

## Zoom for C3 Group Leaders.

Zoom is a fantastic tool for leading an online group.  
Here are some tips how to best utilize the tool.

Zooms Basic version allows you up to 100 people, as well as the ability to break a larger group into smaller groups.

The Basic version only allows you to meet for 40 minutes, but if you have your group pre watch a video, that should be a good amount of time. If you think you need more C3 can buy you a more applicable package.

Once you learn how to sign into zoom. See Zoom-Cheat- Sheet pdf.

- Take time to do a test run
- How is your audio
- Where are you being viewed from? what is seen behind you?
- Make sure no kids, animals around for distractions
- Think about your video angles. Get your best side (:
- Think about lighting, the ideal is no light shining behind you.

As you meet get the group comfortable with muting or unmuting  
At the beginning of the group, have them practice - mute, unmute.  
(Unmuted noise from group members will be your biggest distraction)

Finally, Treat the group as if you were meeting in person.

Send text reminders of your meeting time

Facilitate, Allow for discussion.

Create online “house rules” you will still have over talkers and quiet people.

Have fun.