

# How To Operate A Online Zoom Meeting

## Starting the Meeting

To chair the meeting you just simply log into the Zoom meeting. Logging in 15-30 minutes early is important as people may log in early. From that point an admin must log in to make you host. From that point you will use the meeting format below to chair the meeting.

### All readings and the meeting format are located on:

[https://drive.google.com/drive/folders/16EDECCHPHIK\\_ftXHKeSLyHiMpj4E4AuGR](https://drive.google.com/drive/folders/16EDECCHPHIK_ftXHKeSLyHiMpj4E4AuGR)

You can either send people the links to read or share the screen in Zoom. It is suggested to share the meeting format (Document: Spiritual Crosswalk Group Meeting Format) while in the meeting just in case there is an issue with people retrieving the meeting, someone can then read from the screen.

The readings for the meeting are to be distributed or delegated before the meeting.

Attendees are to raise their hands to share and it is up to the meeting chair to acknowledge that person and call on them.

## 7th Tradition

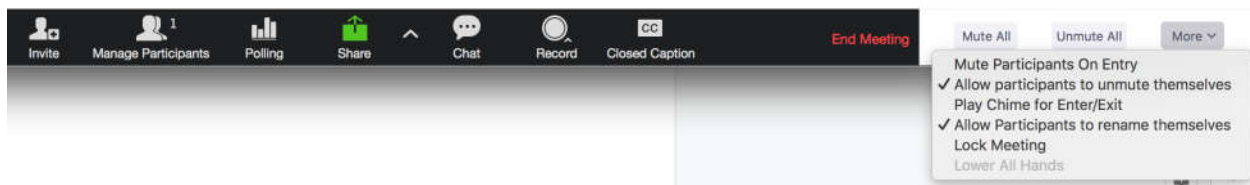
We have elected to use Venmo and PayPal to accept digital currency. Out of the country visitors do not have access to Venmo and PayPal is widely used. These platforms allow us to follow the 7th tradition and be self supporting through our own contributions.

## Operating Model

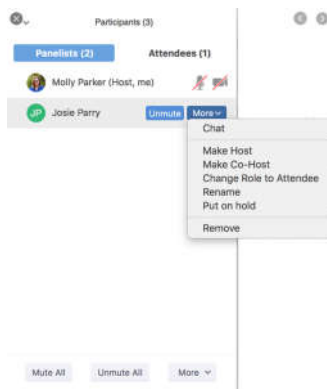
We have opted to use GSuite (Google Docs, Google Drive, etc) to help us operate our meeting. The email is tied to all activities within our meeting. Google Docs and Drive allow us to store our readings to be easily accessible.

## Controls

The chair can mute or stop people in the meeting if they become a problem. You can also make it to where only the chairperson can unmute people from the more button and deselect "Allow participants to un mute themselves". You can also mute all as well, controls shown below.



Participants must raise their hands from the participant window to share. You can unmute them from that same window. You can also lower their hand as well. See below. *Pictures from Zoom website*



**All documents from our webinar can be found on**  
<http://www.austinbidforcypaa.com/zoom-best-practices-webinar/>