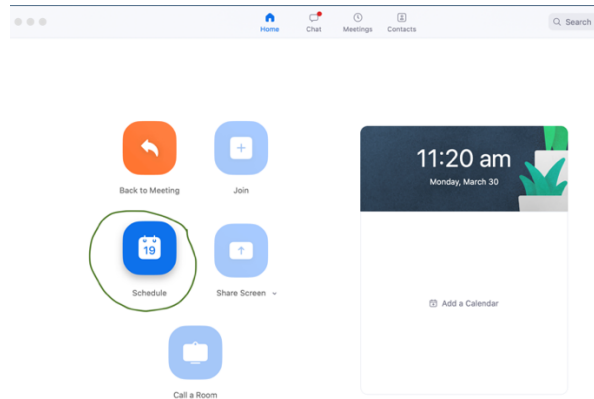


LEADER'S GUIDE

Zoom: How to schedule a regular growth group of 80mins

With free account: allowing 40 mins sessions

Step1: Press Schedule



Step2: Schedule "Ann's Growth Group - Part 1"

Note:

1. Name your meeting.
2. Use calendar to choose date of meeting
3. Choose your time (40mins) – you don't have to use the dropdown, you can edit the times to anything you want. (make sure am or pm is correct)
4. Tick 'Personal Meeting ID' so you get the same ID every time 😊
5. Don't tick 'Password'
6. Ensure host and participant video is on
7. Select which calendar...
8. Tick recurring meeting.

Schedule Meeting

Topic: Ann's Growth Group - Part 1

Date: 01/04/2020 10:00 am to 01/04/2020 10:40 pm

Recurring meeting Time Zone: Canberra, Melbourne, Sydney

Meeting ID: Generate Automatically Personal Meeting ID 231-516-1890

Password: Require meeting password

Video: Host On Off Participants On Off

Audio: Telephone Computer Audio Telephone and Computer Audio
Dial in from Australia [Edit](#)

Calendar: iCal Google Calendar Outlook Other Calendars

Advanced Options

[Cancel](#) [Schedule](#)

Step 3: After you tick "Recurring meeting", the following screen comes up. **Press 'Schedule'.**

Schedule Meeting

Topic: Ann's Growth Group - Part 1

Recurring meeting

Remember to check recurrence or repeat in your calendar invitation

Meeting ID: Generate Automatically Personal Meeting ID 231-516-1890

Password: Require meeting password

Video: Host On Off Participants On Off

Audio: Telephone Computer Audio Telephone and Computer Audio
Dial in from Australia [Edit](#)

Calendar: iCal Google Calendar Outlook Other Calendars

Advanced Options

[Cancel](#) [Schedule](#)

Next will come up a screen that requires you to click on your account (mine was google). Click on that.

Click on allow.

New screen will appear. Change 'does not repeat' to 'weekly on ...'

Click on save.

Next screen shows google calendar with the event entered.

Close to repeat process.

Step4: Do the 3 Steps again, but this time book "Ann's Growth Group - Part2"

The screenshot shows the 'Schedule Meeting' form. The 'Topic' field contains 'Ann's Growth Group - Part 2'. The 'Date' field shows '01/04/2020' from '10:40 am' to '11:20 am'. The 'Meeting ID' section has 'Personal Meeting ID 231-516-1890' selected. Other options include 'Recurring meeting', 'Require meeting password', 'Video' (Host and Participants), 'Audio' (Telephone, Computer Audio, Telephone and Computer Audio), and 'Calendar' (iCal, Google Calendar, Outlook, Other Calendars). There are 'Cancel' and 'Schedule' buttons at the bottom.

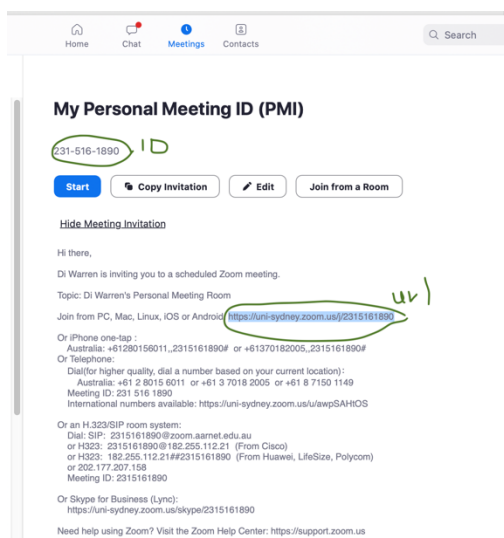
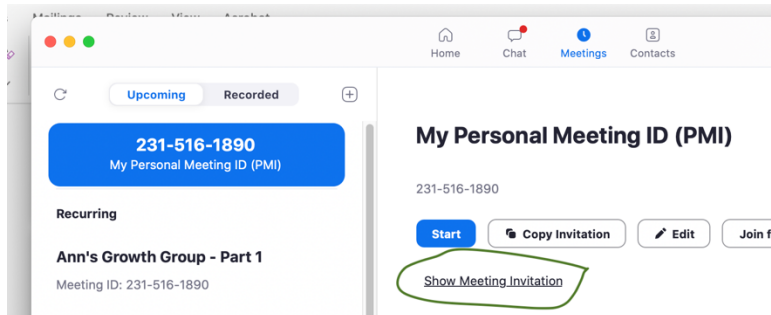
Step 5: Check your meeting is booked

The screenshot shows the Zoom interface. The 'Meetings' icon in the top right is circled in green. The main content area shows 'My Personal Meeting' details for meeting ID '231-516-1890'. A 'Recurring' section is circled in green, containing the text 'Ann's Growth Group - Part 1' and 'Meeting ID: 231-516-1890'. There are 'Start' and 'Copy Invitation' buttons, and a 'Show Meeting Invitation' link.

Step 6: Send out the meeting info to your members

Send out the 2 options:

- The url: [as below, eg <https://uni-sydney.zoom.us/j/2315161890>]
- The meeting ID: 231-516-1890

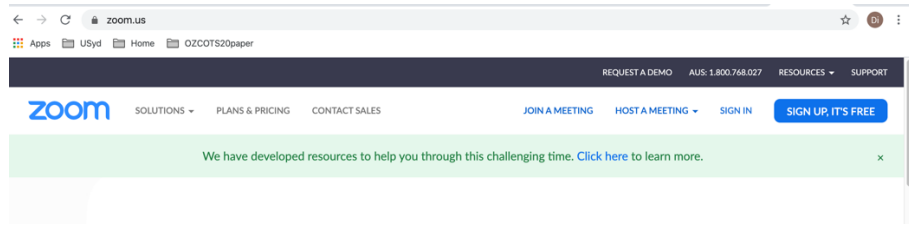


MEMBER'S GUIDE

Zoom: How to join your growth group meeting

Step1: Download the Zoom App onto your device

- You can watch the 2 "Install Zoom" app videos <https://www.eac.org.au/online-growth-groups>
- They show how to do it, from the App store OR from the zoom.us website.



Step2: You will get an invite from your leaders with meeting details.

Hi <Loz>,

We're meeting next Wednesday 10:0am-11:4am.

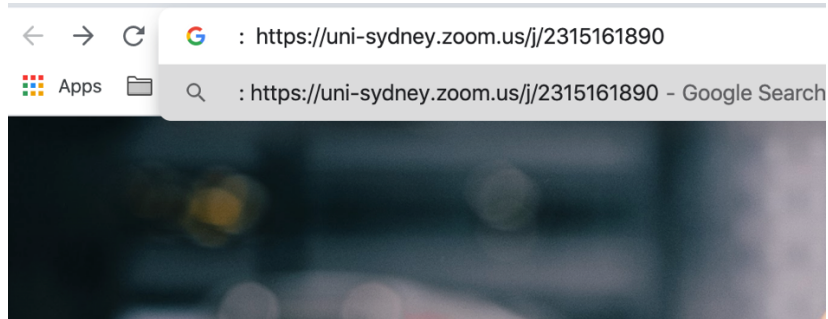
- The meeting url is: <https://uni-sydney.zoom.us/j/2315161890>
- The meeting ID: 231-516-1890

Please let me know if you need help with Zoom,
Ann

Step3: Enter the Zoom room.

Either:

(1) Click on the url



(2) Use your Zoom App (Click on "Join") and then enter Meeting ID

