

There are several options for our Small Groups to still meeting during this time of caution.

Zoom is the easiest option for the general user.

Once your Small Group Leader has created an account, they can send an invitation via email or by texting all of the Small Group Members. Your SG Members can join group meeting on their computer via the internet or their phones with the Zoom App. Due to the increase in groups meeting online right now Zoom has limited meetings to 40 minutes.

- A. Create an account
 - a. Go to <https://www.zoom.com> and click on SIGN UP, IT'S FREE in the top right-hand corner.
 - b. Enter your email address and click Sign Up
 - c. You will receive a confirmation email asking you to verify the account.
- B. Schedule a meeting
 - a. click on SCHEDULE A MEETING in the top menu bar
 - b. There are a few questions that are easy to answer to set you meeting day and time. You can even set it to reoccur for next week as well. They recommend using your computer audio right now due to the volume of users.
 - c. Click SAVE
- C. Inviting Group Members
 - a. After to have created a meeting click on Copy the invitation on the right hand side of your screen. It is in the Join URL box.
 - b. Paste this in the body of your email to your group members. They can click directly on that link from their computer to join the meeting.
 - c. If you added a password when you were creating your meeting make sure to send it in the email.
- D. Joining a meeting
 - a. Click on the blue or purple link in the email from your small group leader
 - b. A pop-up window may appear asking to open this application. It is SAFE to do so.
 - c. It may download a document onto your computer the first time you use it. Again, this is SAFE to do so.
 - d. Make sure you use your computer's audio and if you want to have a video click on the movie camera in the bottom left corner of the Zoom window.

Other options for online meetings are:

- A. Facetime—All group members must have iPhones or Apple computers
- B. Google Hangout—All group members must have a gmail email account
- C. Skype—Similar to Zoom, however, all group members need to create accounts.

For additional help or to answer some FAQs please visit these links for each option.

- A. Zoom - <https://support.zoom.us/hc/en-us/categories/200101697>
- B. Google Hangouts
- <https://support.google.com/hangouts/answer/2944865?co=GENIE.Platform%3DDesktop&hl=en>
- C. FaceTime - <https://support.apple.com/en-us/HT204380>
- D. Skype - <https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype>