

CONDUCTING A VIRTUAL CHRISTIAN LIFE SEMINAR (CLS)

Rationale

Times are changing. New ways and methods need to be adapted. Our Lord is revealing to us a way to continue the work of evangelization through the use of new media. Our Lord is showing us that virtual CLS is possible.

This manual is an add-on to the CLS Training.

Virtual CLS Training Sessions

The CLS Training already has three talks, namely, (1) Evangelization and spiritual warfare; (2) What is a CLS? and (3) How to handle a discussion group.

In this manual, there are two additional trainings that solely focus on conducting Virtual CLS. They are the following:

1. How to Use Zoom for Virtual CLS
2. How to Conduct a Life-giving Virtual CLS

HOW TO USE ZOOM FOR VIRTUAL CLS

Session 4

Objectives:

At the end of the training session, participants will be able to:

1. Know the functions and features of Zoom meeting app
2. Embrace this new trend in doing virtual CLS
3. Maximize the use of Zoom for the work of evangelization

Methodology:

Training proper	40 mins
Zoom use exercise	10 mins
Open form	10 mins
Total minutes	60 mins

Expanded Outline:

I. Introduction

Times are changing. New ways and methods need to be adapted. Our Lord is revealing to us a way to continue the work of evangelization through the use of new media. Our Lord is showing us that virtual CLS is possible.

II. Virtual Platforms

Of the many virtual meeting room applications available, the Zoom meeting app is the most efficient and effective. It has features that could address to our seminar needs. The Chapters are encouraged to procure a Zoom premium account. The premium account costs \$15 per month.

To avail, click: <https://zoom.us/pricing>

III. Zoom: Platform for Virtual CLS

There are many ways in which Zoom can be used.

- Via Web app. This can be accessed through your web browser in your computer/ laptop/ desktop.
Zoom website: <https://zoom.us/>
- Via Desktop app. This is the downloaded desktop application in your computer/ laptop/ desktop.
- Via Mobile app. This is the downloaded mobile application in your smartphones.

We encourage the service team to use their computers/ laptops/ desktops (and NOT their mobile phones) for their virtual CLS.

This is because there are more features available on the web or desktop app than the mobile app.

A. Creating an account

Anyone can create a Zoom account for free. But we need at least one premium account to maximize the features of Zoom meeting.

We encourage the Chapters to purchase a premium account.

Creating your own account

1. To sign up for your own free account, visit zoom.us/signup. Enter your email address.
2. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

Signing into your Zoom account on the web

You can login to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal.

You can update your profile, schedule a meeting, edit your settings, and more.

For instructions in creating an account and getting started with Zoom:

https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users#h_c40599cd-2819-4bb2-94f5-40a94b04032c

B. Scheduling a virtual meeting

Open your Zoom client and sign in to Zoom.

Click on the **Schedule** icon.



Schedule

This will open the scheduler window.

1. Select your meeting settings. Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

- **Topic:** Enter a topic or name for your meeting.
- **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time. You can also manually enter any time. For example, you can enter **15** in the minutes field to schedule a time in a 15-minute increment.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
- **Recurring meeting:** Choose if you would like a [recurring meeting](#) (the meeting ID will remain the same for each session).
- **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
- **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only, **Both**, or **3rd Party Audio** (if enabled for your account).
- **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.
Note: The meeting password must meet these requirements.
 - ✓ 10 characters maximum
 - ✓ Passwords are case sensitive
 - ✓ We recommend using alphanumeric characters and these special characters: @ * _ -
 - ✓ The Zoom web portal allows any characters, but these characters are not allowed: & < > \
- **Enable [join before host](#):** Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
- **Record the meeting automatically:** Check this if you want the meeting to be automatically recorded. Select if you want it to be recorded [locally](#) (to your computer) or [to the cloud](#) (zoom.us/recording).

Scheduled meetings can be started at any time before the scheduled time. The links will not expire or become invalid unless it is past the 30 day period for a non-recurring meeting, has not been used for over 365 days for a [recurring meeting](#), or has been deleted from your Zoom account. An instant meeting link will expire as soon as the meeting is over.

Schedule a Meeting

Topic:

Start:

Duration: Hr Min

Time Zone:

Recurring meeting

Video
 Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
 Dial in from United States [Edit](#)

Options
 List on Public Calendar [?](#)
 Require meeting password
[Advanced Options](#) ▾

Calendar
 Outlook Google Calendar Other Calendars

Other details on how to schedule a virtual meeting: <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

C. Joining a meeting

Overview

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [Download Center \(https://zoom.us/download\)](https://zoom.us/download). Otherwise, you will be prompted to download and install Zoom when you click a join link.

You can also [join a test meeting \(https://zoom.us/test\)](https://zoom.us/test) to familiarize yourself with Zoom.

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
 - Click **Join a Meeting** if you want to join without signing in.





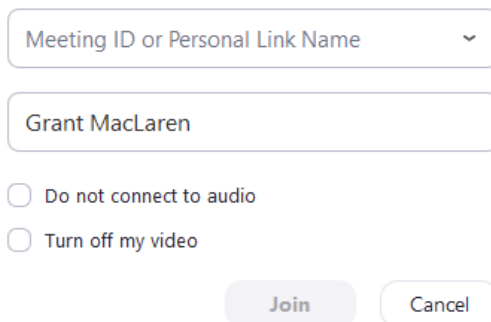
- Sign in to Zoom then click **Join**.



Join

3. Enter the [meeting ID](#) number and your display name.
 - If you're signed in, change your name if you don't want your [default name](#) to appear.
 - If you're not signed in, enter a display name.

Join a Meeting



Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

Join Cancel

4. Select if you would like to connect audio and/or video and click **Join**.

For more details on how to join a meeting:

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

D. Meeting controls

Meeting controls for hosts and co-hosts (this is for the service team)

Host controls allow you as the host to control various aspects of a Zoom meeting, such as managing the participants. The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must [assign a co-host](#). There is no limitation on the number of co-hosts you can have in a meeting or webinar.

Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:

- Start [closed captioning](#) and assign someone or a third-party to provide closed captioning
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start [breakout rooms](#) or move participants from one breakout room to another
- Start [waiting room](#) (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an [alternative host](#). The host controls will appear at the bottom of your screen if you are not currently screen sharing.



- **Mute/Unmute:** This allows you to mute or unmute your microphone.
- **Audio controls (click ^ next to Mute/Unmute):** The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
- **Video controls (click ^ next to Start/Stop Video):** If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Manage Participants:** Opens the window to [manage participants](#) and [invite others to join the meeting](#).
- **Share Screen:** Start [sharing your screen](#). You will be able to select the desktop or application you want to share. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.
- **Screen Share controls (click ^ next to Share Screen):** Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.

How many participants can share at the same time?

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

Only Host All Participants

Who can start sharing when someone else is sharing?

Only Host All Participants

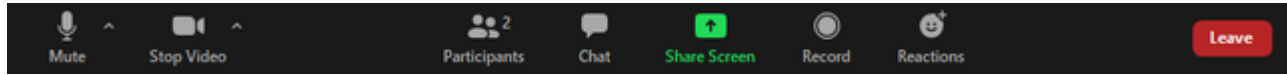
- **Chat:** Access the chat window to [chat with the participants](#).
- **Record:** Start or stop a [cloud](#) or [local](#) recording.
- **Closed Caption (only available to the host):** If you have enabled [closed captioning](#) for your account, click here to access the closed caption options.
- **Breakout Rooms (only available to the host):** Start [breakout rooms](#).
- **More:** Clicking on **More** will give you access to additional options.
- **Live on Workplace by Facebook:** Broadcast your meeting live on [Workplace by Facebook](#).
- **Live on Custom Live Streaming Service:** Broadcast your meeting live on a [custom streaming platform](#).
- **End (only available to the host):** Display the following two options.
- **End Meeting for All:** End the meeting for yourself and all participants.
- **Leave Meeting:** Leave the meeting. You will be prompted to assign a host so that the meeting can continue.

For more options on meeting controls for hosts and co-hosts (this is for the service team):

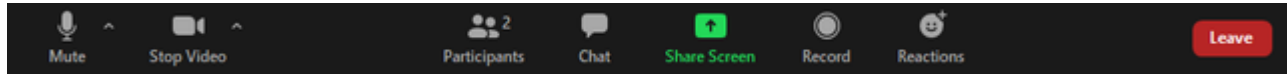
<https://support.zoom.us/hc/en-us/articles/201362603-Host-Controls-in-a-Meeting>

Meeting controls for attendees (this is for the participants)

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have [host controls](#).



The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

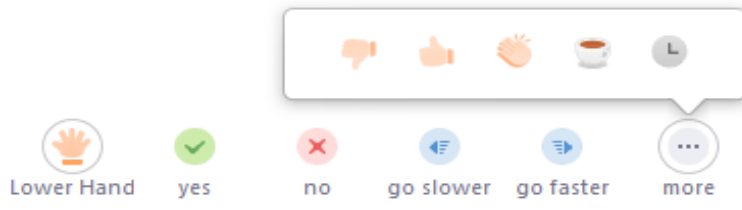
- Windows: **Alt + A**
- Mac: **Shift + Command + A**

Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Participants: See who's currently in the meeting and [invite others](#). You can also access to these options:

- **Rename:** Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants.
- [Non-verbal feedback](#) icons (if enabled by the host): Places an icon beside your name to quickly notify the host.



Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. [Learn more.](#)

Chat: Access the chat window to chat with the participants. [Learn more.](#)

Record: Start or stop a local recording. Attendees do not have access to start a cloud recording. [Learn more.](#)

Note: The host will need to [allow local recordings in their account settings, then give you permission to record](#). If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

Leave: Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#).

For more details on meeting controls for attendees (this is for the participants):

<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>

E. Break-out rooms for discussion groups

Enabling break-out rooms

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically/manually, and can switch sessions at any time.

Note: Before using breakout rooms, see the [limitations of breakout rooms](#).

Account

To enable the breakout room feature for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. In the navigation menu, click **Account Management** then **Account Settings**.
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Breakout room

Allow host to split meeting participants into separate, smaller rooms



- Allow host to assign participants to breakout rooms when scheduling

4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).
5. (Optional) If you want to make this setting mandatory for all users in your account click the lock icon and then click **Lock** to confirm the setting.

Group

To enable the breakout room feature for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit groups.
2. In the navigation menu, click **User Management** then **Group Management**.
3. Click the name of the group, then click the **Settings** tab.
4. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Breakout room

Allow host to split meeting participants into separate, smaller rooms



- Allow host to assign participants to breakout rooms when scheduling

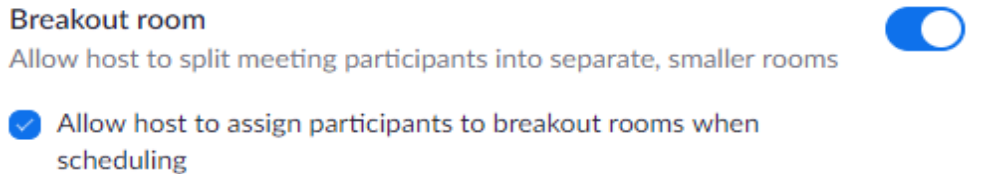
Note: If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.

5. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).
6. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

User

To enable the breakout room feature for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Account Management** then **Account Settings** (if you are an account administrator) or **Settings** (if you are an account member).
3. Navigate to the **Breakout Room** option on the **Meeting** tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

4. (Optional) Click the checkbox to allow meeting hosts to [pre-assign participants to breakout rooms](#).

Using breakout rooms

After enabling breakout rooms, you can do the following:

- [Participant in breakout rooms](#) (participants)
- [Manage breakout rooms](#) (host)
- [Pre-assign participants to breakout rooms](#) (host)

For more details on enabling break-out rooms: <https://support.zoom.us/hc/en-us/articles/206476093>

To manage break-out rooms (for the service team):

Breakout rooms allow you to split your Zoom meeting in up to 50 separate sessions. The meeting host can choose to split the participants of the meeting into these separate sessions automatically or manually, and can switch between sessions at any time.

Note:

- Make sure to [enable breakout rooms](#) before following this article.
- You can also [pre-assign participants to breakout rooms](#) when you schedule the meeting instead of managing them during the meeting.
- [Breakout room participants](#) have full audio, video, and screen share capabilities.
- Take note of the [limitations of breakout rooms](#).

Limitations

Only the [host](#) can assign participants to breakout rooms. The [co-host](#) can leave and join any breakout room only if they join a breakout room assigned to them by the host.

Users joined into the Zoom meeting from the Zoom Mobile App or H.323/SIP devices can participate in breakout rooms, but cannot manage them. Users joined using Chromebooks/Chrome OS or Zoom Rooms are unable to join breakout Rooms, but the main room can be used as an alternative session for these users.

If the meeting is being cloud recorded, it will only record the main room, regardless of what room the meeting host is in. If local recording is being used, it will record the room the participant who is recording is in. Multiple participants can record locally.

You can create up to 50 breakout rooms. The maximum number of participants in a single breakout room depends on the meeting capacity, number of breakout rooms created, and if participants are assigned during the meeting or before the meeting.

These numbers only apply to breakout rooms created during a meeting. Up to 200 participants can be [pre-assigned](#) to breakout rooms.

Number of breakout rooms	Maximum number of participants who can be assigned to breakout rooms*
20 breakout rooms	Up to 500 participants
30 breakout rooms	Up to 400 participants
50 breakout rooms	Up to 200 participants

*The maximum capacities listed require a [Large Meeting add-on](#). If you do not have a Large Meeting add-on, the maximum number of participants is limited by your meeting capacity.

Creating breakout rooms

Note: You can also [pre-assign participants to breakout rooms](#) when you schedule the meeting instead of managing them during the meeting.

1. Start an instant or scheduled meeting.
2. Click **breakout rooms**.



3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
 - **Automatically:** Let Zoom split your participants up evenly into each of the rooms.
 - **Manually:** Choose which participants you would like in each room.
4. Click **Create breakout rooms**.

Assign 1 participants into Rooms:

Automatically Manually

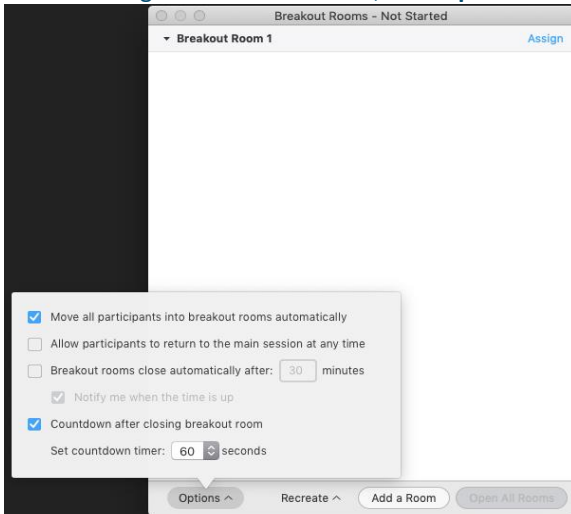
1 participants per room

Create Rooms

5. Your rooms will be created, but will not start automatically. You can manage the rooms prior to starting them by following the instructions below.

Options for breakout rooms

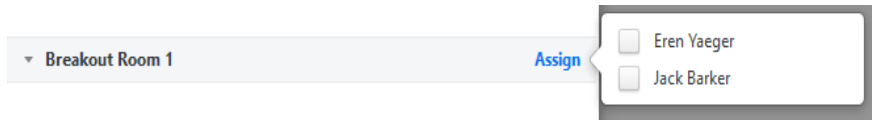
1. After creating the breakout rooms, click **Options** to view additional breakout rooms options.



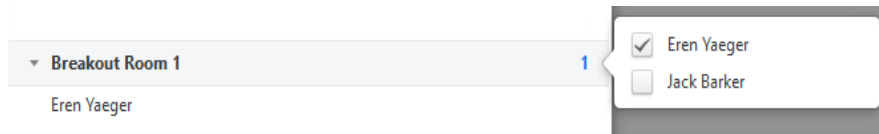
2. Check any options that you would like to use for your breakout rooms.
 - **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click **Join** to be added to the breakout room.
 - **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
 - **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
 - **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
 - **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.
3. Follow the steps below to assign participants to rooms or click **Open All Rooms** to start the breakout rooms.

Assigning participants to rooms

To assign participants to your rooms, select **Assign** next to the room you wish to assign participants to and select participants you want to assign to that room. Repeat this for each room.



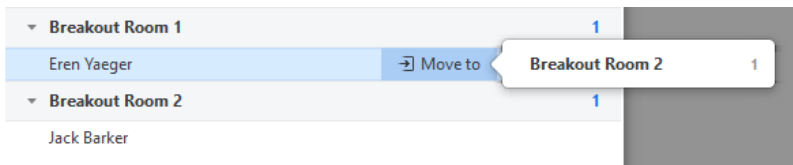
Once a participant has been assigned (manually or automatically), the number of participants will show in place of the **Assign** button.



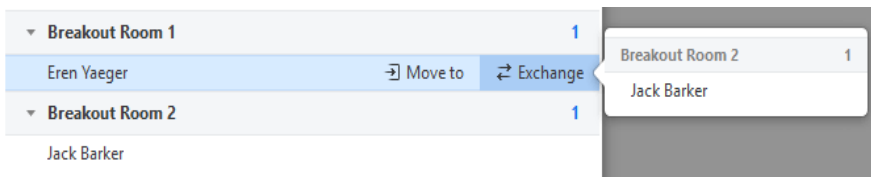
Preparing breakout rooms

After manually or automatically assigning participants to rooms, you can rearrange the participants. Participants who are not assigned to breakout sessions will remain in the main meeting when the rooms are started.

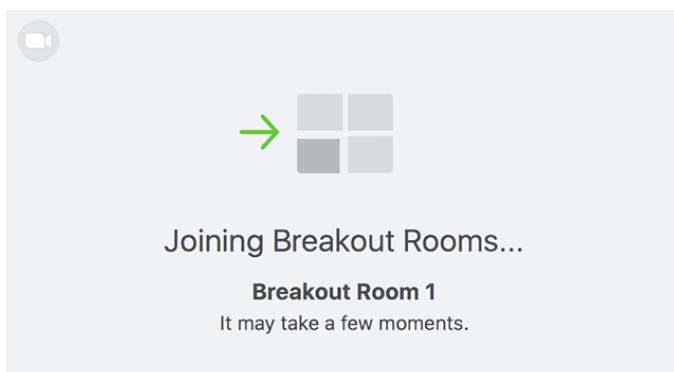
- **Move to (participant):** Select a room to move the participant to.



- **Exchange (participant):** Select a participant in another room to swap the selected participant with.

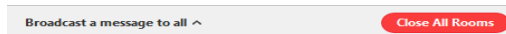
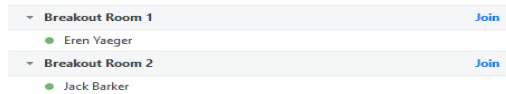


- **Delete Room:** Delete the selected room.
- **Recreate:** Deletes existing breakout rooms and creates new ones.
- **Add a Room:** Add another breakout room.
- **Open All Rooms:** Start the rooms. All participants will be moved to their respective rooms after confirming the prompt to join the breakout room. The host will be left in the main meeting until manually joining one of the rooms. The participants (and the host when manually joining a room) will see the following message shown when joining the breakout room.



Managing breakout rooms in progress

Once the breakout rooms have been started, the participants will be asked to join the Breakout Session. The host will stay in the main meeting until joining a session manually. If a participant has not joined the session yet, it will be noted by **(not joined)** next to their name.



- **Join:** Join the breakout room.
- **Leave:** Leave the room and return to the main meeting (only shows when in a breakout room).
- **Close All Rooms:** Stops all rooms after a 60 second countdown, shown to the host and participants, and returns all participants back to the main meeting.

Responding to requests for help

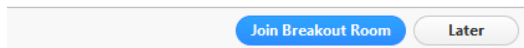
Participants in breakout rooms can request that the meeting host join their meeting by clicking **Ask for Help**.



You will be prompted to join the room where the request originated from. Click **Join breakout room** to join the room.



Eren Yaeger in Breakout Room 1 asked for help.



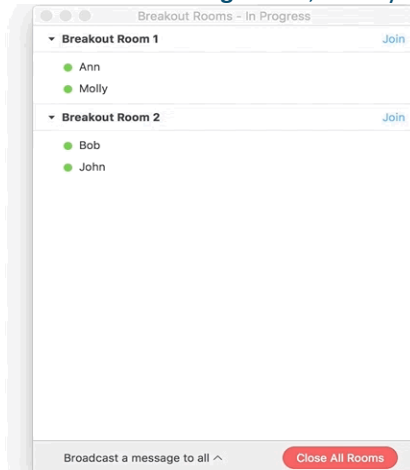
Broadcasting a message to all breakout rooms

The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click **breakout rooms** in the meeting controls.



2. Click **Broadcast a message to all**, enter your message and click **Broadcast**.



3. The message will now appear for all participants in Breakout Rooms.

From Molly Parker to everyone: We will be returning to the main room in 5 minutes.

For more details on how to manage break-out rooms (for the service team):

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>

Pre-assigning participants to break-out rooms

As a meeting host, you can split your meeting participants into breakout rooms when scheduling the meeting. This can be useful if you already know how you want to split up your participants.

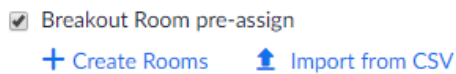
You can also [manage your breakout rooms](#) during the meeting.

Limitations

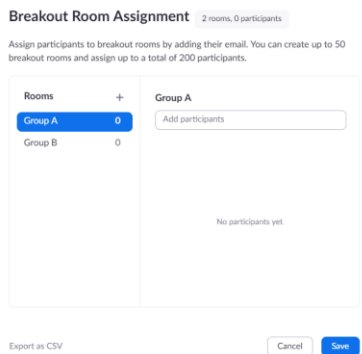
- You can only pre-assign participants that have a Zoom account (internal or external Zoom users).
- When pre-assigning participants using the web portal, you can only pre-assign internal Zoom users that are in the same account.
- To pre-assign participants that are external Zoom users, [import a CSV file](#).
- If you have [registration](#) enabled and external participants register for the meeting, you need to [assign them to breakout rooms during the meeting](#).
- Up to 200 participants can be pre-assigned to breakout rooms.

Pre-assigning participants to breakout rooms using the web portal

1. Sign in to the Zoom web portal.
2. Click [Meetings](#) and [schedule a meeting](#).
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Create Rooms**.



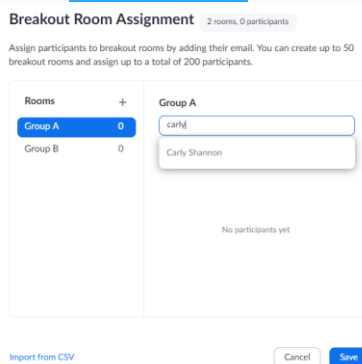
4. Click the plus icon beside **Rooms** to add breakout rooms.



5. Hover over the default breakout room name and click the pencil icon to rename it.

Breakout Room 1 ✎

6. In the **Add participants** text box, search for participants' name or email address to add them to the breakout room.
Note: You can add internal Zoom users that are in the same account. To pre-assign participants that are external Zoom users, [import a CSV file](#).



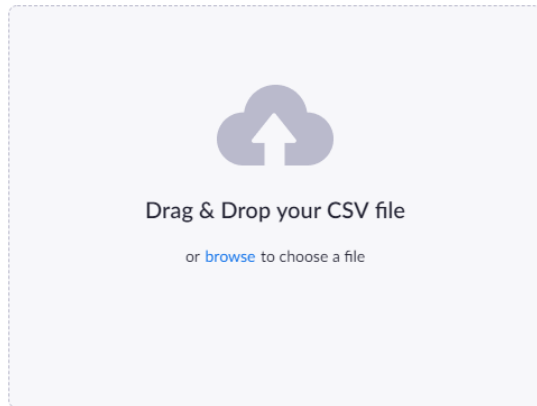
7. (Optional) Use these options to edit your breakout rooms and participants:
 - Click and drag a participant's email address to change the order.
 - Hover over a participant's name to see options to move them to another room or remove them from the current room.
 - To delete a breakout room, hover the room name in the left panel and click the trash bin icon.
8. Click **Save**.

Pre-assigning participants to breakout rooms using a CSV file

1. Sign in to the Zoom web portal.
2. Click **Meetings** and [schedule a meeting](#).
3. In the **Meeting Options** section, select **Breakout Room pre-assign** and click **Import from CSV**.
4. Click **download** to [download a sample CSV file](#) you can fill out.

Import Rooms and Participants from CSV file

CSV format requirements: Breakout room name, email. Click to [download](#) the template.



5. Open the CSV file with spreadsheet software like Microsoft Excel.
Note: You can specify internal or external Zoom users.
6. Fill in the **Pre-assign Room Name** column with the breakout room name, and the **Email Address** column with the assigned participant's email address.
7. Save the file.
8. Drag and drop the file in the web portal.
Zoom will verify that the email address has a Zoom account.

Editing breakout rooms assignment

If you have already pre-assigned participants to breakout rooms, you can edit the assignments before you start the meeting.

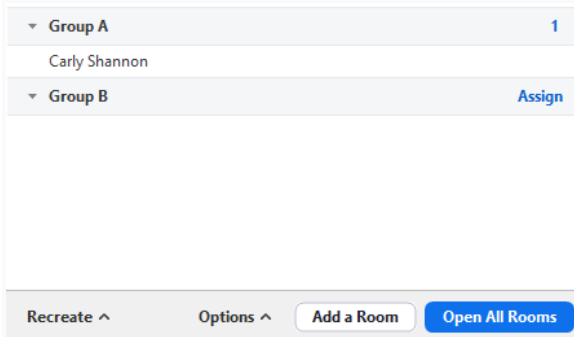
Note: You can also [manage breakout rooms](#) during the meeting.

1. Sign in to the Zoom web portal.
2. Click **Meetings** and click the meeting you want to edit.
3. In the **Breakout Room** section, click **View detail**.
4. Edit the breakout rooms as needed. See the [previous section](#) for more details.

5. Click **Save**.

Starting a meeting with pre-assigned breakout rooms

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Breakout Rooms** in the meeting controls to access the breakout rooms you created.



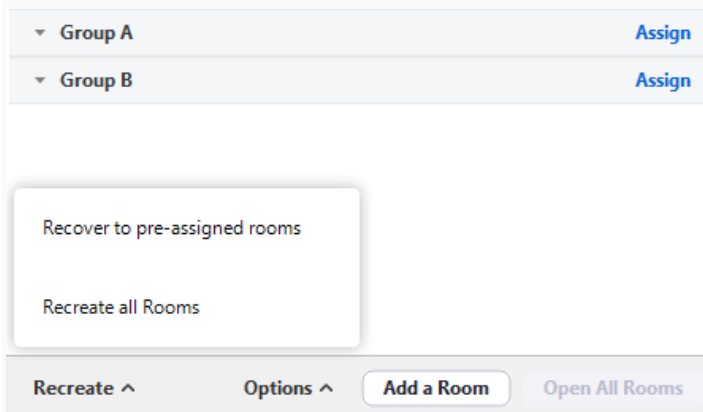
Note:

- If a participant is not be automatically assigned to the breakout room you specified when scheduling the meeting. [Recover to pre-assigned breakout rooms](#) to assign participants to their pre-assigned breakout rooms.
 - You can manually assign participants using the [in-meeting breakout room controls](#).
3. Click **Open All Rooms** to start the breakout rooms.

Recovering to pre-assigned breakout rooms

After starting the breakout rooms, you can recover to the breakout rooms assignment you previously specified. This can be useful if you changed your breakout rooms during the meeting, or pre-assigned participants have joined the meeting after you joined the meeting or started breakout rooms.

1. Start the meeting with participants pre-assigned to breakout rooms.
2. Click **Close All Rooms** to end all breakout rooms.
3. Click **Recreate** then **Recover to pre-assigned rooms**.



Participants will be re-organized into the breakout rooms you specified when scheduling the meeting.

Learn more about [managing breakout rooms](#).

- [breakout room sample.csv](#) (163 Bytes)

For more details on how to pre-assign participants to break-out rooms:

<https://support.zoom.us/hc/en-us/articles/360032752671-Pre-assigning-participants-to-breakout-rooms>

To participate in break-out rooms (for participants)

Overview

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups. Breakout rooms can be used for collaboration and discussion of the meeting.

Note:

- Users joined into the Zoom meeting from the Zoom Desktop Client, Zoom Mobile App, or H.323/SIP devices can participate in breakout rooms. Users joined using Chromebooks/Chrome OS or Zoom Rooms are unable to join breakout rooms, but the main room can be used as an alternative session for these users.
- Only the [host](#) can assign participants to breakout rooms.
- The [co-host](#) can leave and join any breakout room only if they join a breakout room assigned to them by the host.

Joining a breakout room

1. The host will need to invite you to join the breakout room.
2. Click **Join**.
3. If you choose **Later**, you can join by clicking the **Breakout Rooms** option in your meeting controls.



4. Click **Join Breakout Room**.

You have been assigned to Breakout Room:


Breakout Room 2

Join Breakout Room

5. You will have access to full [controls](#) similar to the meeting.

Asking for help

If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

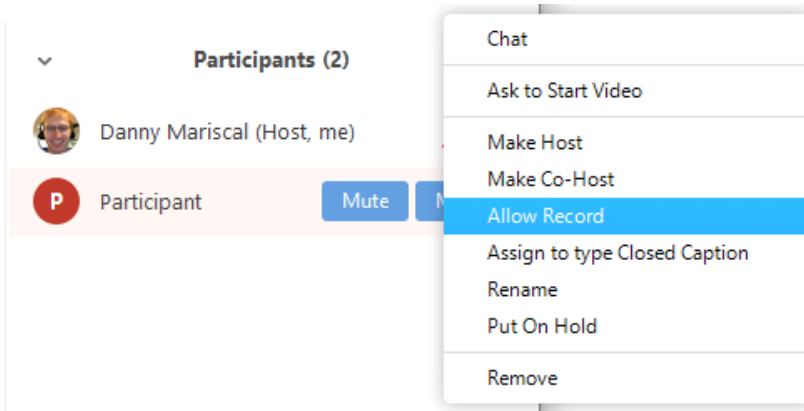
1. Click **Ask for Help** in the meeting controls.
- 
2. Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.

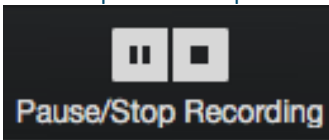
Invite Host

Recording while in a breakout room

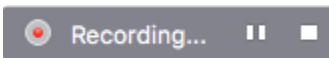
1. Ask the host for permission to record. The host needs to [allow recording](#) before opening the breakout rooms. If the host has already open the breakouts rooms, they can join your breakout room to [allow you to record](#).



2. Click **Record** in the meeting controls to start a local recording.
3. The host will need to invite you to join the breakout room.
4. Click the pause or stop icon in the meeting controls to pause or stop the recording.



The recording can also be stopped or paused by clicking the indicator in the top left corner.



Leaving the breakout room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room**.
2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

To participate in break-out rooms (for participants): <https://support.zoom.us/hc/en-us/articles/115005769646>

F. Recording meetings

To record locally on computer

Overview

Local recording is available to free and paid subscribers. Local recording allows participants to record meeting video and audio locally to a computer. The recorded files can be [uploaded](#) to a file storage service like Dropbox, Google Drive, or a streaming service like YouTube or Vimeo.

Note: Local recording is not supported on iOS and Android. See [cloud recording](#) for paid accounts if you are using a mobile device.

Enabling local recording

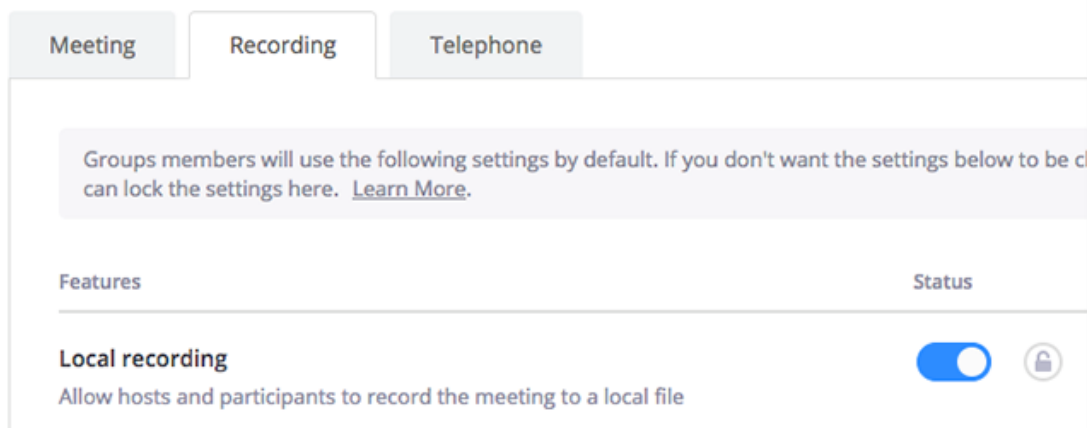
Account

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. Click [Account Settings](#).
3. In the [Recording](#) tab, navigate to the **Local Recording** option and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

Group

1. Sign in to the Zoom web portal as an administrator with the privilege to edit user groups.
2. Click [Group Management](#).
3. Click the name of the group, then click the **Settings** tab.
4. In the [Recording](#) tab, navigate to the **Local Recording** option on the [Recording](#) tab and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

[Groups](#) > [Admin Group 1](#) > [Settings](#)

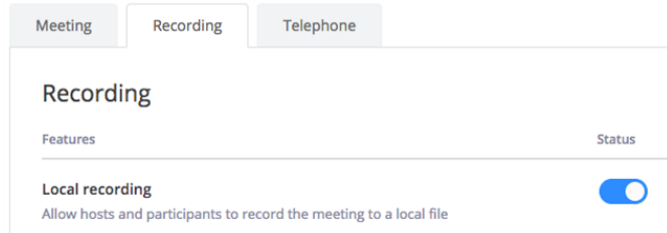


Note: If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.

5. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

User

1. Sign in to the Zoom web portal and click **My Meeting Settings** (if you are an account administrator) or **Meeting Settings** (if you are an account member).
2. In the **Recording** tab, navigate to the **Local Recording** option and verify that the setting is enabled. If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



Note: If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

Starting a local recording

The host must record the meeting or grant the ability to record to a participant.

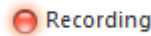
1. Start a Zoom meeting as the host.
2. Click the option to **Record**.



3. If there is a menu, select **Record on this Computer**. Hosts will see the following recording indicator in the top-left corner while recording is active.



Participants will see the following indicator in the top-left corner while the recording is active.

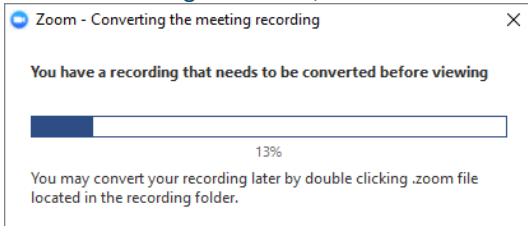


4. Click **Participants** to see which participants are currently recording.



Note: [Dial-in participants](#) will hear a message informing them that the meeting is now being recorded unless disabled by the host.

5. After the meeting has ended, Zoom will convert the recording so you can access the files.



6. Once the conversion process is complete, the folder containing the recording files will open. **Note:** By default, the audio/video file (MP4) will be named **Zoom_0.mp4**. The audio only file (M4A) is named **audio_only.m4a**.

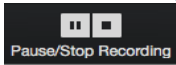
Note:

- If the meeting unexpectedly shuts down or if the conversion process is interrupted, the recording files could become corrupted and non-recoverable. Restarting or shutting down your computer, putting the hard disk to sleep, or closing your laptop will interrupt the conversion process.
- If the conversion process is not successful after the meeting has ended, you can try to convert the files again by navigating to the recording location and double clicking the recording files.
- You can record the meeting in different layouts including active speaker, gallery view, and shared screen. [Learn more about recording layouts.](#)

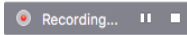
Stopping or pausing a local recording

During a Zoom recording, a participant can **Stop** or **Pause** the recording. If a participant stops the recording and starts it again, a **new** video file will be created for the next recording segment. If a participant pauses the recording and starts it again, Zoom will record to the same video file for the recording segment.

1. After a recording has been started, click Pause or Stop Recording at the bottom.



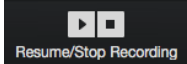
The recording can also be stopped or paused by clicking the indicator in the top left corner.



2. When a recording is paused, the following indicator will be displayed in the meeting.



3. To resume the recording, click **Resume Recording** at the bottom

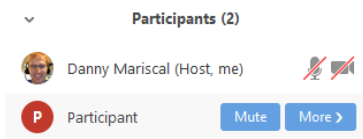


The recording can also be resumed by clicking the indicator in the top left corner.

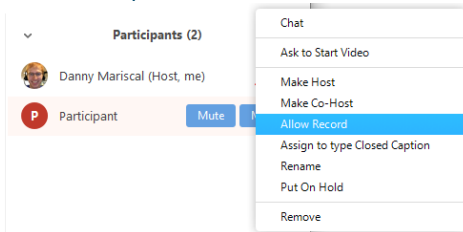


Assigning recording privileges to a participant

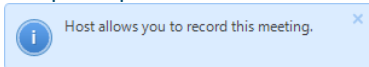
1. In a Zoom Meeting click on **Manage Participants**.
2. In the Participants menu navigate to the participant who will be granted recording privileges. Click **More** next to their name.



3. Select the option to **Allow Record**.



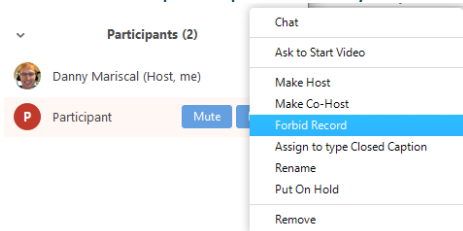
The participant will receive the following notification:



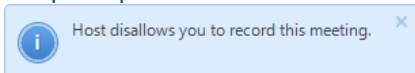
4. When a participant is recording, the participant menu will display a recording icon next to the participant's name.



5. To disable the participant's ability to record, click **More** next to the name, then click **Forbid Record**.



The participant will receive the following notification:



Accessing and converting local recording files

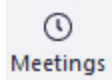
By default, all recordings will be placed in a Zoom folder found in the following file path on these devices:

- **PC:** C:\Users\User Name\Documents\Zoom
- **Mac:** /Users/User Name/Documents/Zoom

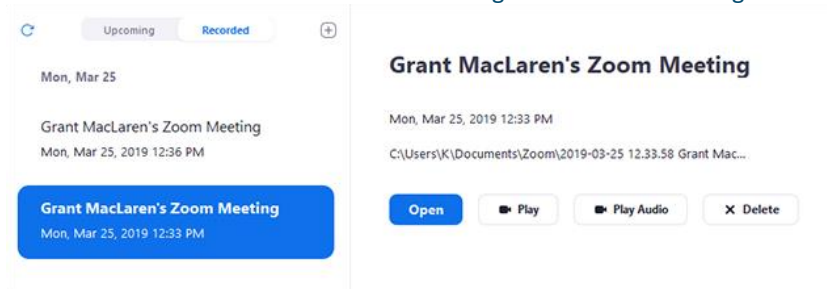
To access and convert recording files:

Note: For versions 4.6.10 or higher, you can't convert local recording files by double-clicking the Zoom files. You must follow the steps below to convert the files. If you're issues converting a local recording, see our [troubleshooting suggestions](#).


1. Open the Zoom desktop client and click **Meetings**.



2. Click the **Recorded** tab and select the meeting with a local recording.



Note:

- If you have a local recording that hasn't been converted to a video file yet, click **Convert** to convert the recording to a video file and display the options below.
 - If you only see the **Open** option, it means the recording is a [cloud recording](#).
3. You can access these options to manage your local recordings:
 - **Open:** Open the folder that contains the recording files.
 - **Play Video:** Play the recorded meeting using your computer's default media player.
 - **Play Audio:** Play the recorded meeting audio with your computer's default media player.
 - **Delete:** Remove the meeting from the recording list on the Zoom client. This does not delete it from the computer.
 - Refresh icon : Refresh the recording list if you don't see your recording.
 4. (Optional) Follow the steps to [share a local recording](#) if you want others to see your recording.

Note: If there are issues opening or playing the file, check the default recording location and ensure the files are in the correct place.

Recording file formats

Zoom recordings use the following file formats:

- **MP4:** Audio/Video file that is named **zoom_0.mp4** by default. Each subsequent recording is in sequential order: zoom_0, zoom_1, zoom_2, etc.
- **M4A:** Audio-only file that is named **audio_only.m4a** by default. Each subsequent recording is in sequential order: audio_only_0, audio_only_1, etc.
- **M3U:** Playlist file to play all individual MP4 files (Windows only). Named **playback.m3u** by default.
- **TXT:** Text file that is named **chat.txt** by default. This file contains the [in-meeting chat](#) messages. A chat file saved locally will include chat messages sent to everyone and any chat messages sent to/from the participant who saves the chat.

Note:

Screen sharing recording uses about 20MB of storage per hour while video recording uses about 200MB of storage an hour. This is an approximation, since the resolution and types of video or screen sharing content could change the amount of storage used.

Changing local recording settings

To change local recording settings in the Zoom client:

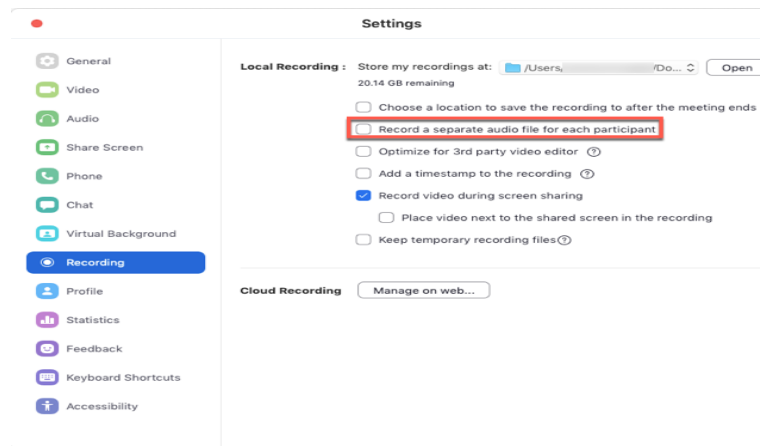
1. Open the Zoom client and click **Settings**.
2. Click the **Recording** tab.

This will open your [recording options](#) that you can change using the client.

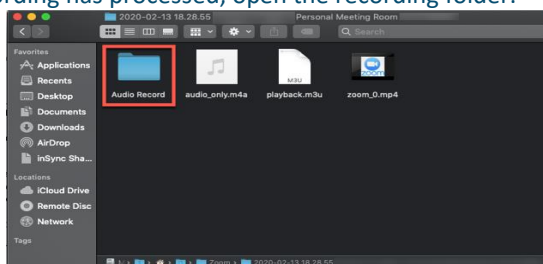
Note: Setting the default location to a cloud syncing folder (such as Dropbox, Google Drive, or One Drive), an external drive, or network storage device may cause issues with saving and converting the local recording. Zoom strongly recommends keeping the default location on a local drive for recordings.

Recording multiple audio files

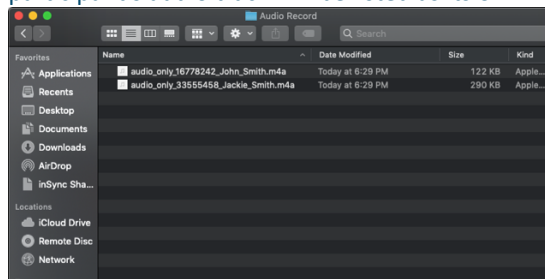
When recording locally, the host can record all participants' audio streams as separate audio files, one file for each participant. To enable this option:



1. Open the Zoom client and click **Settings**.
2. Click the **Recording** tab.
3. Enable **Record a separate audio file for each participant**.
4. Record and save the meeting to your computer.
5. Once the meeting is over and the recording has processed, open the recording folder.



6. Within the folder, open **Audio Record**.
7. Once in the **Audio Record** folder, each participant's audio track will be listed as its own file in with the file name ending in the



participant's name.

To record locally on computer: <https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording>

G. Using virtual backgrounds

Usability of virtual backgrounds depends upon one's computer specs.

Overview

The Virtual Background feature allows you to display an image or video as your background during a Zoom Meeting. This feature works best with a green screen and uniform lighting, to allow Zoom to detect the difference between you and your background. You can upload your own images or videos as a virtual background. You can also use [Virtual Background in a Zoom Room](#).

Recommended setup

- To achieve the best virtual background effect, Zoom recommends using a solid color background, preferably green. Recommended green screens from [Webaround](#) or [Amazon](#).
- Higher quality cameras result in a better virtual background. See [camera recommendations](#) for details.
- Use uniform lighting and color.
- Do not wear clothing that is the same color as the virtual background.

Background image

- There are no size restrictions when adding your own virtual backgrounds, but we recommend cropping the image to match the aspect ratio of your camera before uploading it.
Example: If your camera is set to 16:9, an image of 1280 by 720 pixels or 1920 by 1080 pixels would work well.
- If you're not sure about your camera aspect ratio, use a background image with minimum resolution of 1280 by 720 pixels.
- Use these sources for royalty-free images: [Pexels](#), [Unsplash](#), [Pixabay](#).

Background video

- A video (MP4 or MOV file) with a minimum resolution of 480 by 360 pixels (360p) and a maximum resolution of 1920 by 1080 pixels (1080p).

Enabling Virtual Background

Note: Users must sign out of the Zoom Desktop Client and sign back in for Virtual Backgrounds to take affect.

Account

To enable the Virtual Background feature for all users in the account:

1. Sign in to the Zoom web portal as an administrator with permission to edit account settings.
2. In the navigation menu, click **Account Management** then **Account Settings**.
3. In the **Meeting** tab, navigate to the **Virtual Background** option and verify that the setting is enabled.

Note: If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.



4. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

5. (Optional) Click **Manage virtual background** to upload default background images available for users.

Note:

- Users must have client/app version 5.1.1 or higher to see the background images you upload.
- This setting is only available at the account level.

Group

To enable the Virtual Background feature for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with permission to edit user groups.
2. In the navigation menu, click **User Management** then **Group Management**.
3. Click the name of the group, then click the **Settings** tab.
4. In the **Meeting** tab, navigate to the **Virtual Background** option and verify that the setting is enabled.

Notes:

- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
- If the setting is grayed out, it has been locked at the Account level, and needs to be changed at that level.

Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.



5. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

User

To enable the Virtual Background feature for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Settings**.
3. In the **Meeting** tab, navigate to the **Virtual Background** option and verify that the setting is enabled.

Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

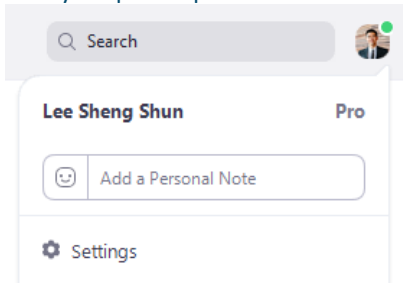


Notes:

- If the setting is disabled, click the status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
- If the option is grayed out, it has been locked at either the group or account level, and you will need to contact your Zoom administrator.

Using Virtual Background

1. Sign in to the [Zoom desktop client](#).
2. Click your profile picture then click **Settings**.



3. Select **Virtual Background**.

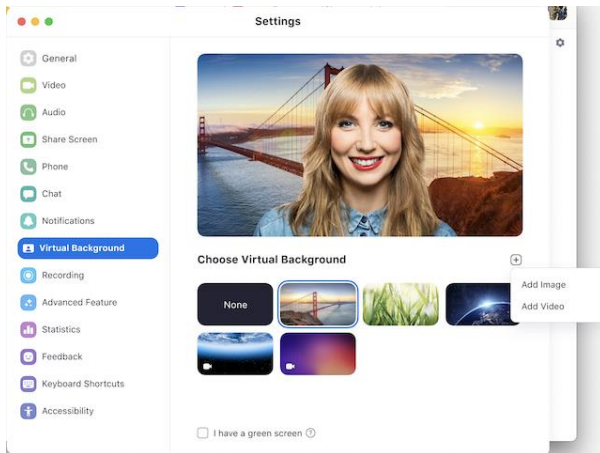
Note: If you do not have the **Virtual Background** tab and you have enabled it on the web portal, sign out of the Zoom Desktop Client and sign in again.



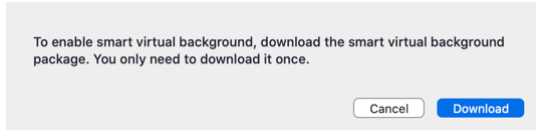
Virtual Background

4. Check **I have a green screen** if you have a physical green screen set up. You can then click on your video to select the correct color for the green screen.
5. Click on an image to select the desired virtual background or add your own image by clicking **+** and choosing if you want to upload an image or a video.

6.



If prompted, click **Download** to download the package for virtual background without a green screen.



Notes:

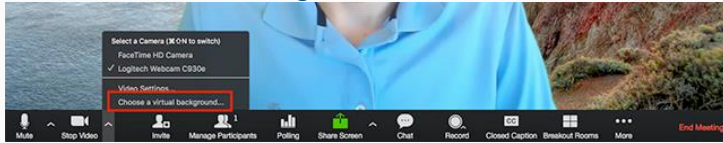
- Ensure that you are using a solid background color.
- After you select an option, that virtual background will display during your meetings.
- To disable Virtual Background, choose the option **None**.

Enabling Virtual Background during a meeting

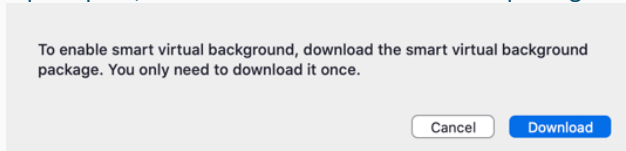
If you have already have Virtual Background enabled in the web portal, you can turn it on during a meeting.

Zoom Desktop Client

1. In a Zoom meeting, click the upward arrow (^) next to **Start/Stop Video**.
2. Click **Choose a virtual background**.



3. If prompted, click **Download** to download the package for virtual background without a green screen.



Troubleshooting

If you are experiencing issues with Virtual Background, try the following troubleshooting tips:

- If you do not have the Virtual Background tab in your desktop client settings after enabling it, sign out of the client and sign in again.
- Manually pick the background color to ensure the correct color is selected. This option is only available after you click an image.
- Ensure that the background is a solid color with minimal shadows. Also ensure the background is uniform in lighting. A 3 point lighting setup is ideal.
- Ensure that your green screen color does not match your shirt or eye color.

If you continue to experience issues, [contact Zoom Technical Support](#).

To use virtual backgrounds: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

H. Zoom Support Resources

For other support needs on Zoom, visit: <https://support.zoom.us/hc/en-us>

IV. Activity: Zoom Exercise

The speaker will give instructions the participants has to do:

1. Turn off your mics. Turn on your mics.
2. Turn off your videos. Turn on your videos.
3. Give a virtual thumbs up. Give a virtual clap.
4. Rename your accounts to your first names. Rename your accounts to your Zone and Full name (or Area and Full name).
5. Chat everyone and say, "Good evening!"
6. Change your virtual backgrounds.

V. Open Forum (if time permits)

HOW TO CONDUCT A LIFE-GIVING VIRTUAL CLS

Session 5

Objectives:

At the end of the training session, participants will be able to:

1. Know the functions and features of Zoom meeting app
2. Embrace this new trend in doing virtual CLS
3. Maximize the use of Zoom for the work of evangelization

Methodology:

Training proper	40 mins
Open form	20 mins
Total minutes	60 mins

Expanded Outline:

I. Introduction

proclaim the word; be persistent whether it is convenient or inconvenient; convince, reprimand, encourage through all patience and teaching. (2 Tim. 4:2)

Doing meetings virtually is the trend now. For some, it is convenient. For some, it is inconvenient. For whatever circumstance it is, the Gospel has to be proclaimed. The work of evangelization should continue.

II. Proposed Schedule of a Virtual CLS

Each Virtual CLS meeting should have the following dynamics or methodology:

Time	Activity	Person-in-charge (PIC)
<i>Pre-CLS</i>		
1 hour before	Service team call time and worship Pray-over of speaker and sharers Tech run: PowerPoints, song lyrics Sound check: Music ministry, team leader, speaker, sharers	
<i>CLS Proper</i>		
5 minutes	Arrival of participants	Security committee Audio/Visuals committee
5 minutes	Opening prayer and welcoming of participants	Team leader
10 minutes	Teaching of song	Music ministry Audio/Visuals committee
45 minutes	CLS session	Speaker Audio/Visuals committee
30 minutes	Group discussions	Facilitators Technical committee
5 minutes	Announcements	Team leader Audio/Visuals committee
5 minutes	Closing prayer	Team leader
	Exit of participants	Security committee Audio/Visuals committee
<i>Post-CLS</i>		
30 minutes	Service team meeting	Team leader

Total time for the CLS Proper: 105 minutes (1 hour, 45 minutes)

III. The Virtual Service Team

The in-person CLS has the following service team members:

- A. The Team Leader**
- B. The Assistant Team Leader**
- C. Facilitators**
- D. Music Ministry (or Music Minister)**
- E. Registration Committee**

The virtual CLS also needs to have the above-mentioned service team members and, additionally, the following roles:

- F. Technical Committee**
- G. Visuals Committee**
- H. Security Committee**

IV. The Roles and Responsibilities of the Virtual Service Team

The roles and responsibilities of the service team is discussed in the CLS Team Manual. Here are additional responsibilities of the service team for a virtual CLS.

A. The Team Leader

- a. Co-host of the Zoom meeting.
- b. Leads the opening and closing prayer of every CLS session.
- c. Makes sure that all service team roles are set and their responsibilities are delivered at least an hour before the CLS session.
- d. The Team Leader is also the “emcee” of the CLS.
- e. Orients participants of Zoom House Rules every virtual CLS meeting.
- f. Introduces the session speaker.
- g. After the session, Team Leader orients the participants of the discussion groups; announces the time limit for discussion; and directs the Technical Committee of when to open the break-out rooms for discussion.
- h. Makes announcements of future CLS schedule at the end of every session.

B. The Assistant Team Leader

- a. Creates a “group chat” for service team. This group chat serves as the “backstage” of the service team for easy communication during the CLS.
 - i. The group chat can either be through Facebook Messenger, Viber, etc.

C. Facilitators

- a. There should be a set of facilitators for the (1) men, (2) women, and (3) couples. There should be a discussion group for couples joining the virtual CLS with only one device.
- b. Are aware of the discussion questions and the time limit of the discussions ahead of time.

D. Music Ministry (or Music Minister)

- a. Does sound check before each virtual CLS meeting.
- b. Procures an audio interface unit for better sound quality
- c. Prepares the lyrics of the songs to be used for teaching and/or worship.
- d. Makes sure that the song lyrics (PowerPoint) is readable when shared on screen and sends them to the Visuals Committee for screen sharing.

E. Registration Committee

- a. Makes sure to have a complete list of facilitators.
- b. Creates an online registration form (e.g., Google forms, Zoho forms) for participants to fill-in before the first CLS session.
- c. Creates discussion groups and sends list to the Technical Committee.

F. Technical Committee

- a. Main host of the Zoom meeting.
- b. Sets a scheduled Zoom meeting; and disseminates Zoom meeting ID and passcode to the service team.
- c. Makes sure that Waiting Room feature is enabled.
- d. Creates and manages break-out rooms from the group discussion list sent by the Registration Committee during the session.
- e. Opens the break-out rooms upon the direction of the Team Leader.

G. Audio/Visuals Committee

- a. Co-host of the Zoom meeting.
- b. Makes sure to have the following visuals for presentation: (1) Song lyrics; (2) Session PowerPoint; and (3) Announcement posters, if available.
- c. Screen shares the visuals from the Music Ministry.
- d. Screen shares the visuals of the session if the speaker is not able to do so.
- e. Screen shares announcement posters, if available.
- f. Plays canned music (share computer sound only) during the first five minutes when participants are coming in and after the closing prayer when participants exit the meeting.

H. Security Committee

- a. Co-host of the Zoom meeting.
- b. Admits service team and participants into the Zoom meeting.
- c. Removes unwanted participants (“Zoom bombers”).
- d. Mutes and unmutes the mics of the attendees.
- e. Makes sure that only the mics of whoever is speaking is turned on; the rest are turned off.

V. Guidelines in Conducting a Virtual CLS

- A. Always have foresight.** Always think ahead. Think of what’s going to happen next and prepare the next segment. Be ready and flexible for circumstances beyond our control. Be ready to respond swiftly and accordingly.
- B. Be a team player.** One way of helping your team is to focus on your role and do it well. Also, give support to where help is needed.
- C. Consult “experts” ahead of time.** We have a technical support team in community that can help you troubleshoot and/or address technical needs.
- D. Do a “mock virtual CLS session”.** As service team, try running a virtual CLS session. So that, as a team, you may assess your strengths, your weaknesses, what needs to improve on, how else can we better the CLS, etc.
- E. Entrust your virtual CLS to God.** In however way our CLS is conducted, whether in-person or virtual, entrust it to our Lord Jesus. It is His CLS; not ours. Have prayer warriors. Pray for the participants, the service team, all the equipment to be used, and even the internet connection.

VI. Conclusion

Our work of evangelization never stops. As Saint Paul exhorts us, evangelization should continue in season and out of season (see 2 Tim. 4:2, NRSV-CE).

VII. Open Forum