

# SMALL GROUPS ONLINE



**Introducing Zoom** We have researched several apps to help our small groups stay connected, and we have determined that Zoom is the best and most cost-effective option. Opening an account is **FREE**, which allows video meetings for up to **100 participants** for a maximum of **40-minute sessions**. We advise our small groups to take advantage of this resource to connect with each other. If your meetings extend past 40 minutes, you can either start a new meeting when the first expires, or you may choose to use the paid version for **\$15/month**, which allows longer meetings. See all features of the different plans: <https://zoom.us/pricing>.

## 1. DOWNLOAD THE APP & SIGN IN

**Computer or Laptop:** Go online to <http://zoom.us>. Sign in or make an account if you do not have one (see below). To host meetings, you will need to install the desktop app. From the top menu, click on **Host A Meeting > With Video On**, and the app will download automatically.

**Smart Phone or Tablet:** From the app store on your device and download the **Zoom Cloud Meetings** app. Sign in or make an account if you do not have one (see below).

**Make an Account:** If you do not have a current Zoom account, please click on **Sign Up, It's Free** to create a new one. You can make an account/sign-in with your email and password, your Google (Gmail or Google App), or your Facebook account.

## 2. HOST A MEETING (GROUP LEADERS)

Open the Zoom App on your device and sign in if you are not already.

Select the orange camera button called **New Meeting** to start a new meeting. Make sure "Use My Personal Meeting ID" is selected. If you are on the desktop app, you can find this by clicking the dropdown arrow "v".

Select **Join with Computer Audio** (desktop) or **Call using Internet Audio** (phone or tablet). This initiates an instant meeting, and you can invite your group members from here.

Please click on the buttons for more help:

