

Setting up a Growth Group Meeting via Zoom

To set up a meeting via Zoom, you'll need one person to be the host and set up the meeting that everyone else will join.

Free vs Pro Plan

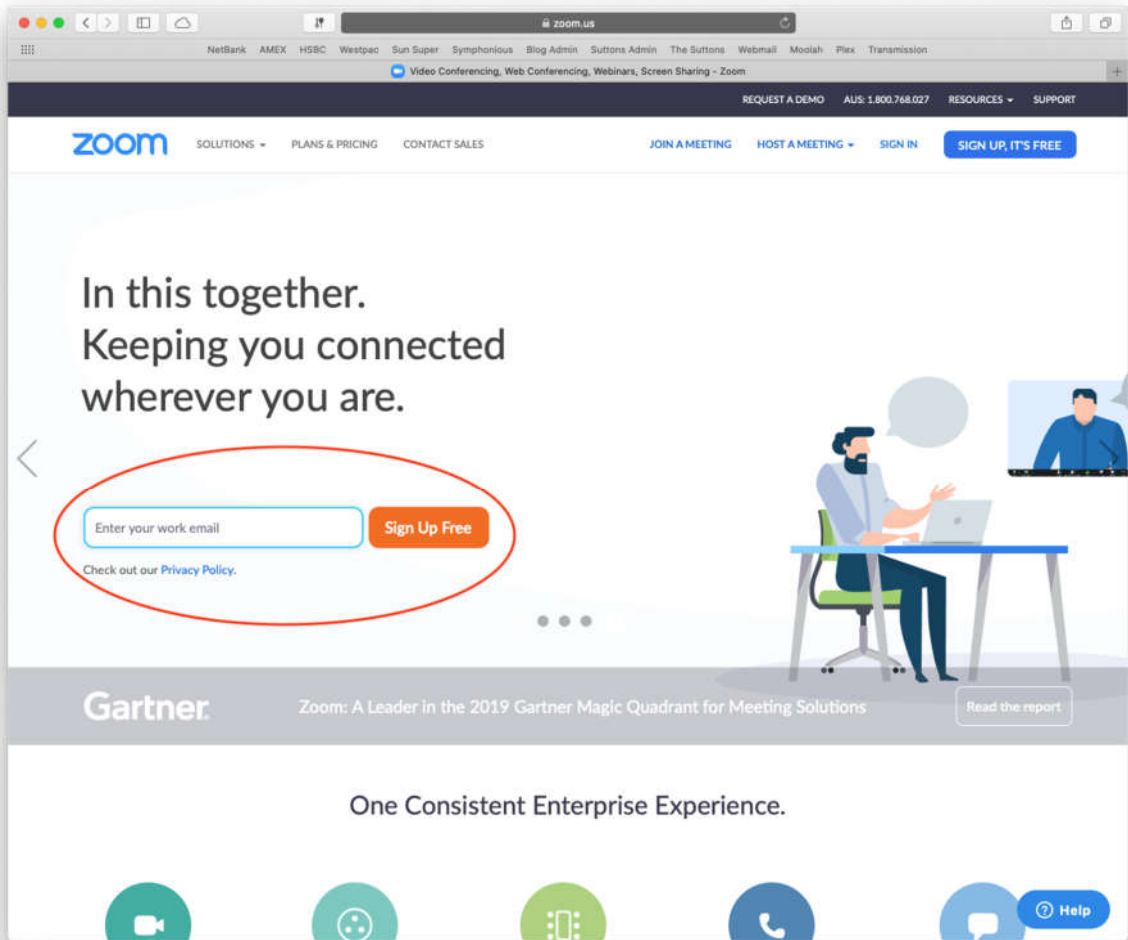
Zoom provides a free plan which has a 40-minute time limit on meetings with 3 or more participants. There is no limit to the number of meetings you can run though, so you can simply restart, or start a new meeting when the 40 minutes is up.

Alternatively, for about \$21/month you can upgrade to a pro plan which removes the time limit on meetings. It allows allows any participate in your meetings to use their phone to dial in to meetings which can be very useful if some group members have slow internet. They can still join via computer to see and share video, but use the phone for audio.

The pro plan also storing recordings of meetings in the cloud so people can click a link to view the recording from anywhere. Probably not so useful for your growth group, but could be useful depending on how your group is doing Sunday services.

Host Setup

The host will need to setup a zoom account. To do this, go to <https://zoom.us>, enter your email in the "Enter your work email" box and click "Sign Up Free". Note that while it asks for your work email, you can use your personal email. Alternatively, for those with Google or Facebook accounts, you can also use the buttons below to sign in with either Google or Facebook.



It will show a message asking to confirm your email address, click “Confirm”

Welcome! Please confirm your email below to get started.

ajsutton@gmail.com

[Use Another Email](#)

Confirm

Cancel

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Zoom is protected by reCAPTCHA and the [Privacy Policy](#)
and [Terms of Service](#) apply.

You'll receive an email like:



Sign In

Hello spam@symphonious.net,

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

[Activate Account](#)

Or paste this link into your browser:

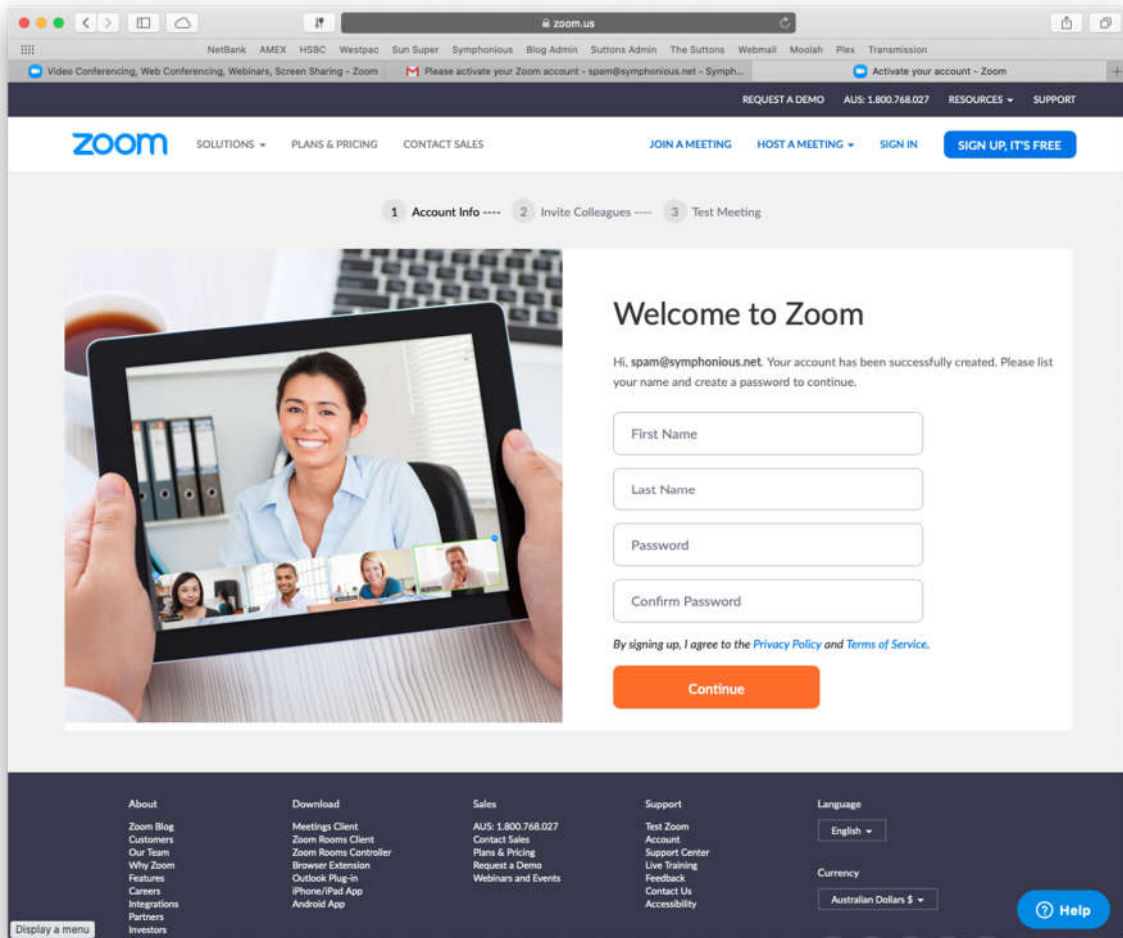
https://zoom.us/activate?code=d5Y7MV6N-Gyfw54OS6FApomlf6oTxBN9qt_XpVkf-Pw.BQgAAAFxCyb-wAAjQAUC3BhbUBzeW1waG9uaW91cy5uZXQBAGQAABZNXzFkS05MbVFXeXgtcVhHeHN5MENBAAAAAAAAAAAA&fr=home

Questions? Please visit our [Support Center](#).

Happy Zooming!

Click the "Activate Account" button.

Enter your name and a password, then click Continue:



It will then ask you to invite colleagues to Zoom but that is not necessary, simply click “Skip this step”

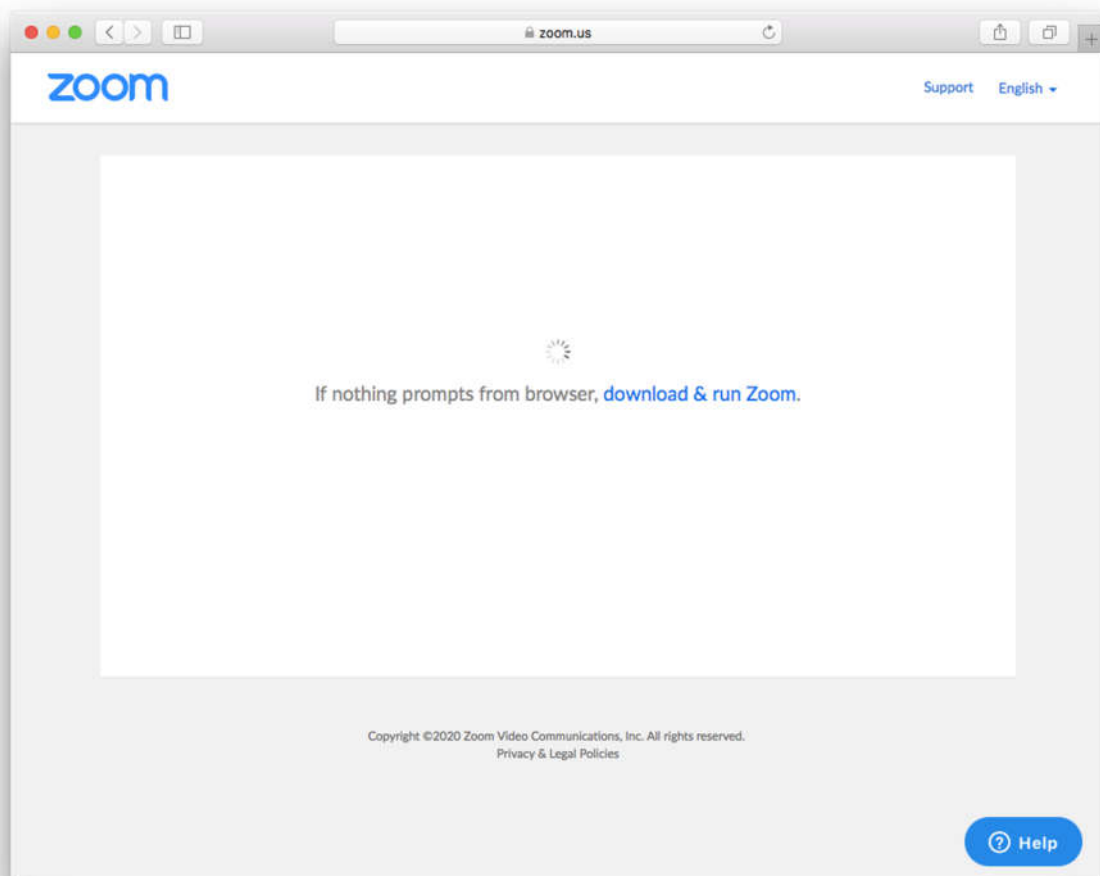
The image shows a browser window displaying the Zoom website's account setup process. The browser's address bar shows 'zoom.us'. The page has a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. Below the header, a progress indicator shows three steps: 1. Account Info, 2. Invite Colleagues (the current step), and 3. Test Meeting. The main content area features a large image of a hand holding a tablet displaying a Zoom meeting interface. To the right of the image, the heading 'Don't Zoom Alone.' is followed by the text 'Invite your colleagues to create their own free Zoom account today! Why invite?'. Below this, there are three input fields, each containing the placeholder text 'name@domain.com'. A link 'Add another email' is positioned below the input fields. A CAPTCHA section includes a checkbox labeled 'I'm not a robot' and the CAPTCHA logo with 'Privacy-Terms' links. At the bottom of the form are two buttons: 'Invite' (orange) and 'Skip this step' (white with a grey border). The footer is dark blue and contains several columns of links: 'About' (Zoom Blog, Customers, Our Team, Why Zoom, Features, Careers, Integrations), 'Download' (Meetings Client, Zoom Rooms Client, Zoom Rooms Controller, Browser Extension, Outlook Plug-in, iPhone/iPad App, Android App), 'Sales' (AUS: 1.800.768.027, Contact Sales, Plans & Pricing, Request a Demo, Webinars and Events), 'Support' (Test Zoom, Account, Support Center, Live Training, Feedback, Contact Us, Accessibility), 'Language' (English), and 'Currency' (Australian Dollars \$). A 'Help' button is located in the bottom right corner of the footer.

Your zoom account is now setup.

The screenshot shows the Zoom website interface. At the top, there's a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. Below this is a progress indicator with three steps: 1. Account Info, 2. Invite Colleagues, and 3. Test Meeting. The main content area features a large image of a laptop displaying a video conference with four participants. To the right of the image, the text reads "Start your test meeting." followed by "Excellent! Now it's time to start meeting." and "Your personal meeting url: <https://zoom.us/j/3544066198>". Below this are two buttons: "Start Meeting Now" (orange) and "Go to My Account" (white). Further down, there's a section titled "Save time by scheduling your meetings directly from your calendar." with three options: "Microsoft Outlook Plugin Add Zoom", "Chrome Extension Download", and "Firefox Add-on Download". The footer contains various links categorized under About, Download, Sales, Support, and Language, along with a "Help" button.

The “personal meeting url” shown on this page is your personal meeting room, and that link works without any need for further setup. If you’re only setting up zoom for your growth group, I’d recommend just using that existing meeting url. Don’t worry, it’s easy to find the URL after you’ve left this page.

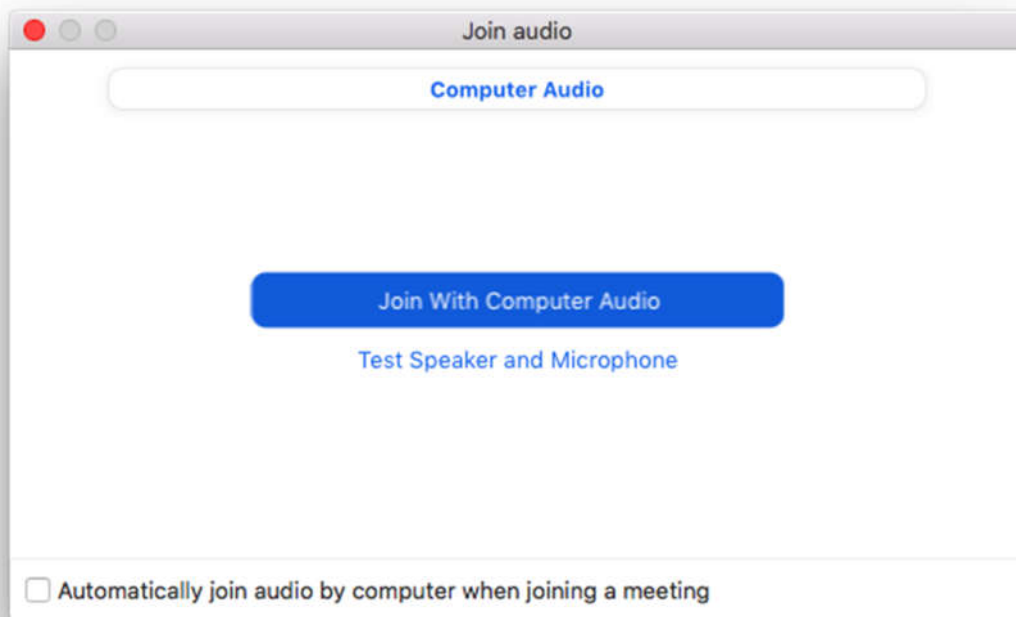
Test out joining the meeting by clicking “Start Meeting Now”.



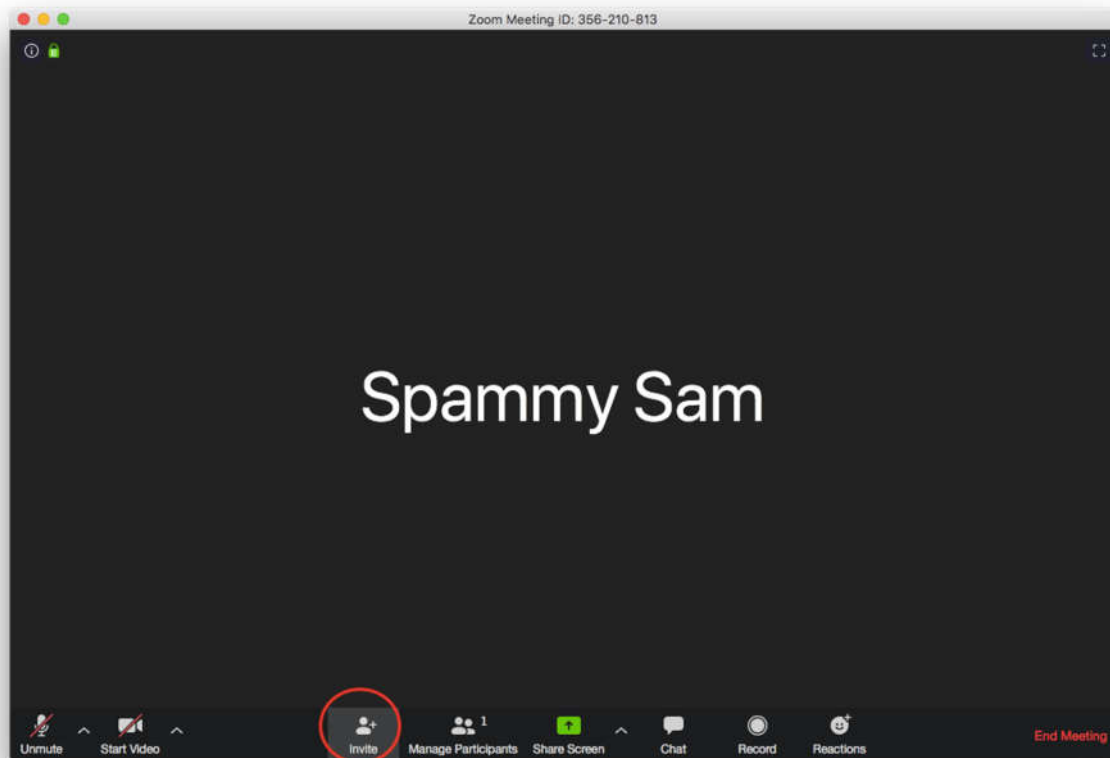
If you've never used zoom before, you may be prompted to download and install the zoom program (or install the app from the app store if you're on a mobile device). You may need to click the "download & run Zoom" link to start that process.

Once zoom is installed, you may need to go back to this page in your browser and reload the page.

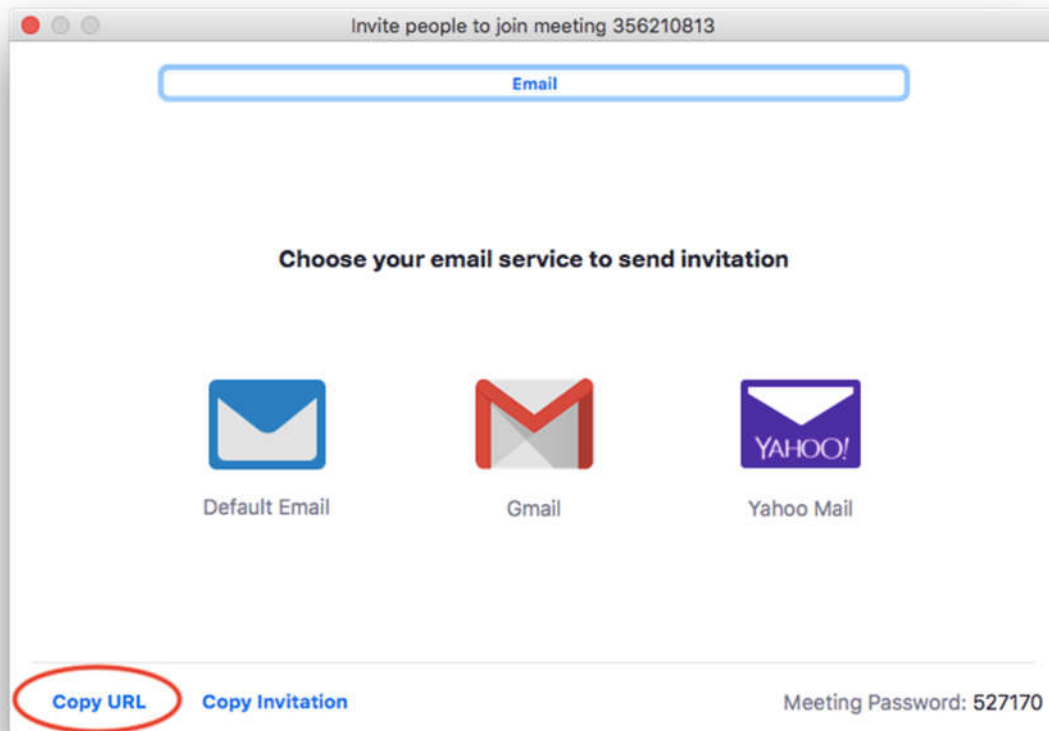
Zoom will open and join the meeting. You will see a dialog asking to join audio - click "Join With Computer Audio".



Now you need to invite other people to join the meeting. You can do this either by sending the personal meeting room URL from a few pages back or use the "Invite" button in zoom.

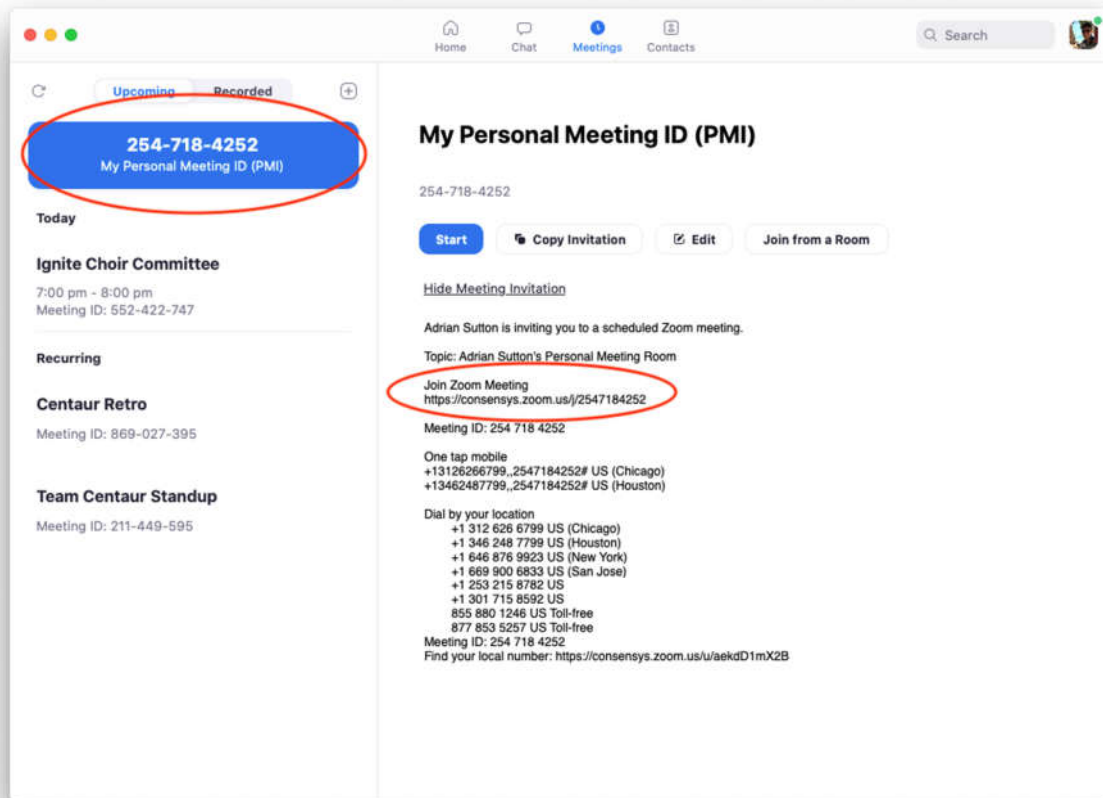


The invite dialog provides options to email an invitation which will open your email client but the simplest option is to use the “Copy URL” button, and then you can paste that URL into whatever system you use to communicate with your growth group (email, WhatsApp, Facebook, text message etc)



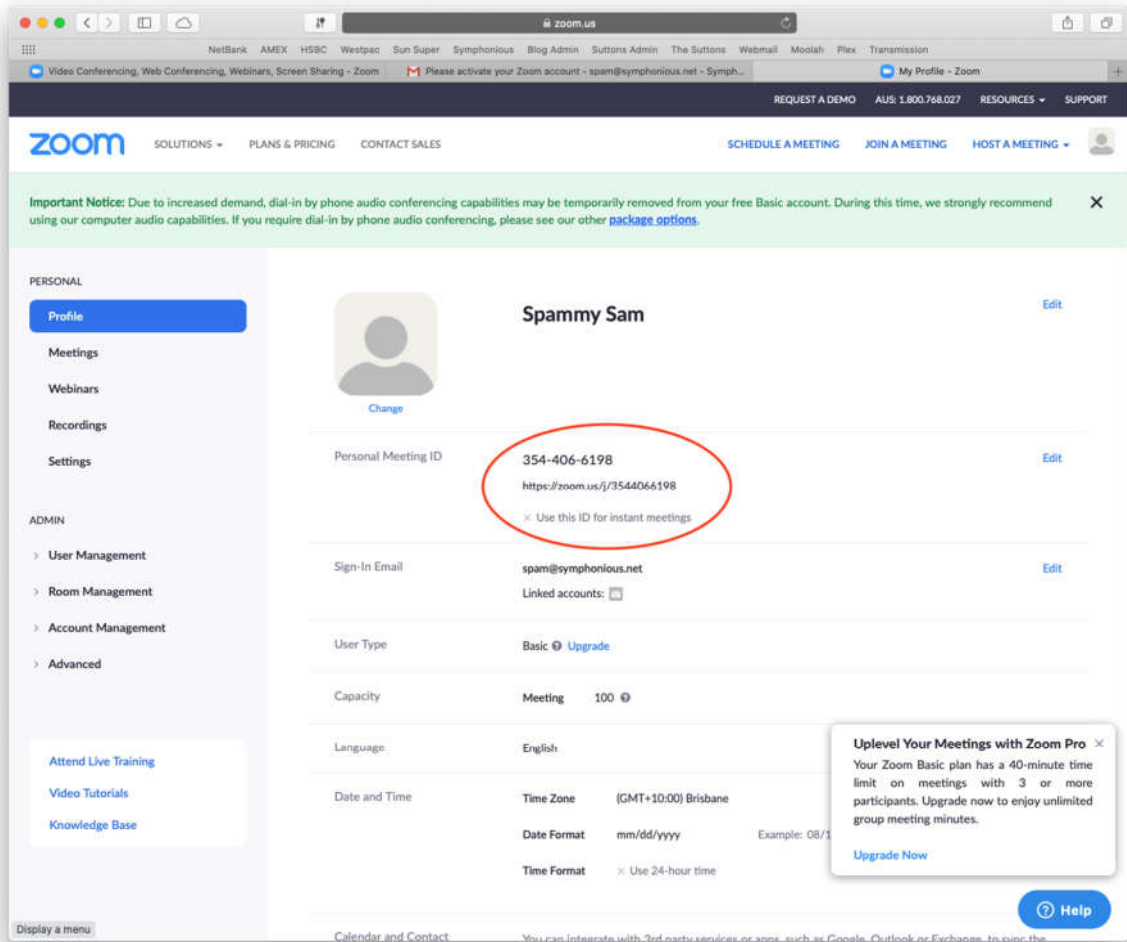
Other Ways to Find Your Meeting URL

You can find your personal meeting ID from within the zoom app even if you're not actually in a meeting. From the "Meetings", click on the "My Personal Meeting ID (PM)" and it will show the invitation details for your meeting.



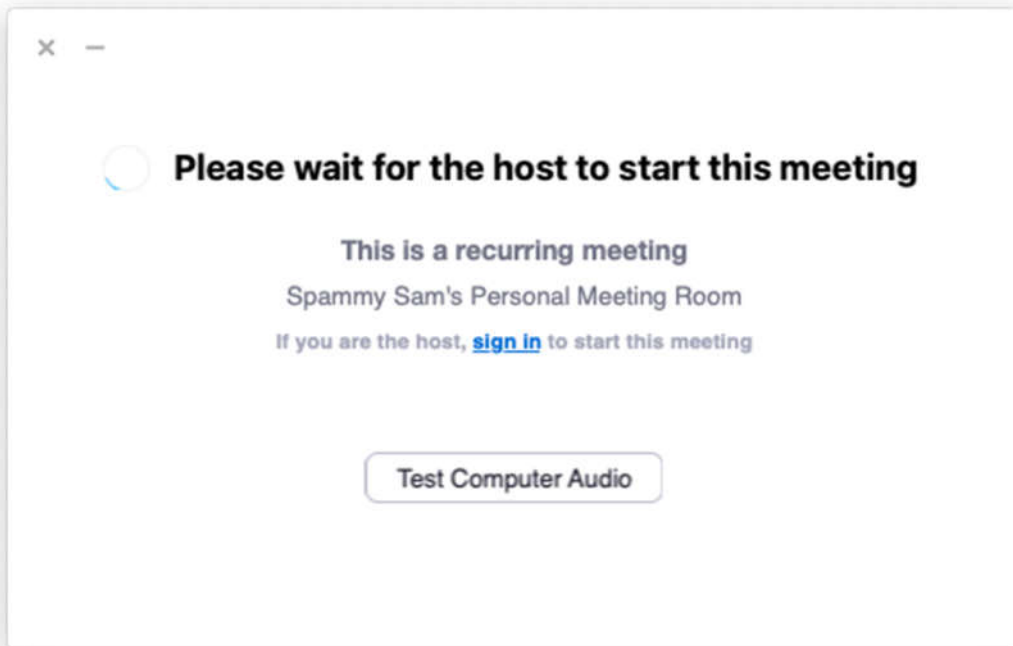
Note that dial in phone numbers are not available on the free plan - only using computer audio.

Or you can go to <https://zoom.us/profile>, login and it will show your personal meeting URL.



Waiting for the Host to Join

If you try to join your meeting when you're not logged in, or if one of your group members joins the meeting before you, zoom will show a message saying to wait for the host to start the meeting.

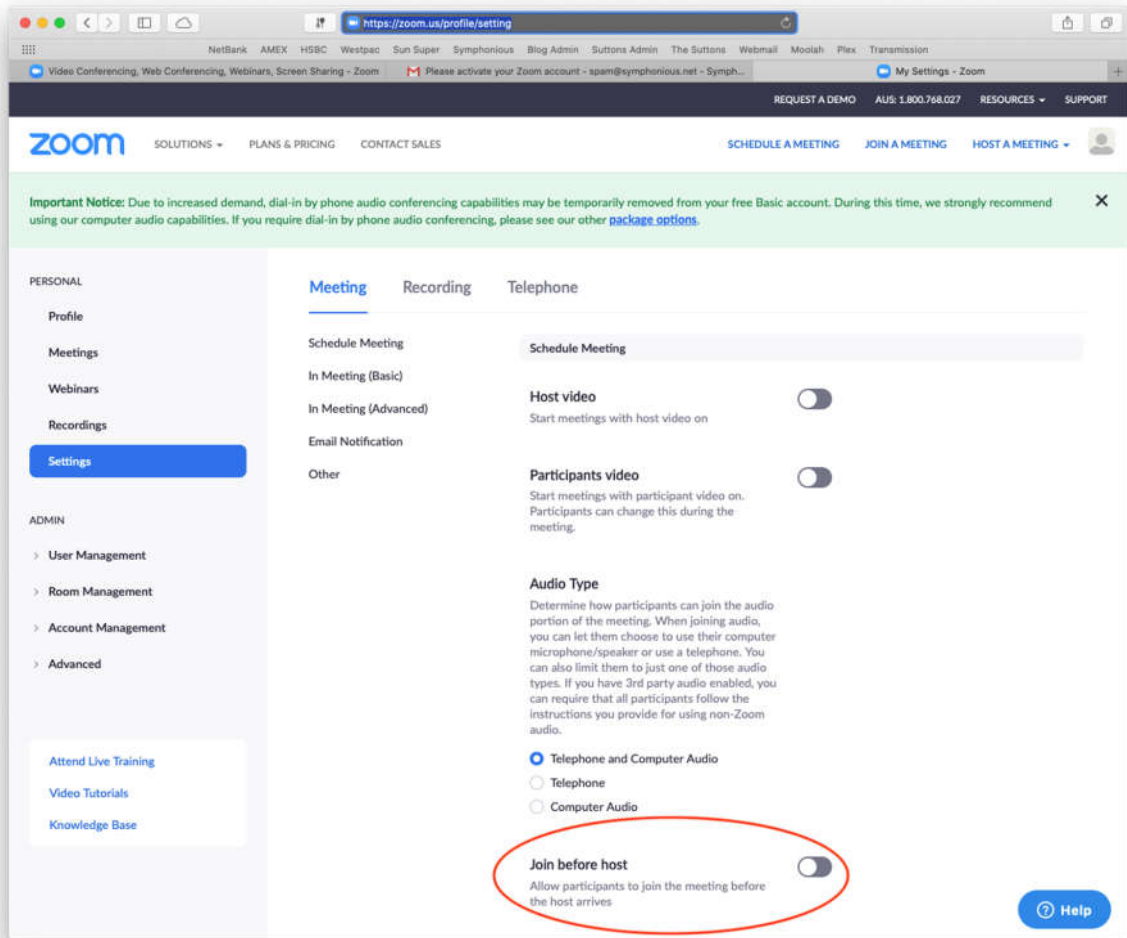


If you are the host, click the “sign in” link to sign in and start the meeting.

“Join before Host”

Note: On the free plan, this doesn't appear to work with the personal meeting ID, but it will work if you setup a scheduled meeting instead.

You can change your settings to allow people to join before the host and avoid this dialog. Go to <http://zoom.us/profile/setting> and enable “Join before host”



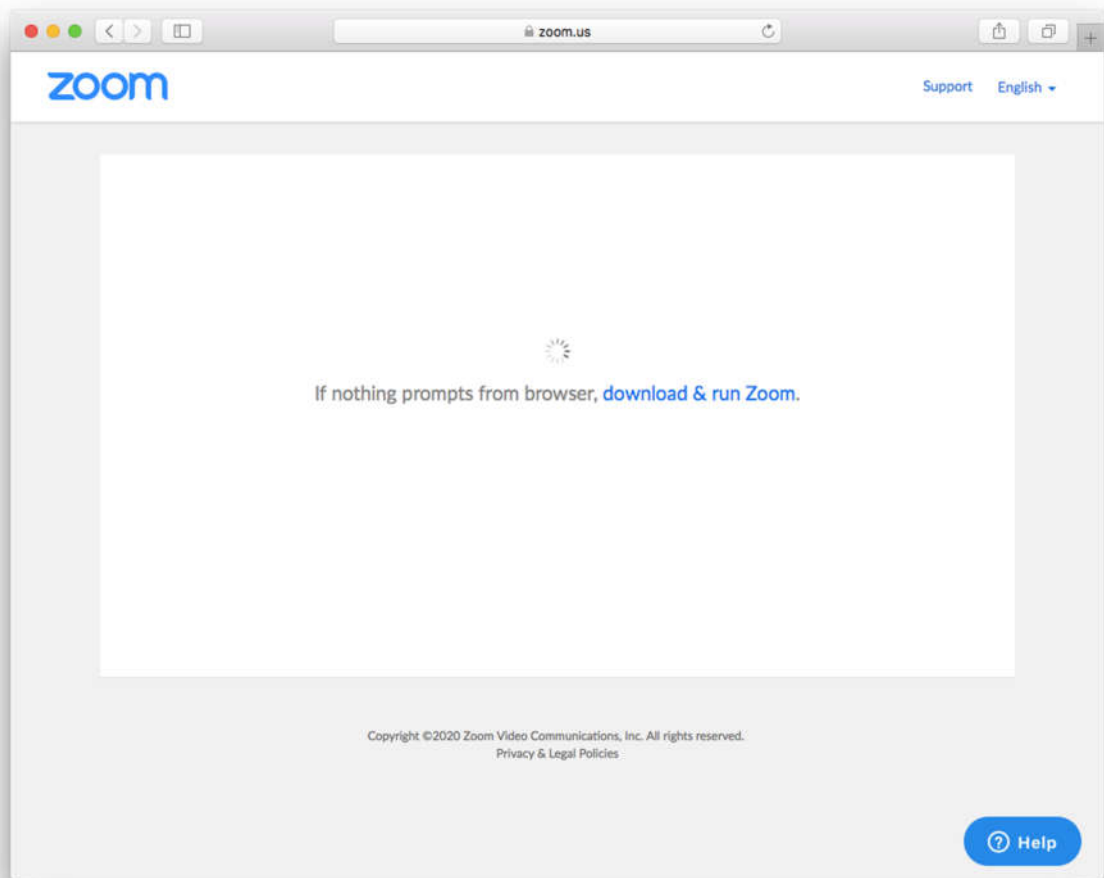
For Everyone Else: Joining a Meeting

Zoom has really good instructions for all the different platforms they support:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

The short version is:

1. Click the link the host sends you. You'll get a web page like:



2. If you've never used zoom before, you may need to install it. You may be prompted automatically but if not, click the "download & run Zoom" link.
3. Once zoom is installed, if it doesn't automatically join the meeting, simply click the link again or reload the web page.

After the first time, clicking the link will open zoom and join the meeting automatically because the required program is already installed.