

# GUIDE TO ONLINE GROUPS

Participant Version | Hosanna Church | Updated March 2020

We are practicing social distancing but not relational distancing. We need each other more than ever. Meeting online can be a great option for Community groups, especially with the technology available at little to no cost to leaders. There are a variety of platforms available; please feel free to use whichever you're most comfortable with using. If you need assistance along the way, please contact your group leader.

## SOME ONLINE VIDEO MEETING OPTIONS

Platforms	Google Hangouts/ Meet	Zoom	FaceTime	Facebook Messenger
<b>Meeting Time Limit</b>	No Time Limit	40- Minute w/ Free Basic Account (Pro account allows meetings up to 24 hours in length for \$14.99/month)	No Time Limit	No Time Limit
<b>Max. Number of participants</b>	100 Participants/ individual devices	100 Participants/ individual devices	6 Participants/ individual devices	32 Participants/ individual devices
<b>Tutorial Videos/ Guides</b>	<i>How to set up a meeting and use Google Meet</i>	<i>How to set up Zoom Account</i> <i>How to use controls in a Zoom Meeting</i> <b>FOR FACILITATORS:</b> <i>How to send a Zoom meeting invite</i> <i>Settings when scheduling a meeting</i>	<i>How to Video Chat using Facetime</i>	<i>How to Video Chat with Facebook Messenger</i>
<b>Special Notes</b>	All participants need to have or create a free google account.	As of date of this document, Zoom has removed the time limit on their basic account so you should be able to meet beyond 40 minutes.	All Participants must have an Apple device (i.e Iphone, Ipad, MacBook, etc.)	

### Notes

1) Some of you may have access to other Video Conferencing platforms through your business or workplace, such as Skype or Go-To-Meeting, which may be your platform of choice if your employer does not mind you using it.

2) Zoom, Skype and Google Hangouts all allow “screen sharing” if there is a document or video you would like your group to see all together.



# VIRTUAL MEETING BEST PRACTICES

## VIRTUAL MEETING ETIQUETTE:

1. Be in a quiet, well lit room. Use headphones w/ a mic when possible to reduce any background noise.
2. Get situated ahead of time in a comfortable position. We recommend being at a table rather than setting a computer on your lap because the video movement, rustling and camera angles can be distracting to others.
3. Avoid eating while on virtual conference. Your chewing will be amplified.
4. Mute your mic when you are not speaking to help keep background noise to a minimum. Unmute when you are speaking.
5. Keep your video camera on if at all possible. The benefit of video conference is that you can see one another's non-verbals. Joining by audio only can defeat the purpose.
6. Most platforms have a "Speaker view" and a "Gallery View". Speaker view is helpful if someone is teaching, presenting video or writing on a white board. "Gallery View" is the best view for seeing all those in your group at one time.