selected 'share screen', this screen will appear. Select which screen you would like to share.

STEP 6: Select which screen you would like to share with your group. If you are planning a Zoom for your youth group, you may want to share a presentation to guide your group through a quiz.

Once you have selected the screen to share, it will appear on your screen and on everyone else's screens. If you are presenting a PowerPoint, start the presentation and you are good to go.