Zoom Facilitation Training

- Focus of this training:
    - To help you setup a Zoom account and a meeting.
    - To help you get the word out locally.
    - To help you pick a meeting format.
    - To help you facilitate a meeting.

- How to setup a Zoom account:
    - Account upgrade and meeting creation must be done on website.
- Create a Zoom account.
    - Create your own account.
    - Respond to the confirmation email that will be sent to you.
    - Upgrade your account to Pro Account.
- Pro account specifics:
    - Account costs $15 per month and can be cancelled at any time.
    - Pro Account meeting time is not limited.
    - Pro Account can have up to 100 participants.
    - Create a Personal Meeting ID so that you will always have the same Meeting ID number.
- Modify Zoom settings for recovery type settings.
    - Here are some examples:
        - Mute participants as they enter the meeting.
        - Turn off screen sharing for all participants.
        - Turn off recording of the meeting.
        - Turn off ability to record the "chat" content.
    - Modify Zoom settings…
        - I have a full document with all my preferred settings.
        - Request via email at info@sacramentona.org
- Create a reoccurring meeting.
    - Login to your Zoom account online at www.zoom.us with a computer.
    - Go to the meetings tab.
    - Click "Schedule a Meeting" and under "Topic", name your meeting.
    - Under Description, put Narcotics Anonymous meeting.
- Create a reoccurring meeting (setup time and day).
    - Under When, put the first date and time of your first meeting.
    - Under Duration, put length of meeting. (I usually set this to 30 min. plus meeting length + 30 min. for meeting after meeting).
    - Under Time Zone, put correct zone (e.g. Pacific).
- Create a reoccurring meeting (additional settings).
    - Check recurring meeting which will open more options.
    - Set recurrence as appropriate (e.g. weekly-for a weekly meeting).
    - Set Repeat every as appropriate (e.g. every 1 week)

- o Make sure Occurs on makes sense (e.g. Friday).
- o Set End date or number of occurrences. Looks like you can pick any date or only 20 occurrences which is hopefully long enough.
- Create a reoccurring meeting (additional settings).
  - o Under Registration, do not check.
  - o Under Meeting ID, select "Personal Meeting ID" so that you have the same number.
  - o Under Meeting Password, do not check.
- Create a reoccurring meeting (additional settings).
  - o Set Video for Host and Participant to on.
  - o Set Audio to Both.
  - o Under Meeting Options:
  - o Enable join before host.
- Create a reoccurring meeting (additional settings).
  - o Enable Mute participants upon entry.
  - o Do not enable waiting room.
  - o Do not enable Only authenticated users can join.
  - o You can set Alternative Hosts, but they must have a paid Zoom Pro account.
  - o Click "Save" to save your new meeting.
- Create a reoccurring meeting (additional settings).
  - o You should now see your meetings listed with the name highlighted in blue.
  - o If you click the blue highlighted name, you will find the settings such as meeting URL and a link to "copy invitation"
  - o The information you get from "copy invitation" is what you will use to send invites or supply to whomever is keeping the schedule.
- How to get the word out about your meeting.
- How to get the word out about your meeting.
  - o Contact local area contact with the following:
    - Day of meeting.
    - Time of meeting.
    - Meeting ID number.
    - Verify your information when made available online, etc.
- How to facilitate a meeting:
  - o What's needed:
    - A scheduled reoccurring Zoom meeting with a meeting ID #.
    - A computer.
    - Facilitating from a cellphone will be very difficult.
- Setting up the meeting.
  - o Show up early so that people can participate in "the meeting before the meeting".
  - o Pick participants to read our readings via chat window (15 min. before start).
  - o Have them practice muting and unmuting their audio if you are going to have them manage their own audio.

- Make sure they have the readings if you aren't going to provide via screenshare. Keep an eye on participants as they come in. Look for:
  - Full participant names.
  - Device names (e.g. Galaxy Tab E 11.5").
  - Call in cellphone numbers.
  - Ask these participants if you can rename them to an anonymous name (e.g. Robert C.).
  - You might have to mute everyone to be able to communicate.
- Decide if you are going to have a co-host:
  - They can help mute and unmute people.
  - They can share the readings via screenshare.
  - They can keep track of raised hands and unmuted participants.
  - If you are going to have a co-host, make them one via their "other" settings.
- Ask participants if they need help.
  - Do you all know how to mute and unmute yourselves?
  - Do you all know how to raise your hands?
  - Do you all know what your visible names are?
  - Do you all have any other questions or concerns:

What to pay attention to: