

TEN TIPS FOR ZOOM

Helping you to zoom through your studies

We know that it's been a new experience moving our meetings onto online platforms. As such, we've put together a series of tips for Zoom to make the process smoother!



DESKTOP > PHONE APP

The app lags at times and may crash when traffic is high. Who wants their member to drop off when they are summarising the MP? Not me!

SCHEDULE MEETINGS WELL

Use the "Copy Invitation" function to send out meeting invites. It includes a meeting URL, ID and password, which you can send in the chatgroup. Easy like 3-in-1 coffee!

Create a recurring meeting, which allows you to set all the call settings you want once and retain every time you meet. It also has the same join URL each time, so you never have to send a fresh one to members!



THE POWER OF MUTE

Meeting hosts have the power to mute participants upon entry or anytime during the study. Don't abuse it but use it for good— like minimising distracting background noises.



CHATGROUP

The group chat on the right of your screen can be used to send questions as the study progresses or to poke sleepy looking members!



KEEP THE VIDEO ON

Encouraging members to enable their video function improves engagement and helps everyone to be fully present during the session. You can also use the "Gallery View" to view more members at each time instead of only the one who's speaking.



USE THE WHITEBOARD

This helps you to draw diagrams to illustrate your point or summarise key ideas from the passage. Any participant can do it, and you can find it under "share screen".



BREAKOUT VIA BREAKOUT ROOMS

As the host, you can create UNLIMITED & timed breakout rooms to facilitate small group discussions during the study. You can also pop into each room to listen in! It's a great tool to encourage flow of conversations.



RE-RE-REACTIONS

You can tap on the "Reactions" icon on your toolbar— by asking members to clap their hands or give a thumbs up to show that they are following the study or if they are in agreement with what you said.



RECORD THE SESSION

You can record the Zoom meeting by clicking on the 'Record' icon, for members who might not be able to join. That way, no one misses out!

For more help with 'Zoom', or if you need a Zoom Pro account (with more features), don't hesitate to contact charmaine.ng@thecrossing.com.sg or reach out to your Covid-19 reps!

This document is made by The Crossing Church