

# Digital Group Instructions

## Google Hangouts

Initial Setup—

- Make sure you and all your members have a Gmail account (<http://gmail.com>)
- Download the Google Hangout app on your computer or phone
- Press the “+” sign to create a new group
- Name your group
- Press share link
- Enable joining by link
- Send the link to your members

Once all your members have added your Google Hangout group—

- Set a time for your group to meet
- Press the video icon to begin your Google Hangout
- Tell them to wear headphones
- Encourage your members to be mindful of talking over one another

## Zoom Meetings

***(Free version limits to 40 min.; Pro paid version unlimited)***

Initial Setup—

- Make sure you, as the leader, sign up for a Zoom account (<https://zoom.us/signup>)
- Download the desktop client (<https://zoom.us/download2>) or App on your phone's app store
- Click “Schedule a Meeting” and name your Topic/Title (You can click “recurring meeting” and personalize if ongoing)
  - Unclick “Require meeting password” for ease
  - Click Video “On” for Host and Participant
  - Leave Audio as “Both” options
  - Customize Meeting Options (Leave “Enable Waiting Room” unclicked so members can automatically join in)
  - If you have a Co-Leader, list that person's email as an “Alternate Host”
  - Save
- Invite Attendees
  - Click “Copy the invitation”
  - Paste the content into an email and send it out to Group members
  - Remind members to add it to their calendars

Right before the meeting (15-30 minutes before scheduled start time)—

- Log onto your Zoom Desktop Client or App
- Click onto “Meetings”→“My Meetings”

- Hit "Start"