Chat Question	Answers
My group uses zoom for our meetings. My problem is I keep getting knocked offline and a frozen screen on my laptop.	**From the handout:** For better performance / network bandwidth: turn off video applications like WebEx or Skype when using Zoom. Turn off Zoom video and only use audio if bandwidth is bad.
I'd like to learn how to do break out groups	**From the handout:** In Zoom - Meeting (Advanced) – where you can enable Breakout rooms if you want them – mostly helpful in a larger group. **From the chat:** `Here's a youtube video on creating breakout rooms:  : https://www.youtube.com/watch?v =dNCrdSnnqiU`
How do I "mute" others?	Host can mute all from the Participants popup
How do I allow others to write and draw on the share screen white board or word document	From Zoom - Sharing Your Screen: https://support.zoom.us/hc/en-us/articles/ 201362153-How-Do-I-Share-My-Screen- **From Zoom:** `Zoom Help Center has a good video with tips on screen sharing:` `https://support.zoom.us/hc/en-u s/articles/201362153-Sharing-yo ur-screen` **From the chat:** `for sharing multiple docs during one share, have them on desktop, then share the desktop at Screen Share.  That's the first item on the sharing screen, titled "Screen" -- that's actually our desktops`
tips for sharing live music – guitar and voice - for prayer	**From the chat:** `After hitting "share Screen" you can select the "Advanced" tab and one of the options is to share`

	computer audio. If you do so, you can then share an audio file that is on your computer. Live music is much harder - best to pre-record it, then play the audio file. From Zoom - Sharing Your Screen: https://support.zoom.us/hc/en-us/articles/ 201362153-How-Do-I-Share-My-Screen-
how to turn off notification sounds while zooming	Put your phone and software apps on Mute so their sounds do not interrupt your session
I have purchased a Zoom monthly account. Is it possible for my co-mentor to open a meeting and host it if I am not able to do so?	From Zoom - Using role management: https://support.zoom.us/hc/en-us/articles/ 115001078646
How do you share screen with a Mac?	From Zoom - Sharing Your Screen: https://support.zoom.us/hc/en-us/articles/ 201362153-How-Do-I-Share-My-Screen-
Can you use to play video clips from Bookmarks?	From the handout: To Screen Share with more security and privacy, have it open on desktop before trying to share. From the chat: The other part of that is to make sure to CLOSE windows you will not use during the session, to make it easier to find in the Zoom selection display the Window you want to share
how do you set up a waiting room? Is it automatic?	This is one of the Settings you select when creating the meeting - see the handout, #8
Are you going to cover white boards? How do I save what has been written on the white board by participants?	White boards are a Screen Sharing feature. Answer from the chat: save whiteboard by clicking "save" at top of screen
I hosted a meeting in which I had to leave early. During the meeting, I designated a	From the chat: to designate a co-host - go to meeting participants - its easiest if

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co-host. However, when I left, everyone found that they were suddenly all muted, and no one, not even the co-host could unmute them.	you are not in full screen and you have the panel next to the images. Choose the person you want to make the co-host and then click on the dots next to their name and you will see the option to make them a co-host
How do I put worship material on the zoom when it is my turn to do so? How do I screen share it to all participants? I am a participant and not the host.	If the host allows participants to share screens (in the Settings), you can post as a participant. Otherwise, consider sending the material to the host in advance.
how do I share leadership	From the chat: You can make someone else a Co-Host to share ownership of the call. For example, Cindy setup Cheri and me as Co-Hosts for this meeting so we can share screens, mute/unmute, etc. and we can continue the meeting if she leaves. If you make your Co-Mentor a Co-Host, they have the same privileges you do.
how to set up headphone and mic like Cheri has	Cheri answered this one - watch the video recording From the chat: You may need to pair bluetooth devices in the system before you can select it in the Zoom menu
Re: designating a co-host. I have my own zoom account, rather than a corporate or church one. I tried to make the co-mentor a co-host and found that I could not because I have a 'private" account-for one person.	From the chat: You can not designate a co-host ahead of time. You must be in the meeting with the co-host to designate a co-host.
how to see faces while screen sharing	From the chat: When screen sharing, you should see some of the participants as a strip of small pictures but you will not

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	be able to see everyone. **More from the chat:** `during screen share, you can change the participant view to gallery rather than strip, and you can resize the image strip to show all; also often can resize what's being shared so more of the participants show`
`sometimes it's in row sometimes in box of " Hollywood Squares"`	**From the handout:** Select the multi-square grid (top right) to show the entire group (Gallery View), or enlarge on the current speaker (Speaker View)
`I am a mentor with a paid Zoom account.  My wife is an EfM participant and with a 40-minute limit on a free account.`	**From the chat:** `The mentor's Zoom account is primary, if they have a paid account, it allows participants to use the access / time the host has paid for`
`Do you suggest using the "Raise Hand" feature to help prevent over talking of each other? If you look at  the list of participants there is a blue hand that can be raised if you wish to say something`	Some groups find the Raise Hand feature works for them, others use mutual invitation. **From the chat:** `My participants actually chose it as part of their norms and it is working well` **More from the chat:** `NB that if you "raise hand" only the host can see the raised hand. And the host then can put the hand down or the person who raised their hand can put their hand down. The emoji hand is timed and will go away on its own.`
`Can I block my square when I am speaking? when someone sends a question my chat switches from Everyone to their name.`	**From the chat:** `If you are in full screen, you can choose whether to have others in a strip when the screen is being shared or you are in speaker view, you can eliminate even one small picture and only see the screen. On my Mac, if I am not`

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	`in full screen, I do not have this option.`
`I recently learned by watching Zoom tutorial that there's a difference between "Alternate Host" and "Co-Host."`	**From the chat:** `Alternate Host is set up in your primary account settings and allows the named person to Host anytime -- that person can have the same privileges/controls as Host. C0-Host is designated in the Meeting itself and is for that meeting` **More from the chat:** `I'm pretty sure you can only have an alternative host if you have a multiple person account. With a single person account, you can only designate a co-host in the meeting.` **More from the chat:** `when I tried alternate host before you did have to pay for a multiple person account`
`In doing TR, having a word doc shared by the mentor on screen with the mentor transcribing comments - does this work?`	**From the chat:** `I use google docs over the white board because I don't have to save deliberately.  Saving happens automatically.`
`For some reason I don't have the option to change my name (display is my husband's name) - first time this has happened in the many zoom meetings I've been on.`	**From the handout:** If you are using a corporate Zoom account, some of the settings may be different. **From the chat:** `Editing your display name is an option in the host's settings -they can turn that off and on.` **More from the chat:** `The Host has to permit participants to change name`
`How have people had success with TRs on Zoom? We usually use the whiteboard a lot when we are in person -- but it is cumbersome to do on Zoom.`	**From the chat:** `I have used an editable Word Blank page and shared it. Create the doc and have it so you can access it in the share screen.`

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	From the chat: One of our norms is to use the camera as long as the participant has one. From the chat: you can type on a live Word doc in screen sharing. We did this in TR training a couple weeks ago. From the chat: We have also learned (thank you EfM Mentor Training) that you can share a blank document and annotate on the page.
sometimes when doing check in's we number our folks to establish an order. the host can do this by renaming everyone as they log on. we alternate between this and mutual invitation. it replaces what would normally be sharing around the circle	Good idea!
When the document is open on your desktop, does that mean there will be an icon to choose from when you open Whiteboard?	Don't know - need to do some research
I find it distracting to see myself when in the meeting.	True for me too - Maybe focus on one of the participants? From the chat: You can also set up a meeting for one (yourself) and that is a no pressure way to look at lighting and background and how you look on screen.
So how does one practice a zoom? I do have the free account. Would that translate to any other zoom meeting?	Set up a practice call with a patient friend to try out Zoom's features and settings
how do we do mutual invitation so we don't talk over each other	Here is a blog post from 2014: "Mutual Invitation with Positive Review" https://katysblog.wordpress.com/2014/11/14/mutual-invitation-with-positive-review/

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the "camera" norm does not include asking participants to stop video if they need to get up from their computers. We have breaks worked in to the meeting so that hasn't come up	Good idea!
one of the biggest challenges using zoom is the variety of devices that people use, the age of the devices, the browsers being used, the processor strength of a device, and the bandwidth available. those all impact how video and audio come across	Very true!
on my Android phone...there is no ^ beside mute button...AND there is no link to anything "at 5op of s screen. I guess I need to purchase a laptop....?	From the handout: Zoom works better on a laptop / computer rather than on a tablet or smartphone. From the chat: I learned from my computer tech that Chrome browser is a negative choice with zoom. both used a great amount of resources and that may cause your device to shut down at some point. recommended Firefox as default or Safari if on an apple device
As we move forward, it is possible that you will have a group that includes BOTH zoom-based and face to face. I'm very interested in hearing zoom-based and fact to face advice.	I think this is a certainty. When our seminar is meeting in-person, we have remote participants call in and we put them on a plugged-in laptop in the middle of the table to make them a physical part of the group From the chat: there was a recent conversation on the mentors list serve about groups that are doing both Zoom and in-person.
it also helps to stop video if someone wants to change location and needs to carry their device with them. seasick time!	Good idea!

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What's best regarding sending an invitation to group members? Copying invitation into email or sending invite directly from Zoom.	I prefer not to give information like email addresses to applications like Zoom since I do not know how they will use it. I copy the invite into a separate email message.
In a mixed group with one or more online than in addition to a monitor for everyone present to see I suggest if resources exist that a Meeting Owl be used to show the group to those not present.	Don't know about Meeting Owl - need to do some research
Could we have a session later in the year to talk more about hybrid meetings - combining face to face with online. Perhaps a session where you actually show us how to share screen, share video, TRs, etc. Thanks.	Fill out your evaluation forms and suggest this to EfM!
for videos, you may have said this, we watch them together but we also send the link ahead of time just in case it doesn't work	Good idea!