

Online Group Tips

When you have a group that will meet online (especially by Zoom), use this guide to orient yourself and your group to Zoom functions and etiquette that will help your group run more smoothly and bond together in an online community.

FOR YOUR GROUP'S FIRST MEETING

Notify group members that they may log in early to be sure that they don't have difficulty getting into the meeting and to get oriented to helpful Zoom functions. If you are the one with the account, log in 10-15 minutes early to troubleshoot and be ready for group members to arrive.

Near the beginning of your group's first meeting, screenshare the Online Etiquette Tips on the next page and read through them to be sure your group gets off to a good start.

NAVIGATING ZOOM FUNCTIONS ON VARIOUS DEVICES

If you have people in your group who are new to Zoom, the tips below may help you support them.

1. Gallery/Speaker View

- **On computers**, the control for Gallery View or Speaker View is located at the top right of the Zoom screen.
- **On a phone**, Gallery View is only available once there are three or more participants in the meeting. Swipe left for Gallery View. Swipe right for Speaker View. If there are more than four participants, keep swiping left to view more participants in Gallery View.
- **On a tablet**, tap the screen and icons should appear near the top left, including an icon for Gallery View or Speaker View.
- The Zoom Support article called [Adjusting your video layout during a virtual meeting](#) should provide the most current information for Gallery vs. Speaker View.


2. Participant Controls

- Icons for participant controls appear near the bottom of the screen. (Exception: for an Android phone, "Leave Meeting" appears at the top-right corner.)
- The Zoom Support article called [Participant controls in a meeting](#), should provide the most current information for Participant Controls.

MORE FACILITATOR TIPS FOR ONLINE GROUPS

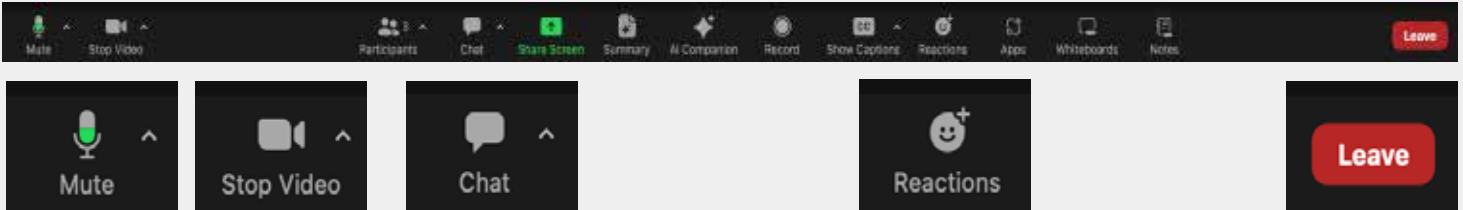
1. Consider using this icebreaker question:
"What's something in your background view that tells us about you?"
2. Decide as a group if you'd like to come 10-15 minutes before the start of your discussions to share with each other about your week. This will help everyone be ready to start the Bible discussion on time.
3. If you live close enough, try to get together in person every 4-6 weeks.
4. To keep discussions moving, you may experiment with calling on participants (rather than waiting for responses).
5. As co-facilitators, give each other feedback about online logistics and pray together for your group outside of group meetings.

HELPFUL ZOOM FUNCTIONS

Sign in  View

Gallery/Speaker View

Participant Controls



ONLINE ETIQUETTE TIPS

1. Use Gallery View so you can see others raising their hands or participating in other ways.
2. If you have background noise, mute your audio when you're not talking. You can raise your hand physically or use the Reaction "Raise Hand" to indicate you want to talk.
3. Be on video for our meetings, but if you need to move around briefly, stop your video. (When your video is on, we can see you even if we are screen-sharing.)
4. Don't monopolize. Give everyone a chance to share.
5. Let silences happen. Some people need time to process.
6. Keep your answers concise. Try to avoid rambling or talking over one another.
7. Be present! Don't multitask by checking email, your phone, or websites.
8. Be authentically you. If you are open to it and you don't have distractions in the background, use your actual background view rather than a blurred or fake background. Seeing your space can help us all connect with who you are.