

# Instructions for Home Group Leaders on how to set up Zoom video conferencing for Home Groups

## Before you start

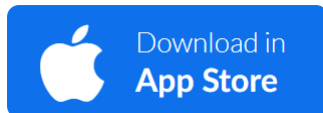
- Please note there is a 40 minute limit on group meetings – but you can always start again straight after

## Download Zoom

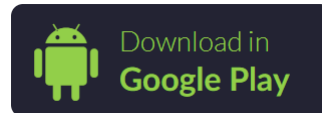
Download the appropriate version of Zoom (e.g. ) from <https://zoom.us/download>

- For Windows, download “Zoom Client for Meetings”
- For Apple or Android (e.g. Samsung) smartphones, go to “Zoom Mobile Apps”:

For Apple:

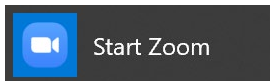


For Android:

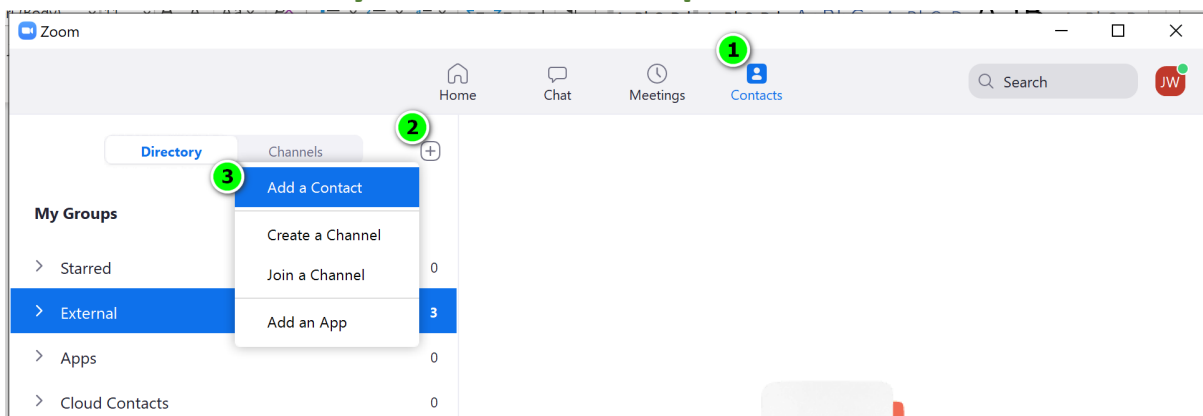


## Start Zoom

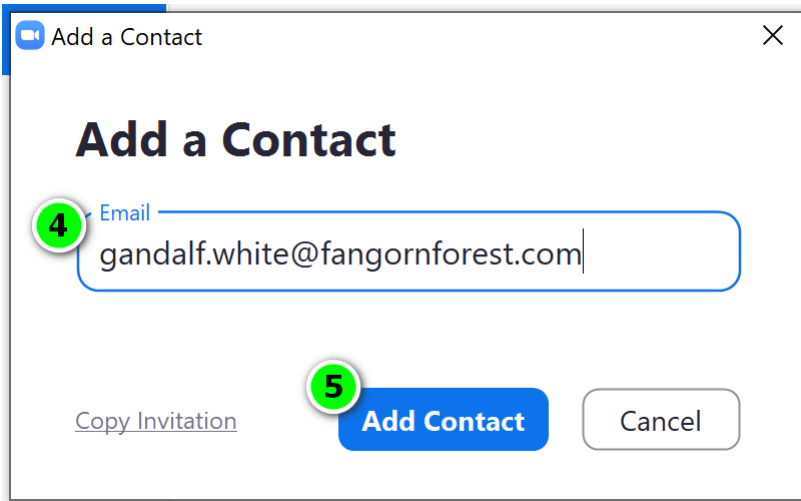
Click on “Start Zoom”



## Add Contacts for your Home Group



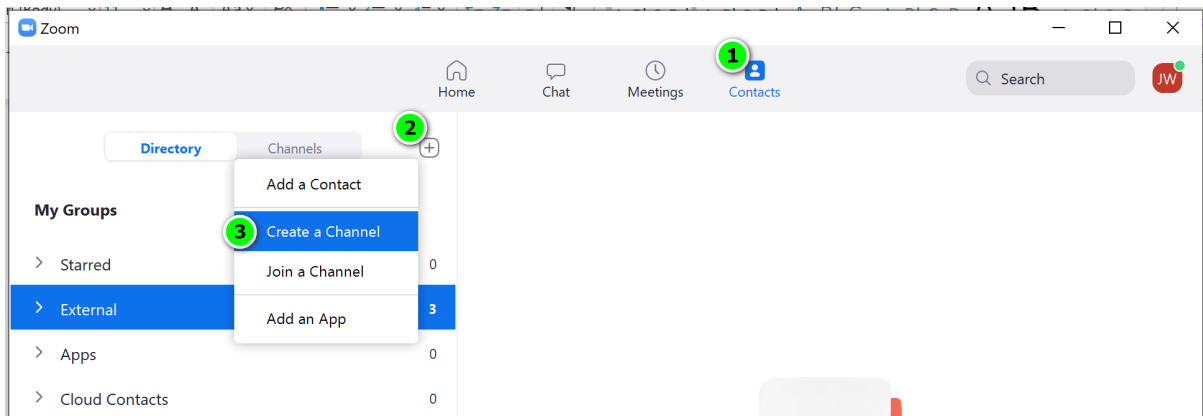
1. Click on “Contacts”
2. Click on the Plus sign
3. Click on “Add a Contact”



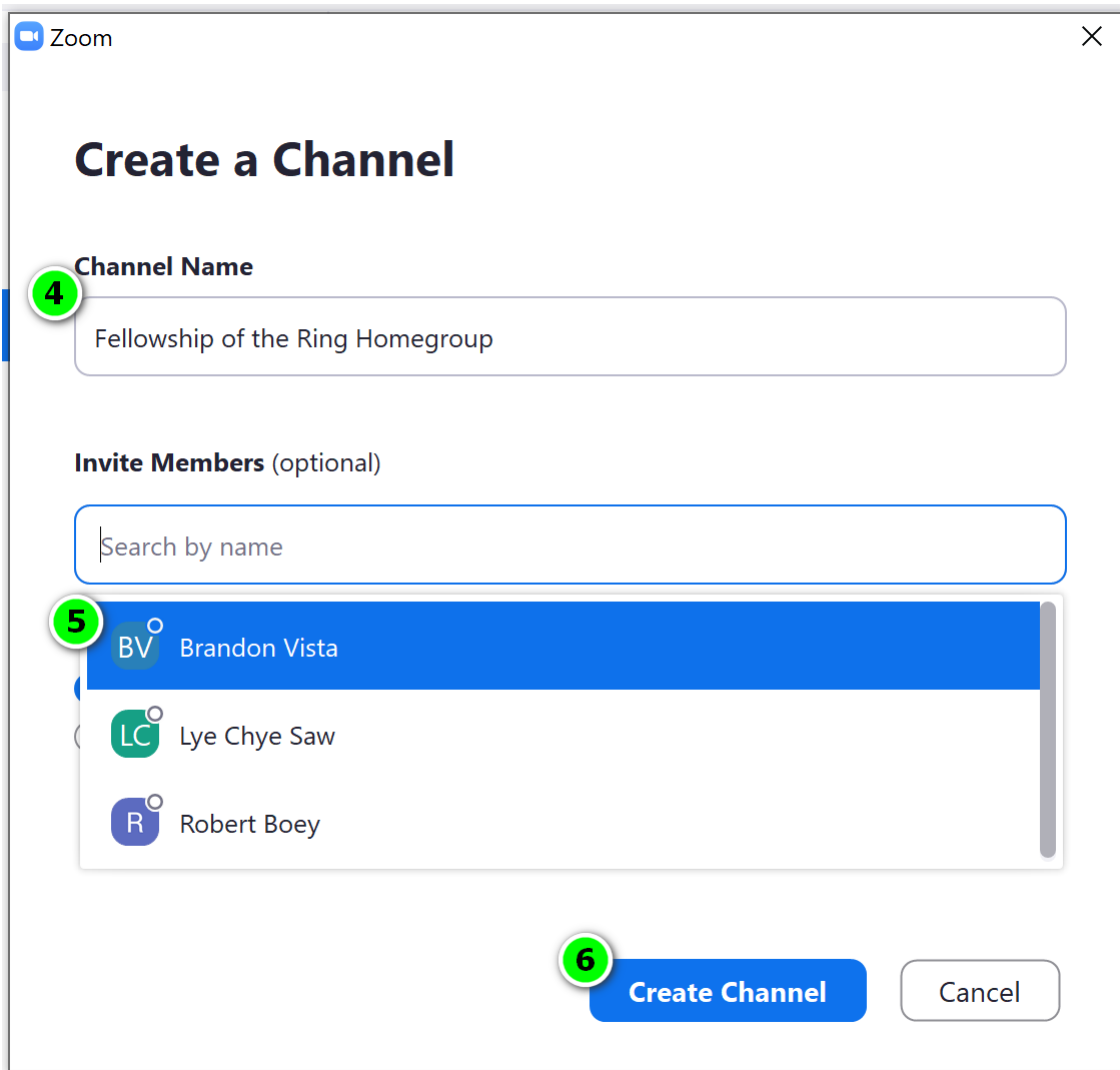
4. Enter email address of Home Group member
5. Click on “Add Contact”. After this, you just need to wait till the member accepts your invitation (they only have 30 days). Once they’ve accepted your invitation, they would appear in your Contacts section and you can then setup the Home Group as a “Channel”.

## Setup your Home Group as a group or “channel”

(this will mean you can always connect to all your Home Group as one group everytime – as long as they’re online)

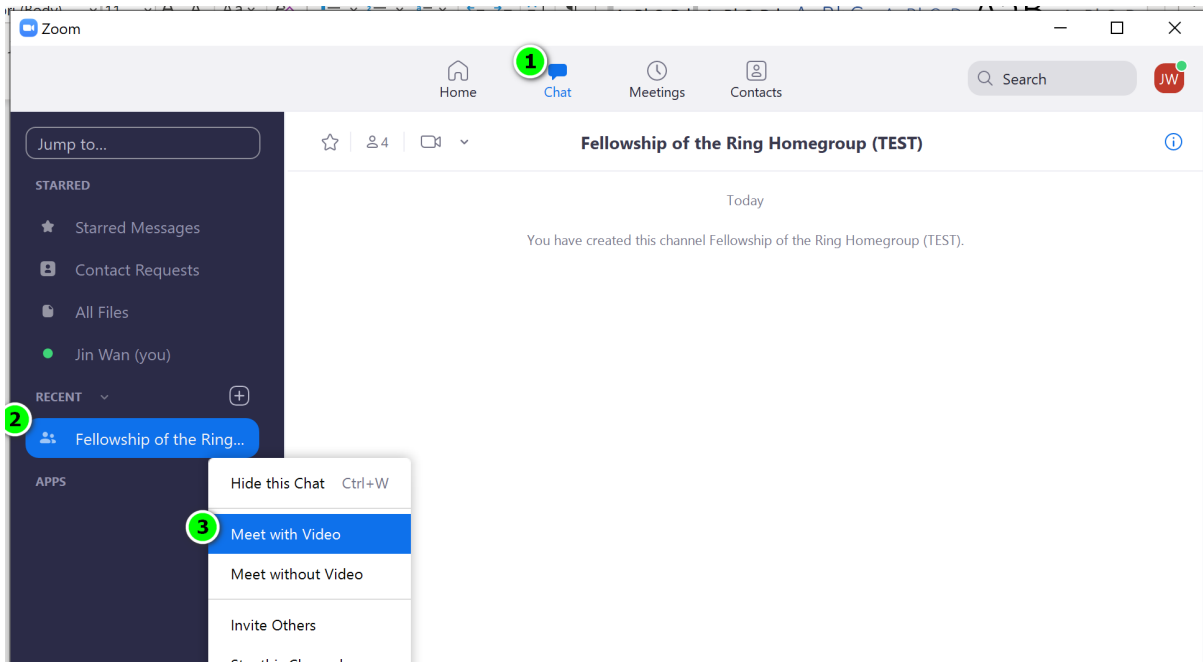


1. Click on “Contacts”
2. Click on the Plus sign
3. Click on “Create a Channel”



4. Enter the name for your Home Group
5. Select all the names of people you want included in your Home Group channel
6. Click on Create Channel

## Start video conferencing / calling your Home Group as a group or “channel”

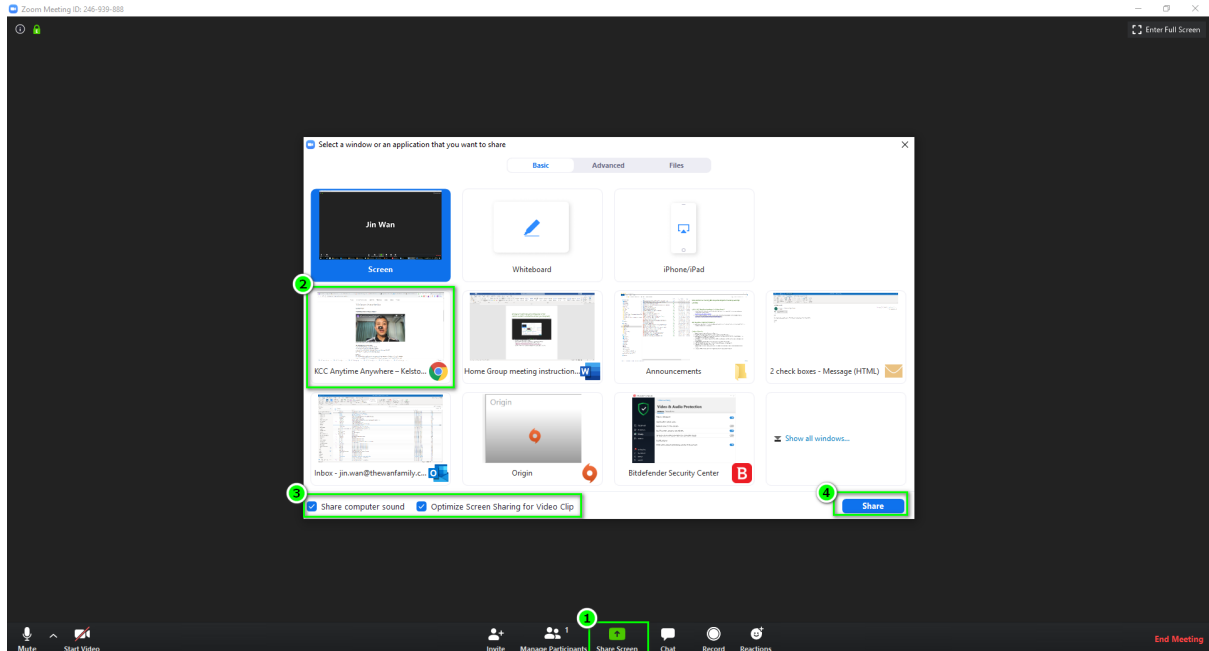


1. Click on “Chat”
2. Right-click on the Home Group channel
3. Select whatever option you want, in this example, click on “Meet with Video” to start a video conference / meeting. Assuming they’re all online, they can choose to answer your phone.

Some suggestions if going through KCC Anytime Anywhere Sunday service:

- Get everyone to stay on “Mute” if they are not speaking to reduce ambient noise
- Get each individual to “Unmute” themselves every time someone wants to speak

## Sharing KCC Anytime Anywhere videos (e.g. for KCC Anytime Anywhere introduction, sermon, pastoral prayer)



1. Click on Zoom's "Share Screen" button
2. Select the Internet Browser icon and go to the KCC Anytime Anywhere link (<http://kcc.co.nz/kcc-anytime-anywhere/>) or YouTube channel (<https://www.youtube.com/channel/UCs4EFBXJPxfCdJ6nj6wac5w>)
3. **IMPORTANT!!!** Tick both "Share computer sound" and "Optimize Screen Sharing for Video Clip" tick boxes
4. Click on the blue "Share" button, and everyone will be able to see and hear your screen as you play the YouTube videos