



## How to Host an Online Group: Zoom

### Test Before you Launch.

Make sure you understand how the process works prior to the actual meeting date. Practice logging into zoom (or whatever tool you decide to use).

### Be Prepared.

Make sure you have all materials with you prior to starting the meeting. This includes:

Discussion questions: Download and/or print ahead of time.

Video: If you share a video, make sure it's cued and ready to play (and that you're familiar with how to play and share your screen).

### Reduce Distractions.

Remember that online groups have different distractions than an in-person group. Distractions will happen so navigate them gracefully with your group. Perhaps establish some guidelines with your group - think about pets, kids, eating, clothing, driving, etc.

### Security.

Take security precautions; these are recommended by Zoom:

<https://explore.zoom.us/en/trust/security/security-bulletin/>

### Beginning the Meeting.

In-person groups typically have their gatherings with snacks and small talk around the table. For online groups, you might have ice-breakers or other fun things to do and even catch up on the previous week.

### Facilitator.

Always keep learning how to be a great facilitator. Allow time for everyone to share every time you meet. People leave groups because they aren't allowed to share. Don't allow one person to dominate.

### Zoom Tips.

- Open Zoom and Login
- Select: Host a meeting with video on
- Select: Invite participants
- Schedule meeting and send an invite to join at a specific time, including a link to the meeting

For more information, watch Zoom tutorials: <https://learn-zoom.us/show-me>