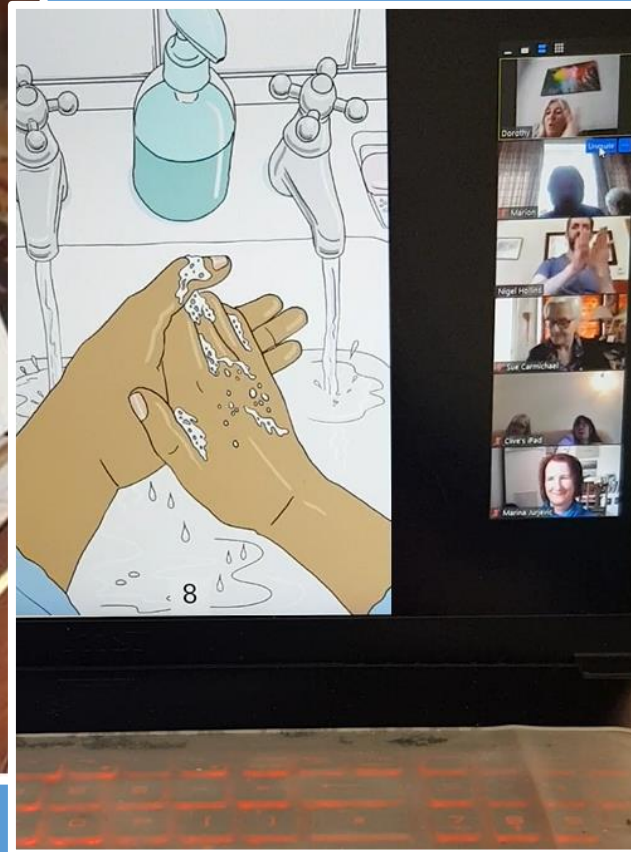
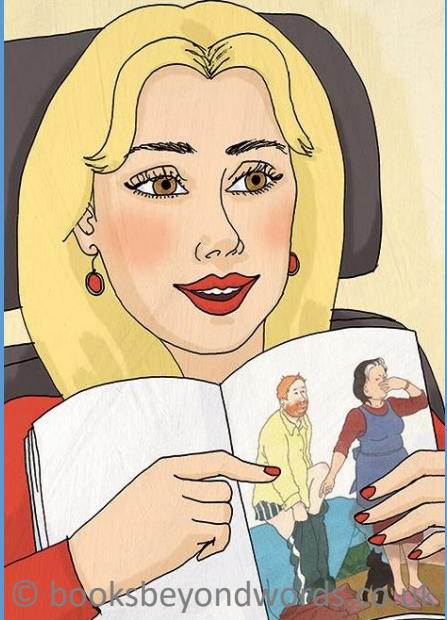
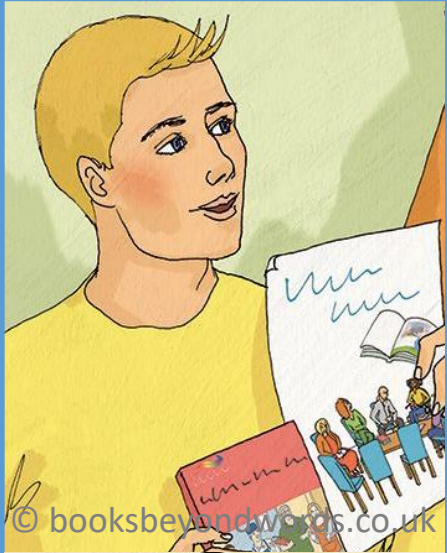




How to Host a Beyond Words book club meeting using Zoom



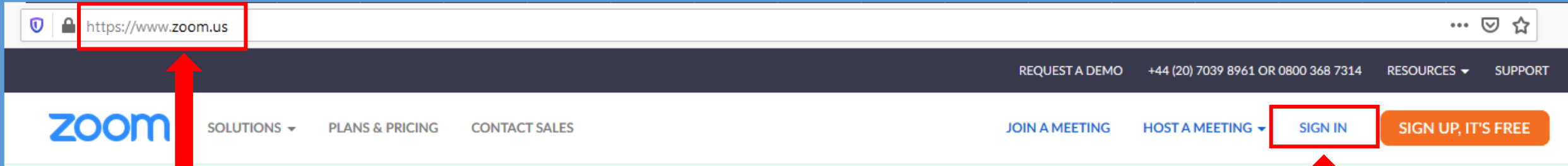
Hosting a book club meeting on Zoom – Useful Tips



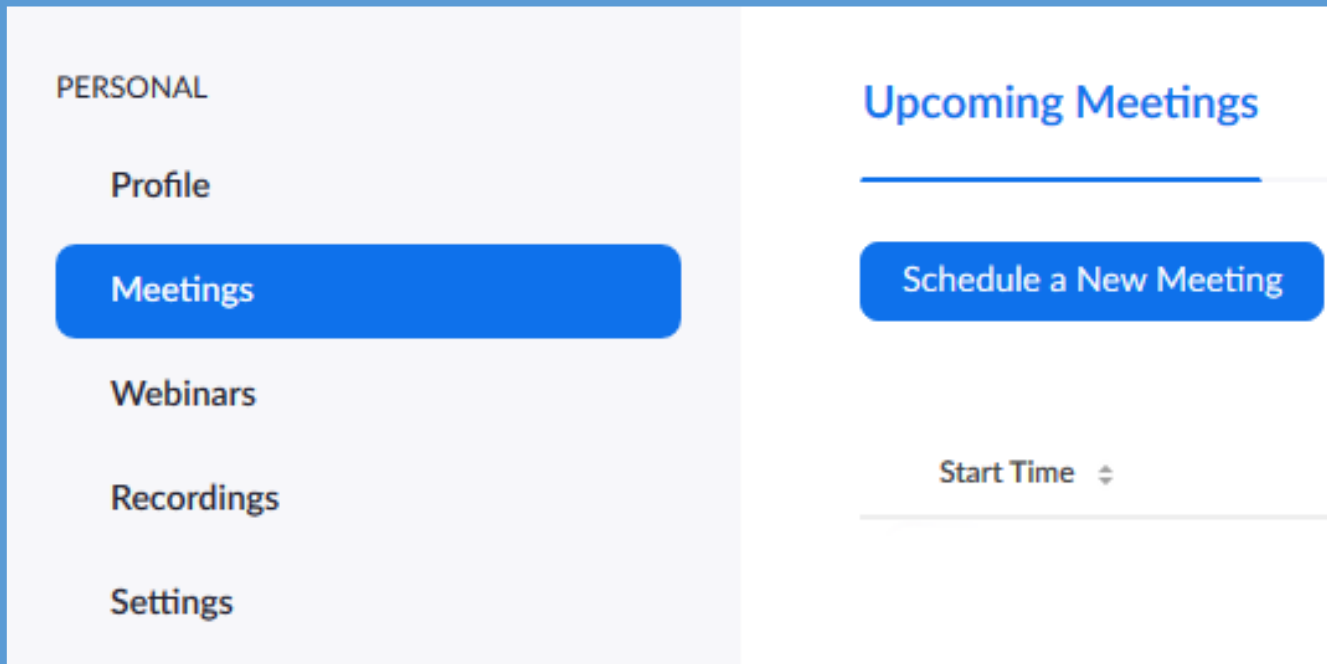
- It helps if you have 2 hosts:
 - 1) a 'technical host' (sets up the Zoom meeting & invites, mutes and unmutes people, shares the book on the screen, and deals with any technical issues).
 - 2) a 'group host', (leads the meeting and makes sure everyone has a turn to speak).
- It can help to use an iPad or computer so you can view everyone in the group at the same time. The 'technical host' will need access to the book or pictures you're going to read together (e.g. a pdf, the BWStoryApp, or website).
- The free version of Zoom limits meetings to 40 minutes; in the paid version it's unlimited.

The upcoming technical details are mainly for the 'technical host', but will be useful to both hosts

Setting up a book club meeting on Zoom with a computer



If using a computer, go to www.zoom.us and sign in.



If you're hosting a meeting, click on 'Meetings' on the left of the page. And 'Schedule a New Meeting'

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

04/30/2020



4:00



PM



Duration

1



hr

0



min

Time Zone

(GMT+1:00) London



Recurring meeting Every week on Thu, until Jun 11, 2020, 7 occurrence(s)

Recurrence

Weekly



Repeat every

1



week

Occurs on

Sun

Mon

Tue

Wed

Thu

End date

By

06/11/2020



After

7

Give the meeting a name and description.

Put the date, time and duration of the meeting.

Tick 'Recurring meeting' if you're having a meeting on the same day and time each week or month.

Click on the dropdown to choose 'Weekly or Monthly'. And choose end date, or how many sessions you're planning to have.

Meeting ID Generate Automatically Personal Meeting ID XXXXXXXX

Meeting Password Require meeting password XXXXXXXX

Video

Host on off


Participant on off

Audio Telephone Computer Audio Both

Dial from [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry 

Enable waiting room

Record the meeting automatically on the local computer

It's best to have a **new meeting ID** and a **password** specific to this meeting. This will make it harder for other people to join in.

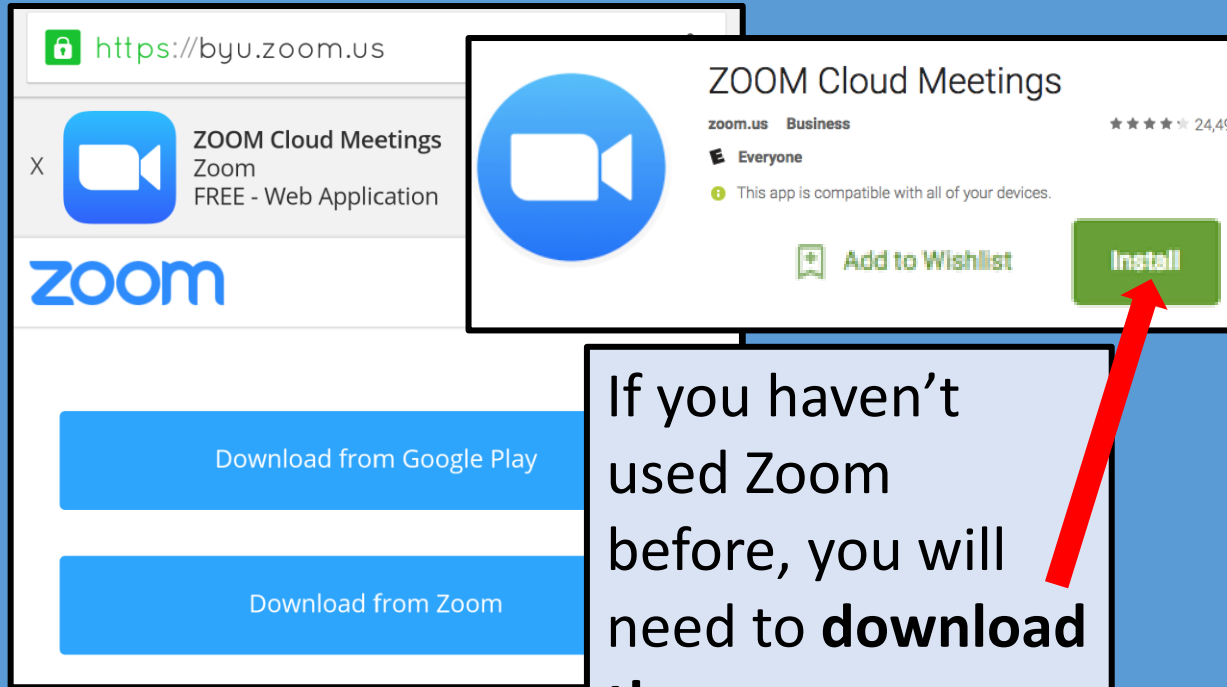
You can choose to start the meeting with video on automatically, or to let people choose as they enter.

For audio, choose 'Both'.

Having a **waiting room** means you need to admit each person as they arrive. You can also record the meeting, if you have permission from participants to do this

Save your scheduled meeting

Setting up a book club meeting on Zoom with a tablet or smartphone



https://byu.zoom.us

ZOOM Cloud Meetings
Zoom
FREE - Web Application

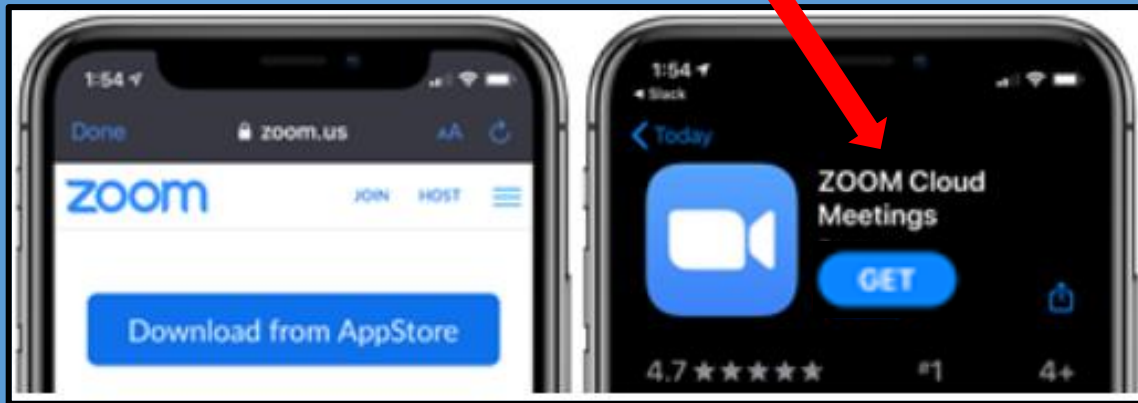
zoom.us Business ★★★★★ 24,496
Everyone
This app is compatible with all of your devices.

Add to Wishlist Install

Download from Google Play

Download from Zoom

If you haven't used Zoom before, you will need to **download the app.**



Download from AppStore

ZOOM Cloud Meetings
GET

4.7 ★★★★★ #1 4+

Open the Zoom app on your phone or tablet



Zoom Meetings

Start an instant meeting or schedule a one with your mail participants

Sign in

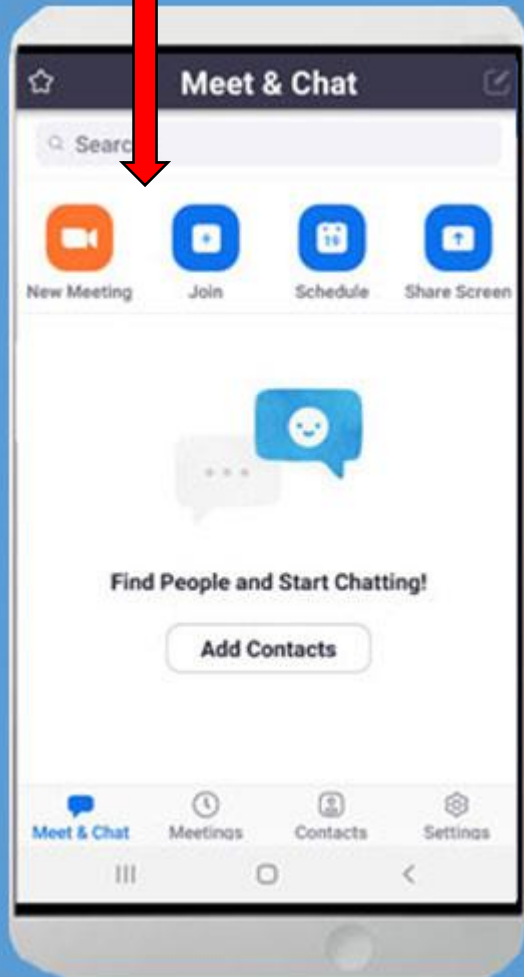
New to Zoom? Sign up here



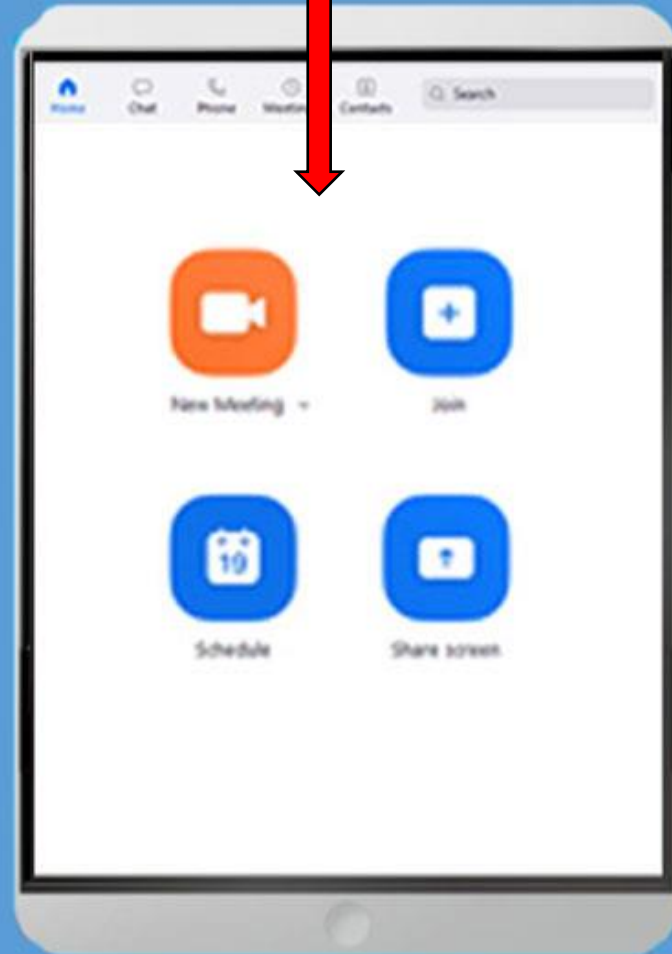
Sign in or sign up.

Setting up a book club meeting on Zoom with a tablet or smartphone

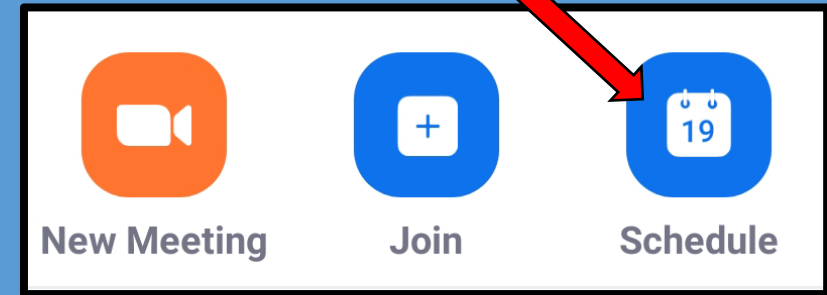
This is how it looks on a **smartphone**



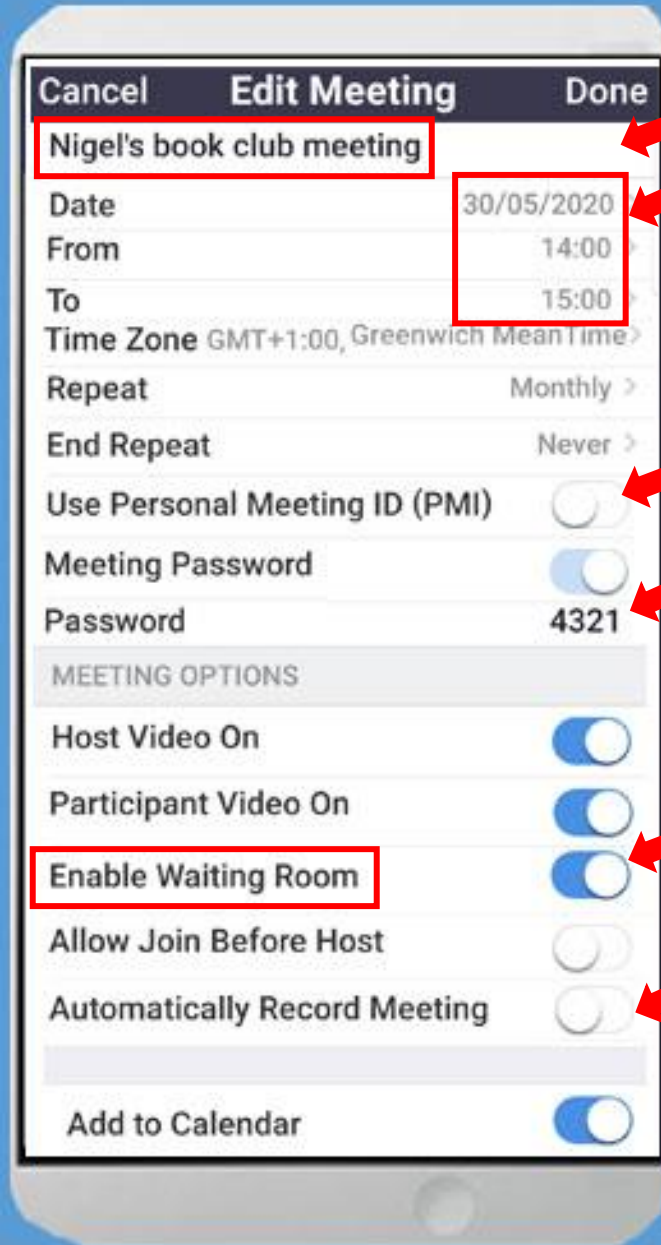
This is how it looks on an **iPad**



Click on 'Schedule' to create a meeting invite



Setting up a book club meeting on Zoom with a tablet or smartphone



Give the meeting a name

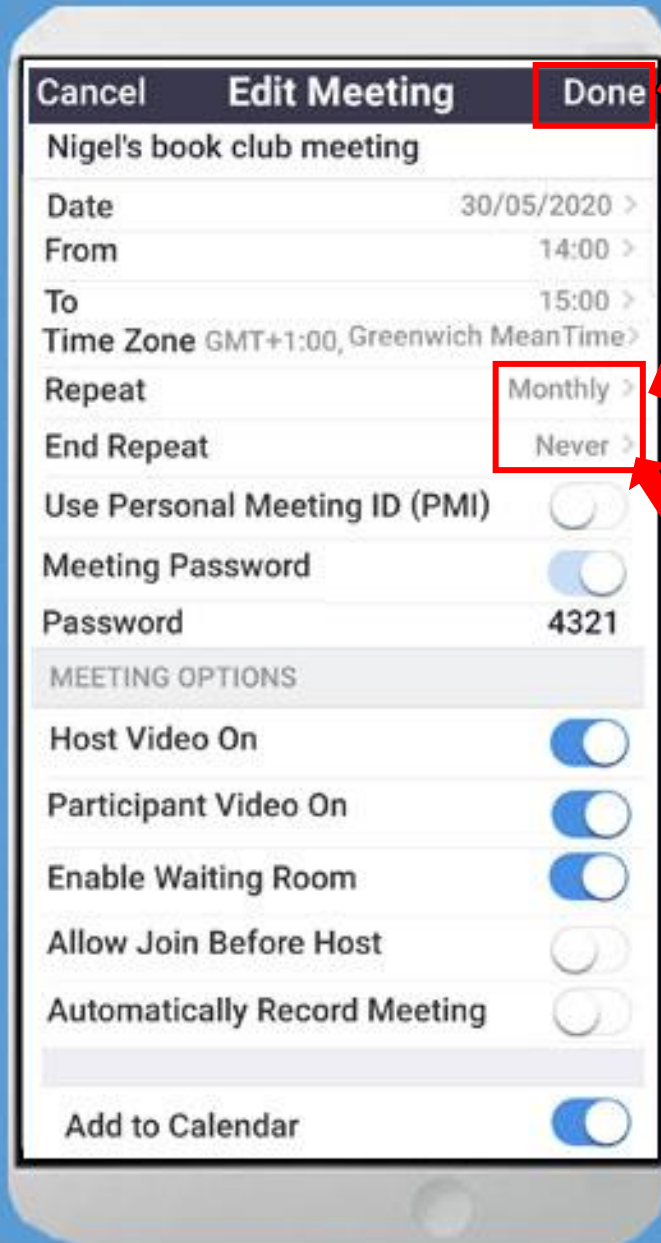
Put the date, time and duration of the meeting.

Click here to generate a new meeting ID for this meeting.

You can choose a password or use the one given.

Having a **waiting room** means you need to admit each person as they arrive. You can also record the meeting, if you have permission from participants to do this

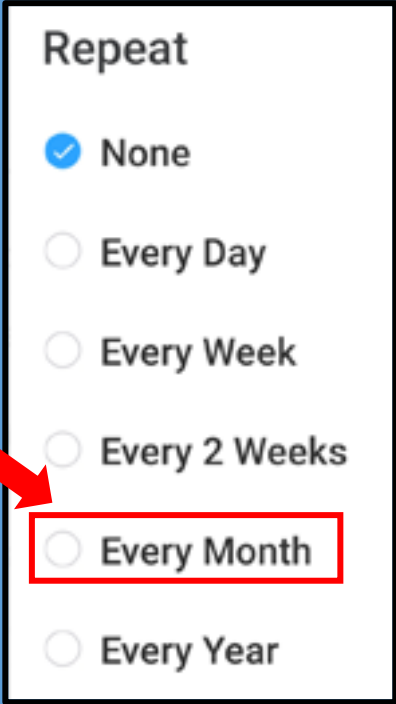
Setting up a book club meeting on Zoom with a tablet or smartphone



Click here to save.

When you click on this dropdown, this window will pop up. Choose how often you will be meeting.

Click here to choose end date, or how many sessions you're planning to have.



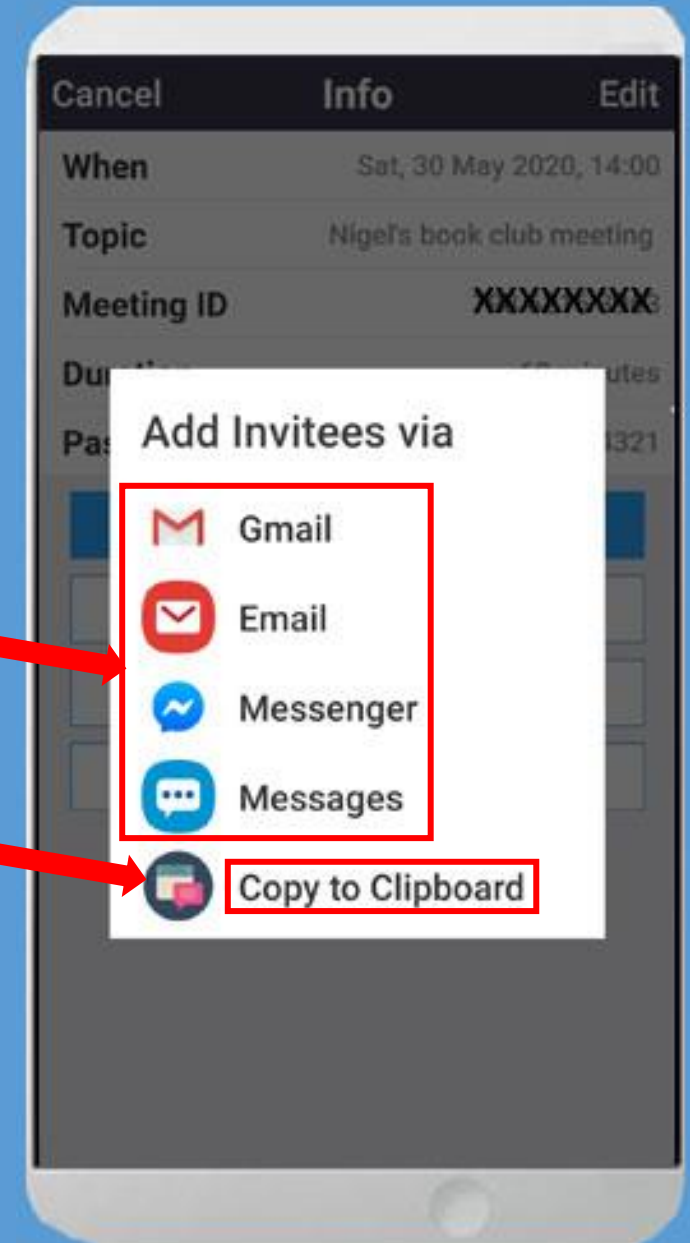
Setting up a book club meeting on Zoom with a tablet or smartphone



Click here to invite people.

It should give you options to create a message in your email app, or other messaging apps.

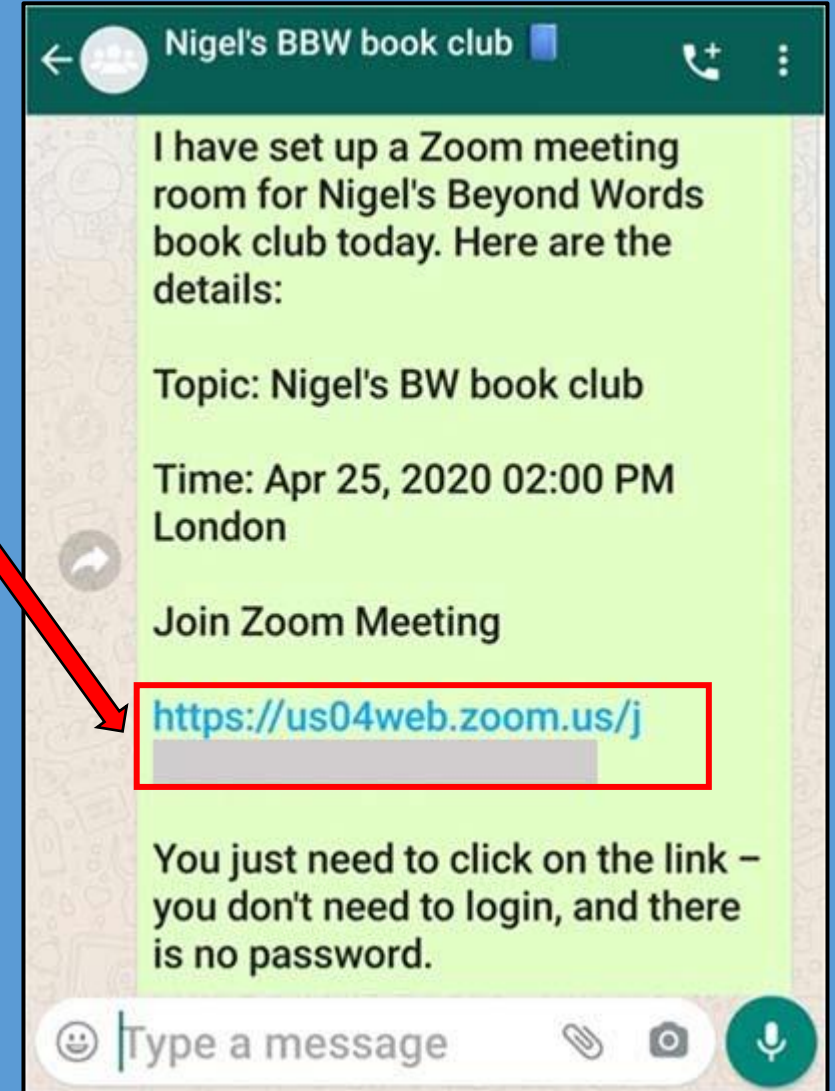
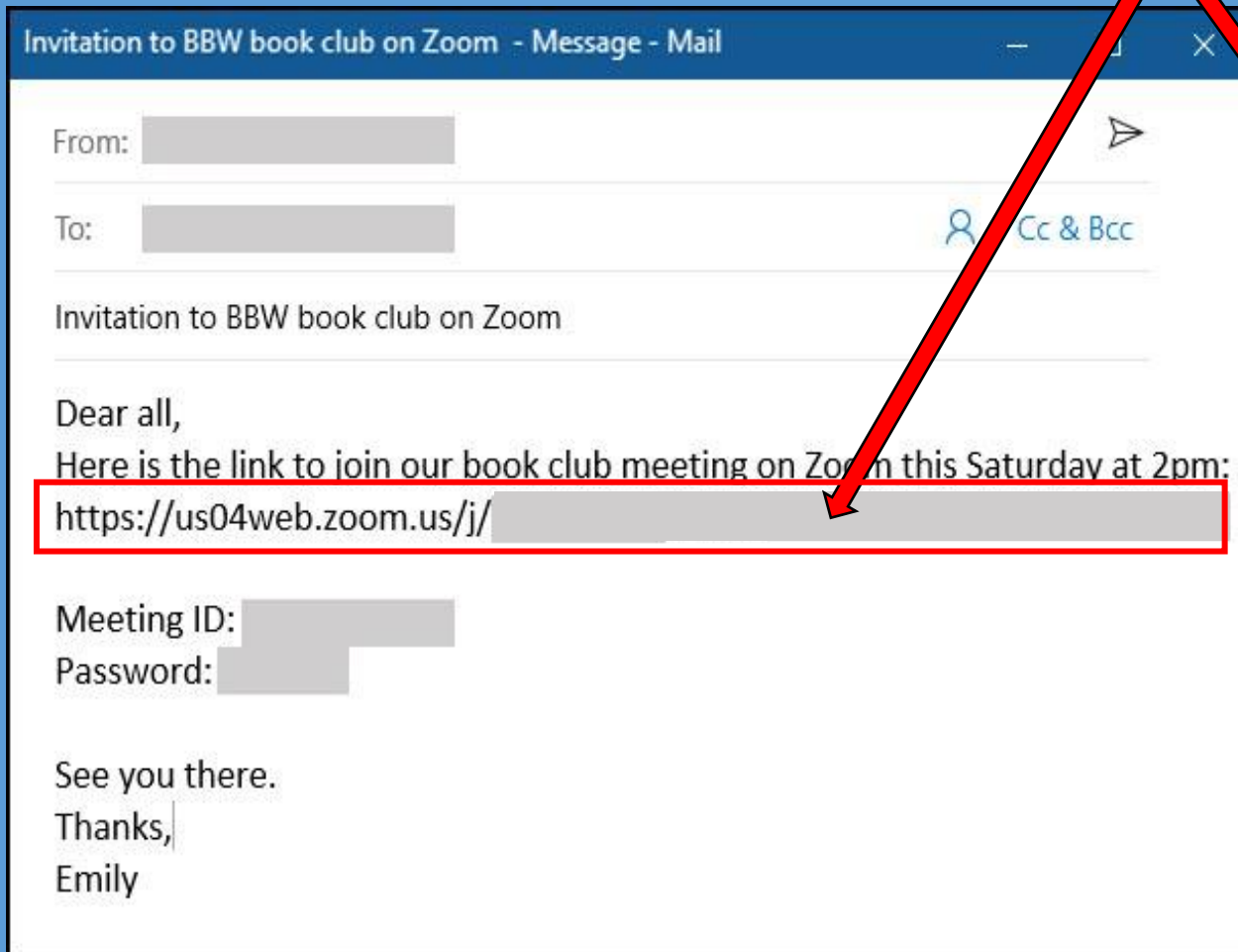
Or you can copy the invitation to your clipboard and paste it into another app.



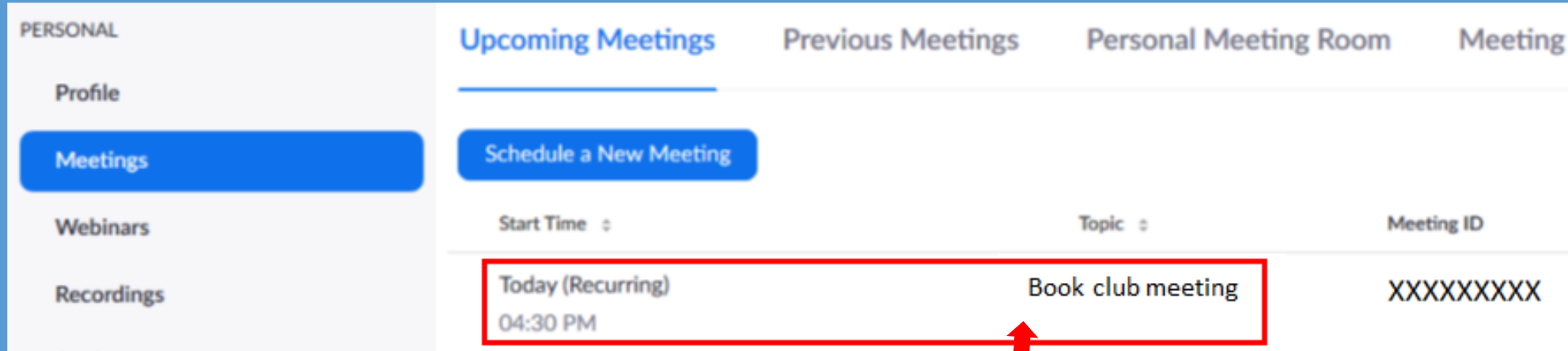
Hosting a book club meeting on Zoom

Send out invites to the book club meeting, via email, or a messaging app.

Participants just need to click on the link to join you on Zoom.

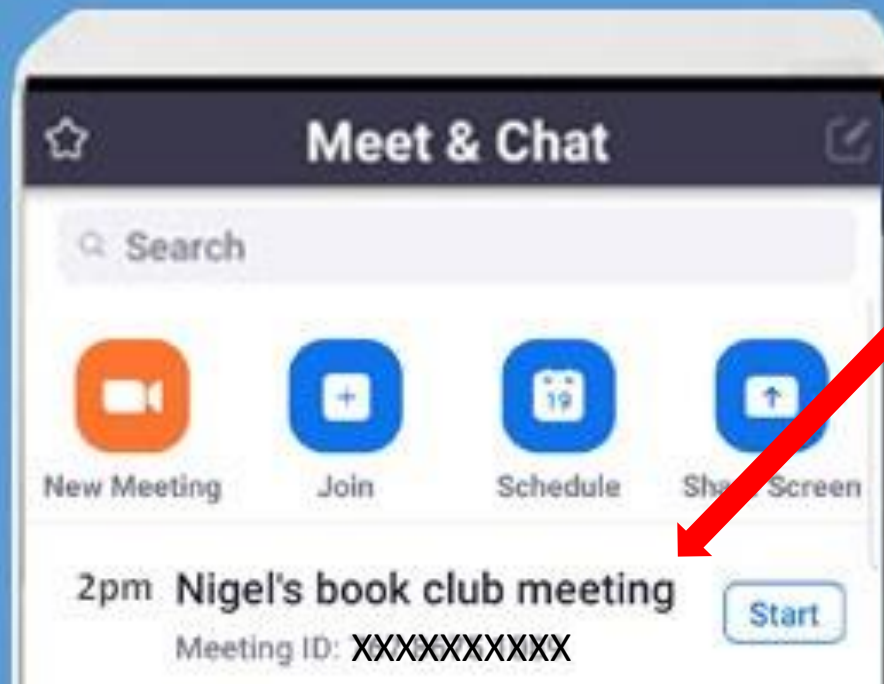


Hosting a book club meeting on Zoom



The screenshot shows the Zoom web interface. On the left is a sidebar with 'PERSONAL' at the top and menu items: Profile, Meetings (highlighted in blue), Webinars, and Recordings. The main area has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room', and 'Meeting'. Below the 'Upcoming Meetings' tab is a blue button labeled 'Schedule a New Meeting'. A table below lists meetings with columns for 'Start Time', 'Topic', and 'Meeting ID'. One meeting is listed: 'Today (Recurring)' at '04:30 PM' with the topic 'Book club meeting' and Meeting ID 'XXXXXXXXXX'. A red box highlights this row, and a red arrow points from it to the mobile app screenshot below.

Start Time	Topic	Meeting ID
Today (Recurring) 04:30 PM	Book club meeting	XXXXXXXXXX



The screenshot shows the Zoom mobile app interface. At the top is a dark header with a star icon, the text 'Meet & Chat', and a checkmark icon. Below is a search bar with a magnifying glass icon and the word 'Search'. There are four large icons in a row: 'New Meeting' (orange with a video camera icon), 'Join' (blue with a plus sign icon), 'Schedule' (blue with a calendar icon), and 'Share Screen' (blue with an upward arrow icon). Below these icons is a list of meetings. The first meeting is '2pm Nigel's book club meeting' with the Meeting ID 'XXXXXXXXXX' and a 'Start' button to its right.

When you save your scheduled meeting, you will see the list of meetings here.

Profile

Meetings

Webinars

Recordings

Schedule a New Meeting

Start Time

Topic

Meeting ID

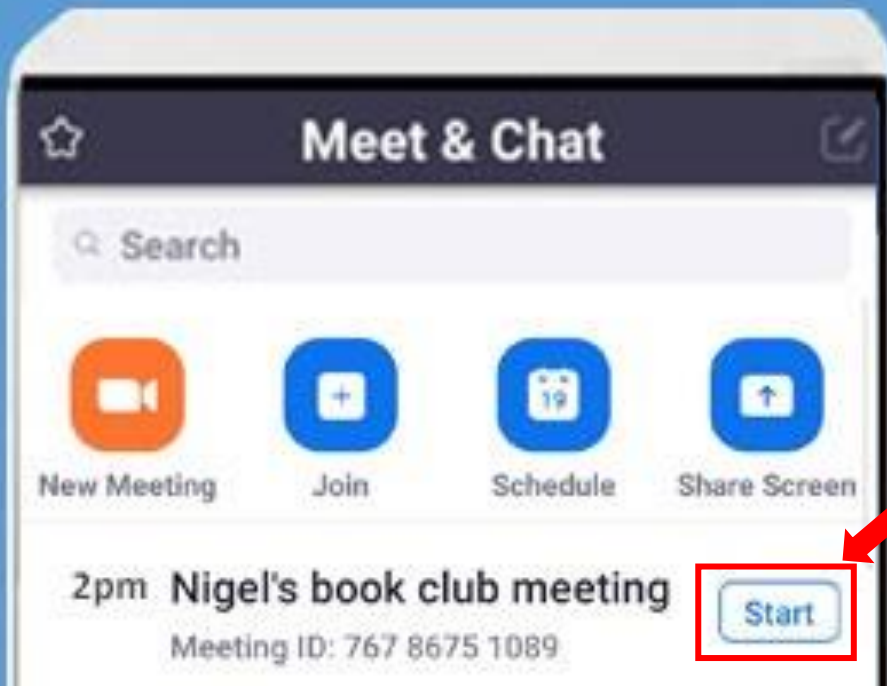
Today (Recurring)
04:30 PM

Book club meeting

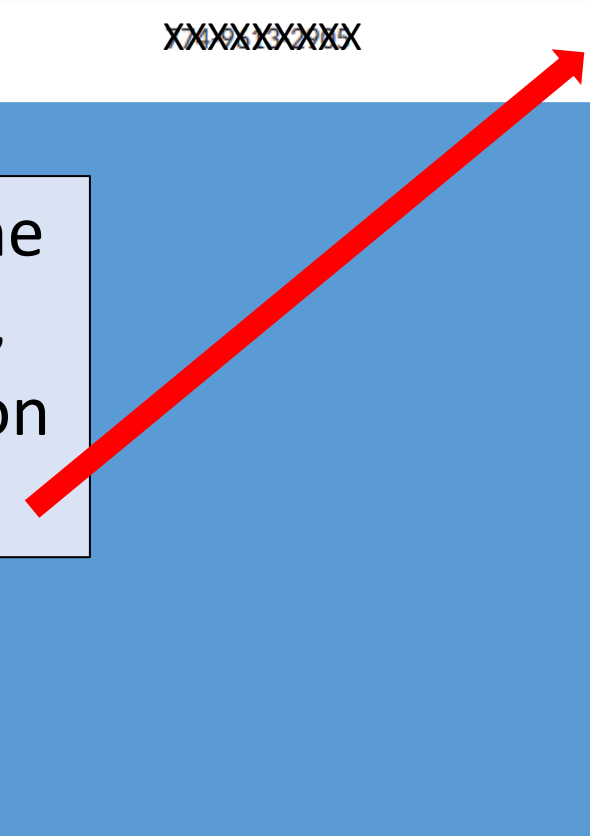
XXXXXXXXXX

Start

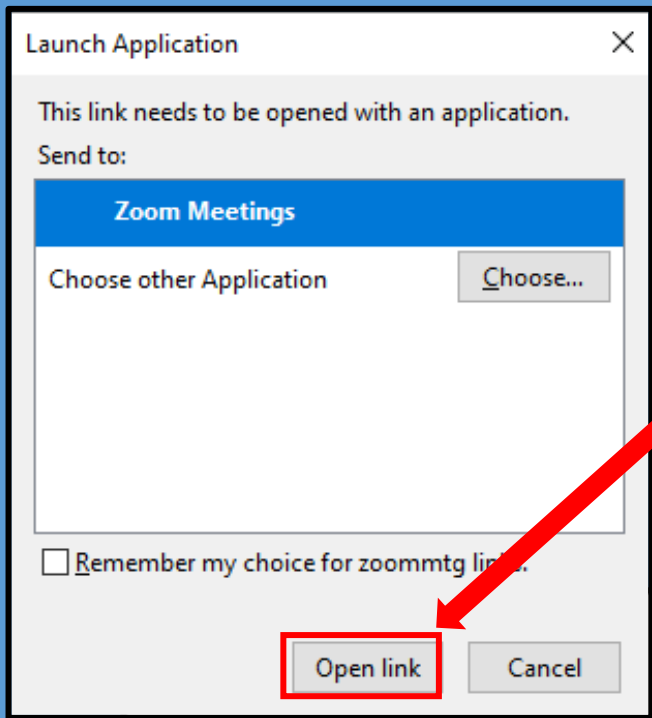
Delete



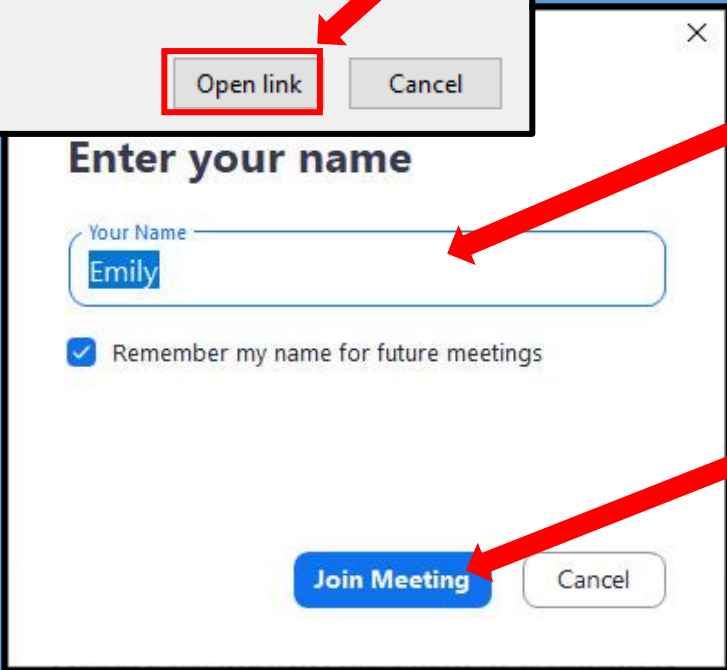
To start the meeting, just click on 'Start'.



On a computer:

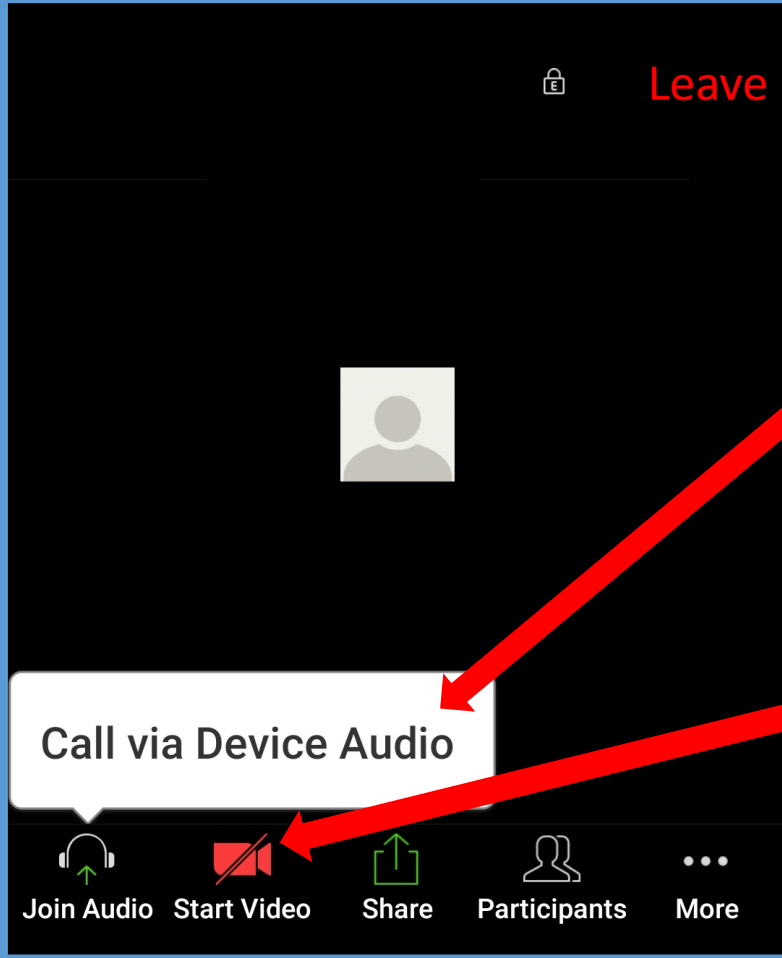


A window will pop up asking you to 'Launch Application'. Click Open link.



A window may pop up asking you the name you want people to see. Click 'Join Meeting'

On a tablet or smartphone:

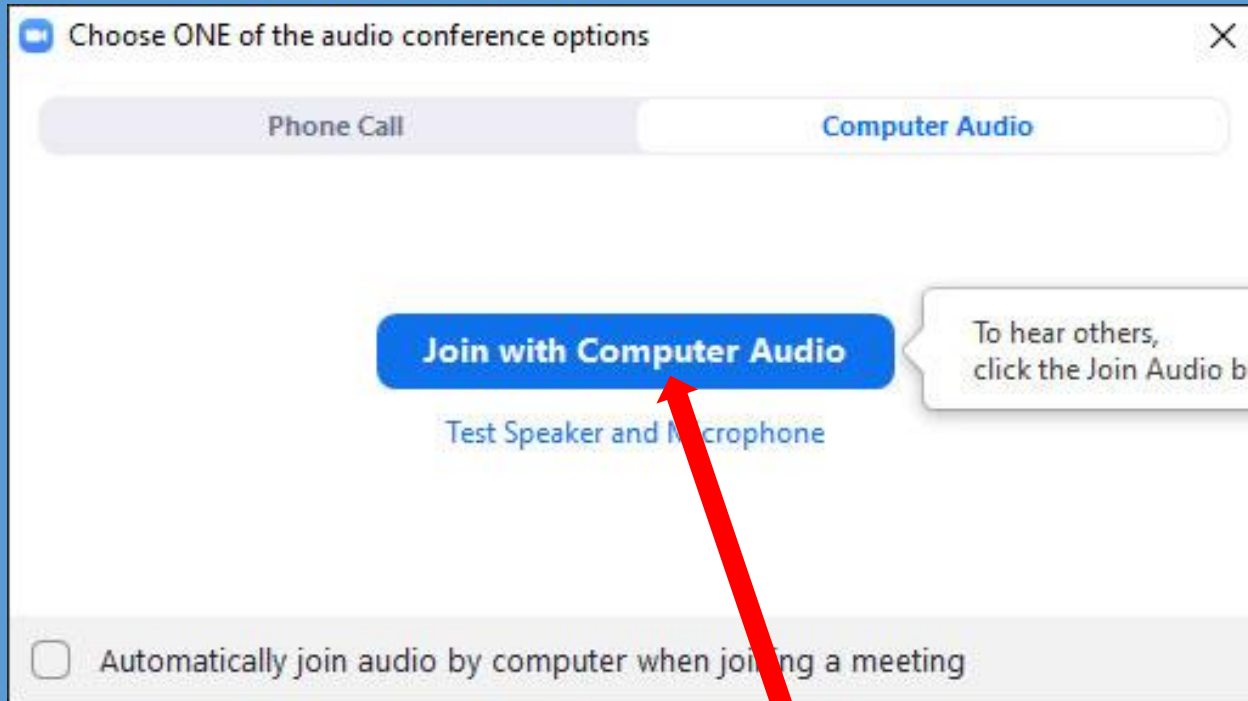


Click here so people can hear you.

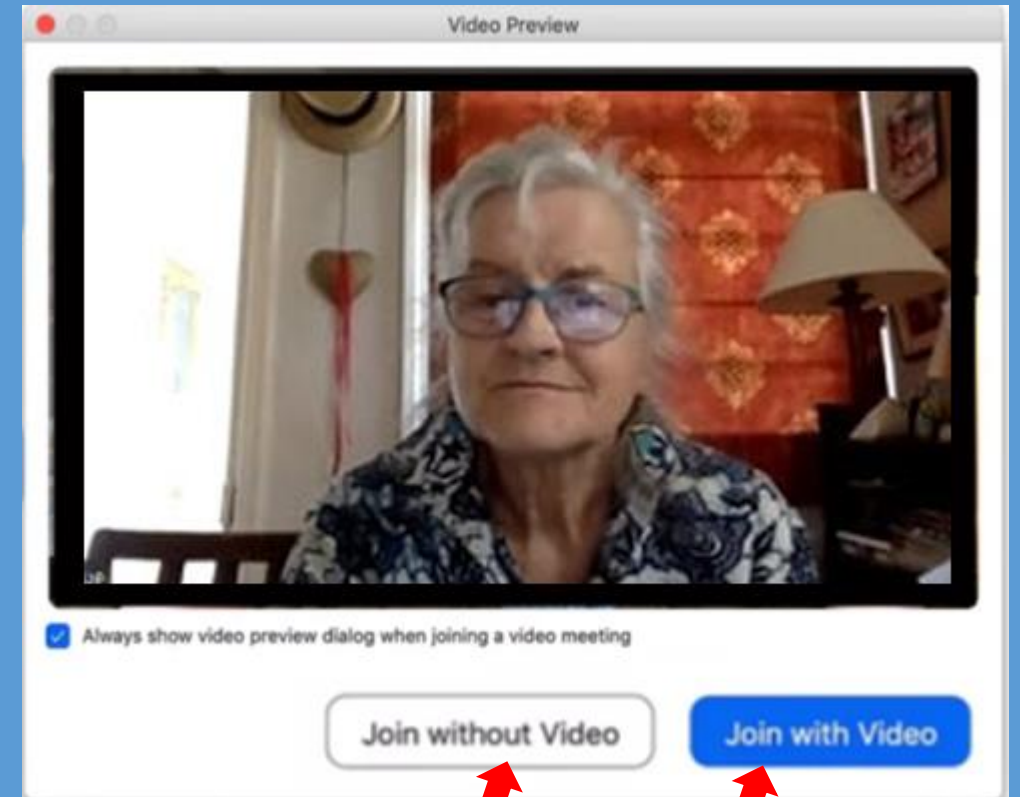
Click here so people can see you.

On a computer:

If using a computer you will see these messages:

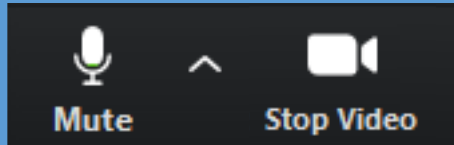


To hear others, click on 'Join with Computer Audio'



You can choose whether to show your video or not. It will show you a preview so you can check your camera is set up correctly.

Key icons on the screen, when you join a meeting:

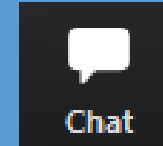


If your microphone is muted or your video is off when you join the meeting, these are the icons to turn your mic or camera on/off.

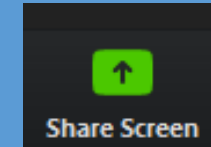


This is the icon to press to view the list of participants. You can mute/unmute people here.

The number here shows the number of people in the group.



Click on this icon to open the chat window.

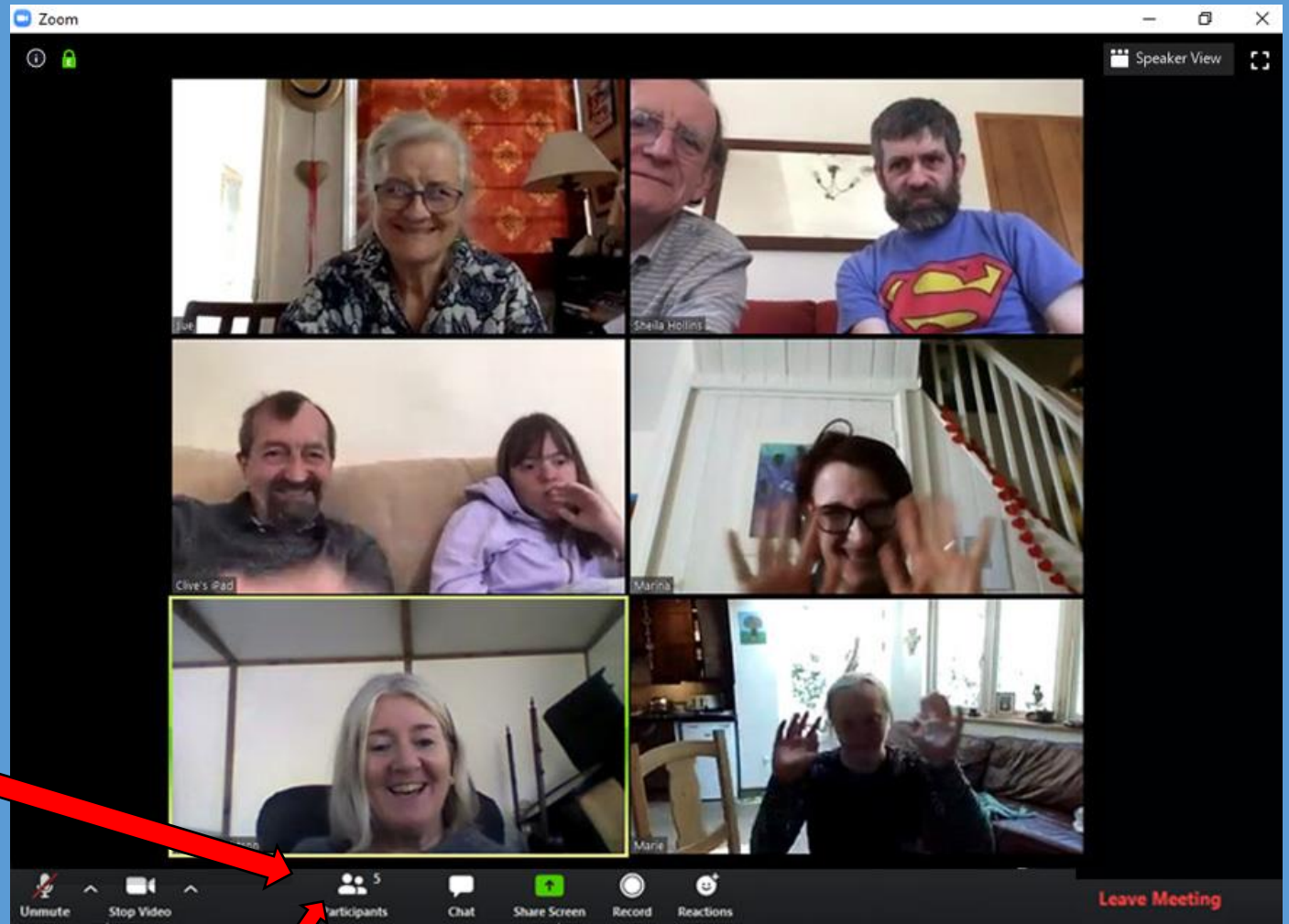


This icon enables you to share items on your computer screen with participants

Welcome your Participants

When people start arriving, you'll see their pictures and names appear.

If you enabled the waiting room in the settings, the 'Manage Participants' icon will light up, showing that people are in the waiting room.



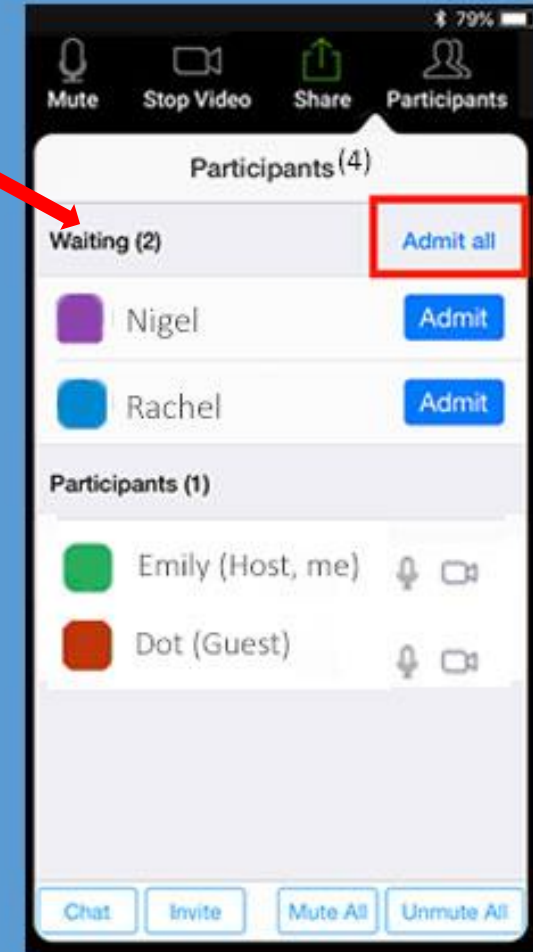
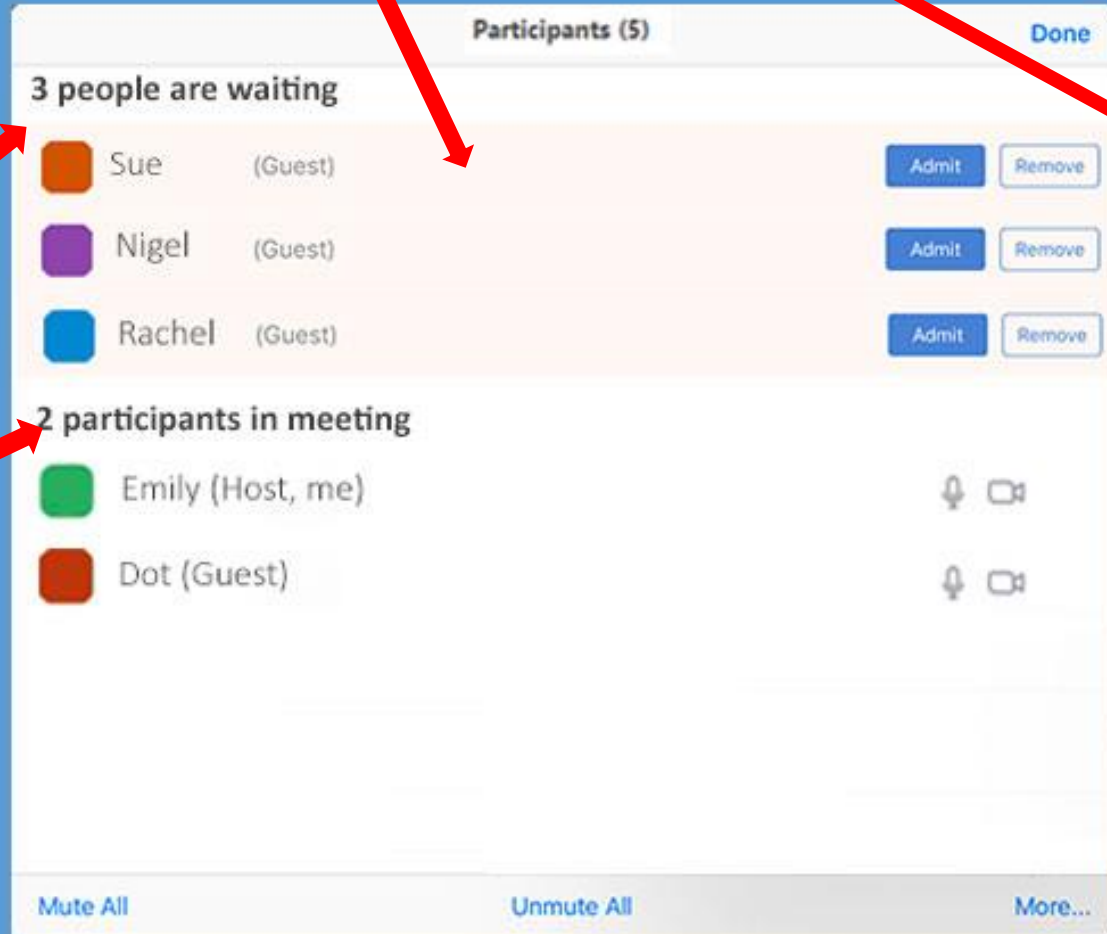
Welcome your Participants



Click on 'Manage Participants'.

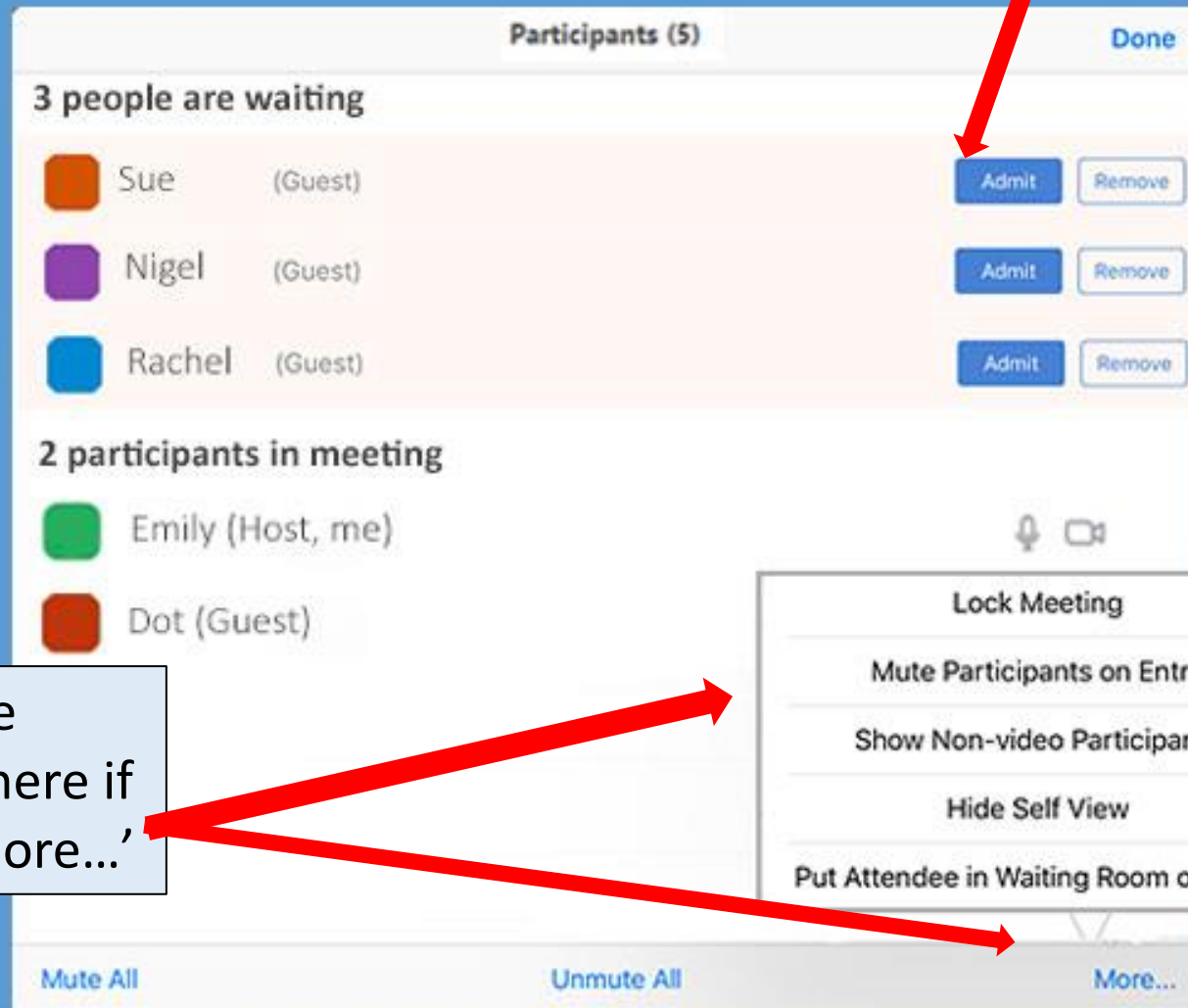
The Participants window will look something like this:

You can see who is waiting, and who is already in the meeting.

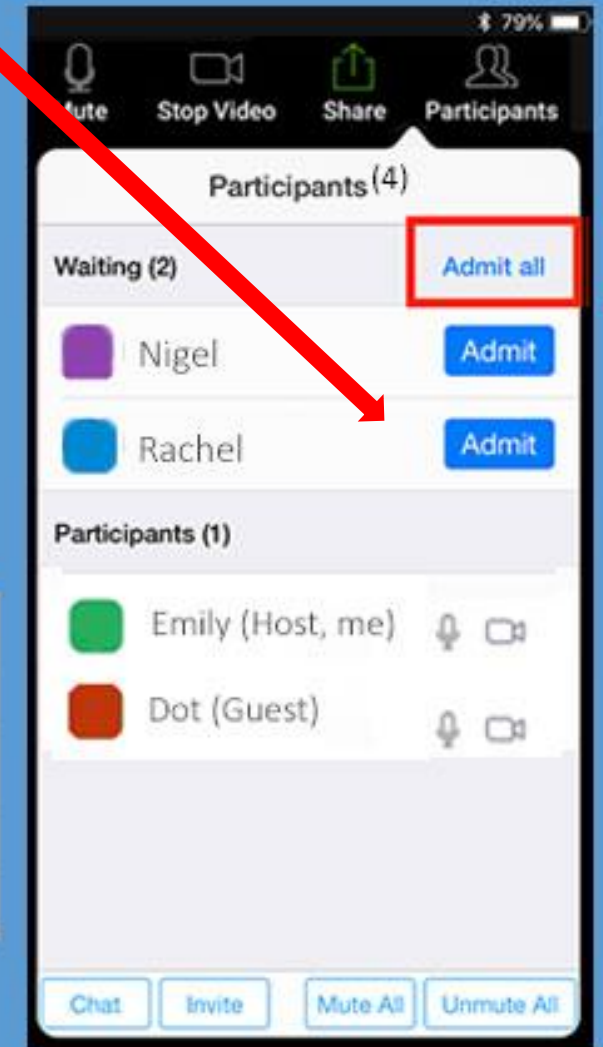


Welcome your Participants

To admit guests to the meeting, click on 'Admit'.



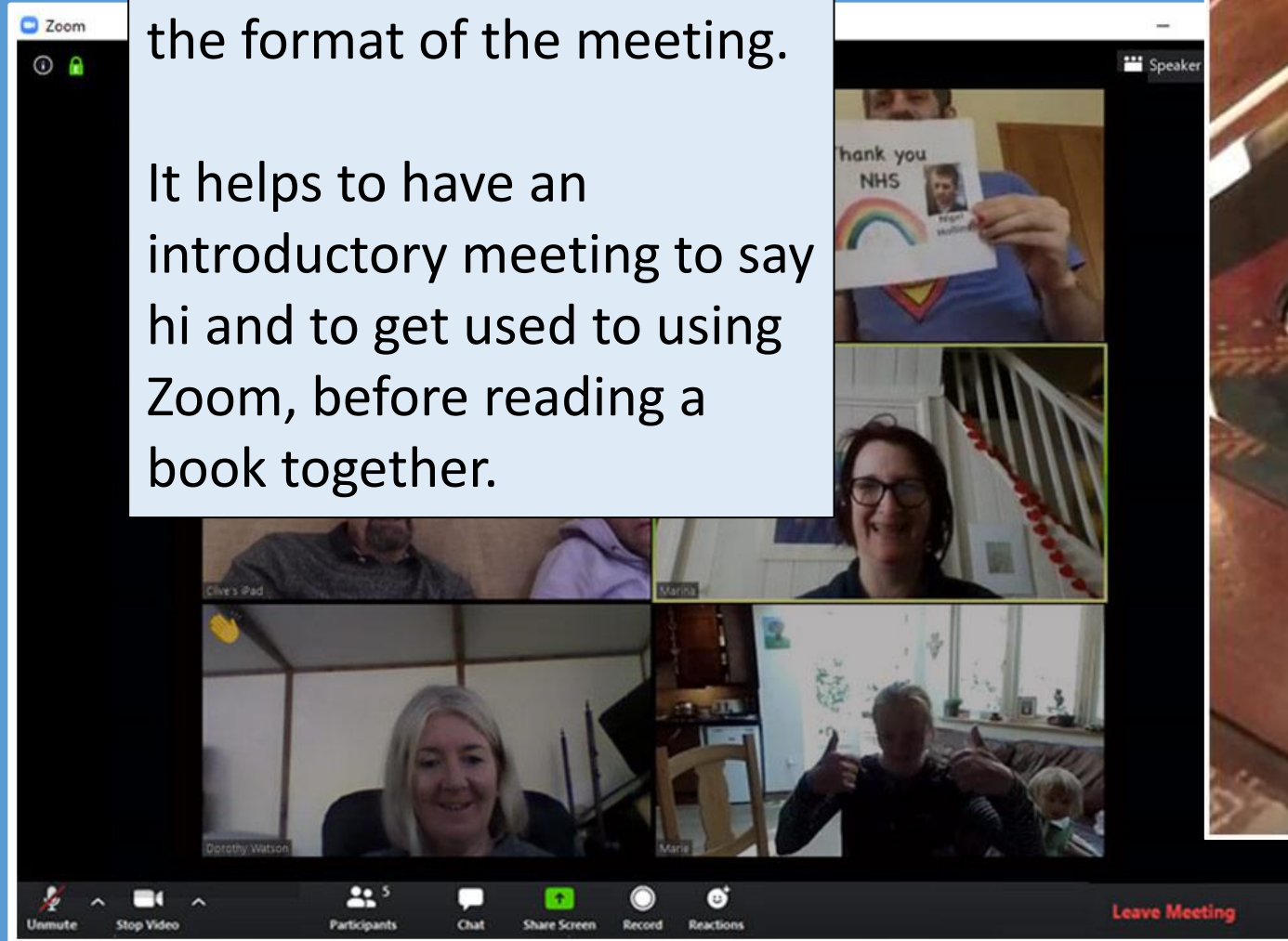
There are some other options here if you click on 'More...'



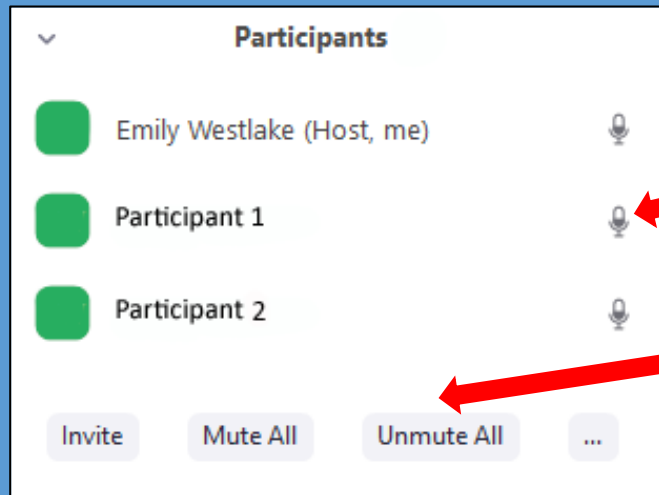
Welcome your Participants

Once everyone has arrived, welcome them and explain the format of the meeting.

It helps to have an introductory meeting to say hi and to get used to using Zoom, before reading a book together.



Managing Participants as the Host



Mute or Unmute individually or everyone at the same time.

If people are having trouble unmuting their microphones, you can do it for them in the 'Manage Participants' window.

It's good to start by asking participants to say something about themselves, as an icebreaker (especially if there are new people).

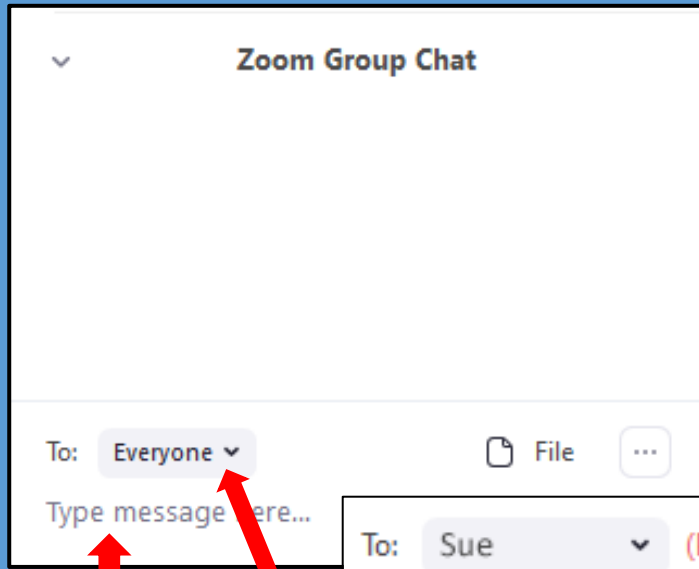
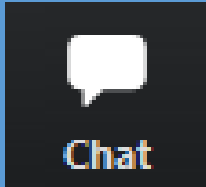
Mute all, and then unmute each person as they are invited to speak by the host.

If the group host is different to the technical host, you will need to unmute the group host after you mute everyone, and keep them unmuted so they can facilitate. As technical host, you should keep yourself muted unless any technical issues come up.

In the Participants window, you can see the list of people, invite people, admit anyone in the waiting room, or mute/unmute people.

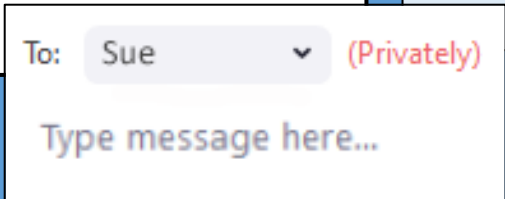
Note: when you click 'Mute all' it doesn't mute the host.

Managing Participants as the Host



The chat window is useful if you need to share information via text. You can send a public message to everyone, or a private message to one person.

Write messages here.



Click here to change who you're messaging.

Most participants in a BW book club meeting are unlikely to use the text chat option; but it could be useful for the group host and the technical host to communicate privately between themselves.

You can message 'Everyone' or just one person.

To message someone privately, click on the 'To:' dropdown and choose the person you want to message. Type message, and press send.

Hosting the first online book club meeting

After you have welcomed everyone, and you're happy everything is working, you can start reading a book together. The first time you do this, read a short book, or one you have read before – it makes us all more confident. Take your time. You don't need to read the whole book in one session.

Explain what you are going to do, for example:

- We are going to share the pictures/book on the screen so you can all see them.
- All of your microphones will be muted, so that there's not too much noise.
- Nigel* will lead the group, and when he invites each person to read, Emily** will unmute you so you can speak.
- When it's your turn, tell us what you think is happening in the picture.
- When you've finished, we will move on to the next picture.
- If you have any difficulties hearing, or seeing the pictures, let Emily** know so she can help you fix it (e.g. phone her, or write her a message using Zoom chat).

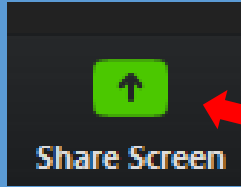
Have loads of fun as well as talking about the story.

*group host

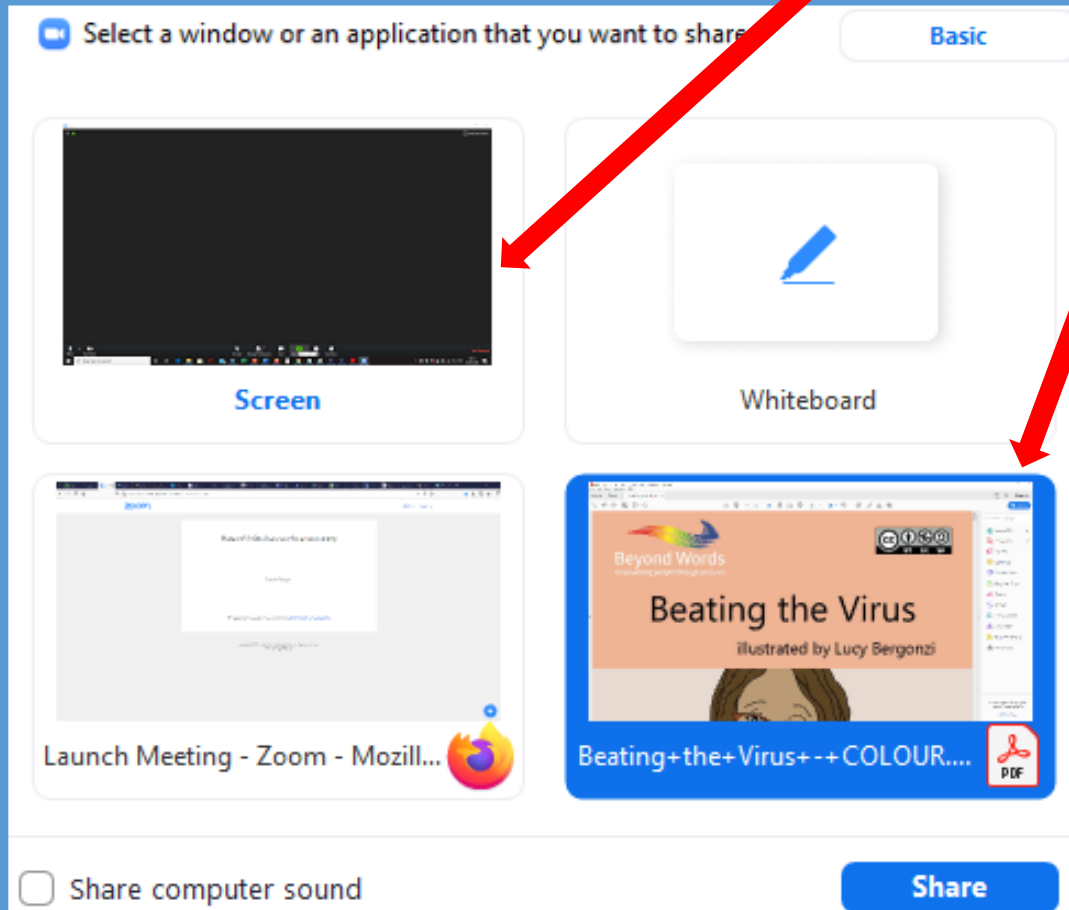
**technical host



Sharing the Screen with Participants – using a computer



To share a book or scenario, on a computer, open the pdf or the BWStoryApp, and then click on the 'Share Screen' icon in Zoom. You will get various options. It may look like the below window. Choose either 'Screen' or the pdf/webpage you want to share.



When you press the blue **'Share'** button, all participants will be able to see what's on your screen. Bring the item you want to share to the front of your screen and choose 'full screen'.

Participants will be able to view what's on your screen, and you can move the pages of the book (or scenario) forward as needed.

When finished click on **'Stop share'**

A red rectangular button with a white square icon on the left and the text 'Stop Share' in white. A red arrow points from the text 'Stop share' in the previous block to this button.

Stop Share

Sharing the Screen with Participants – using a smartphone or tablet

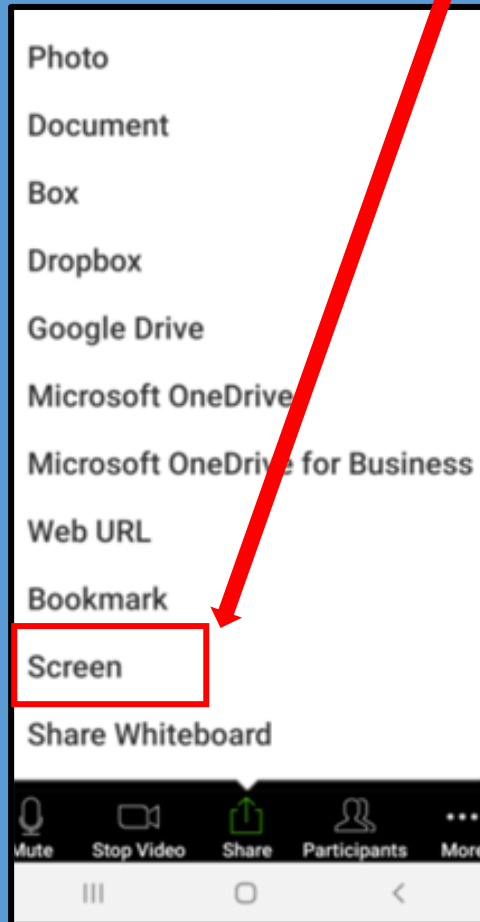
To share a book or a few pictures, on an iPad or smartphone, open the pdf or the BWStoryApp. Then click on the 'Share Screen' icon.

You will get various options. It may look like one of the below windows. Choose 'Screen' or 'Zoom'.

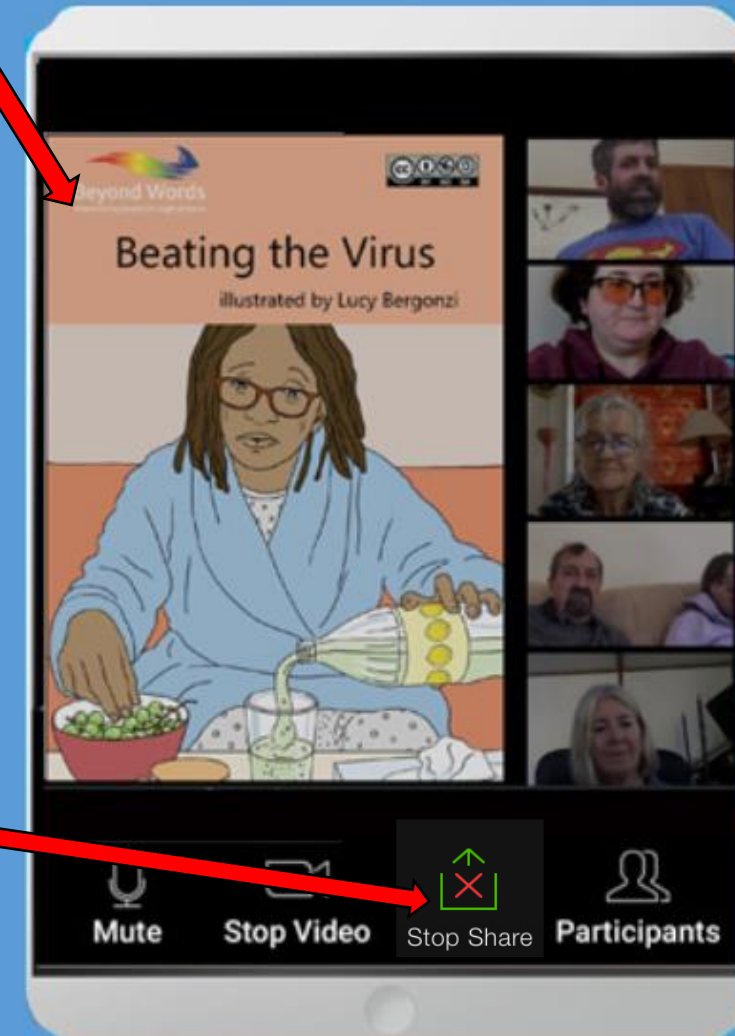
Participants will be able to view what's on your screen, and you can move through the book (or scenario).



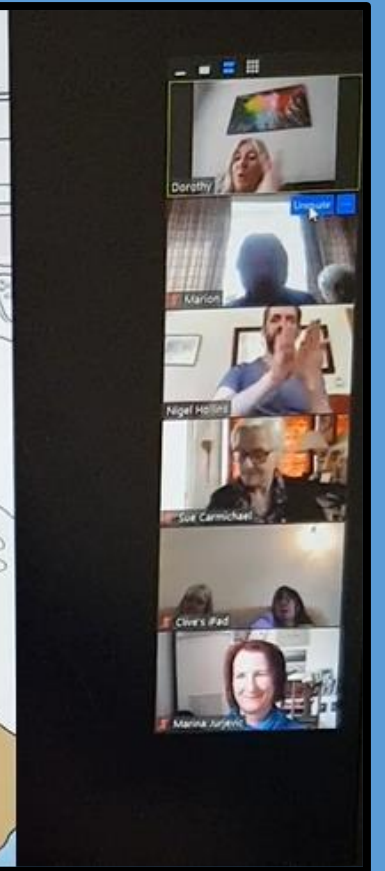
Smartphone/ Tablet icons



When finished, click on 'Stop share'



These are pictures of screen-sharing at recent Zoom book club meetings. You can see the book picture on the screen, and also the gallery of participants on the side (or underneath).

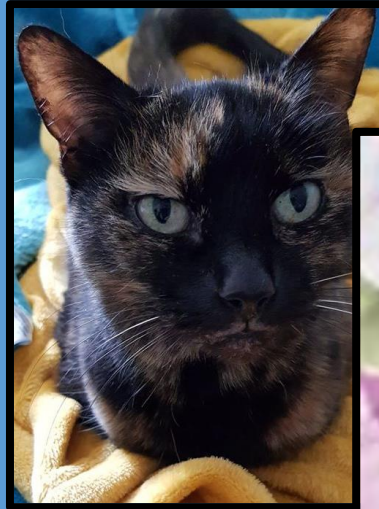


Having fun at the book club

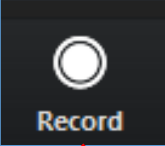
While chatting with each other at the beginning or end of the book club, you can show one another things from your homes.

Items people have shared so far:

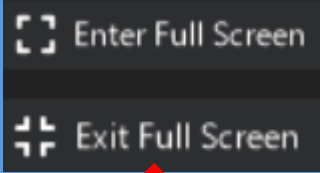
- a poster thanking the NHS
- scones/cake they had just made.
- a favourite pillow
- pictures they have drawn or coloured in
- pets often end up on screen too!



Other icons that are useful to know about:



To record the session, click on this icon, and it will record and save the video file at the end of the meeting.



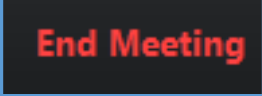
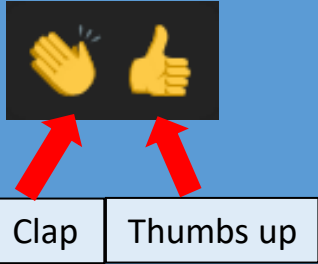
At the top of the screen, you'll see one of these icons to either enter full screen or exit full screen.



Information icon – click on this to see the meeting ID, passcode, host name, and invitation link.

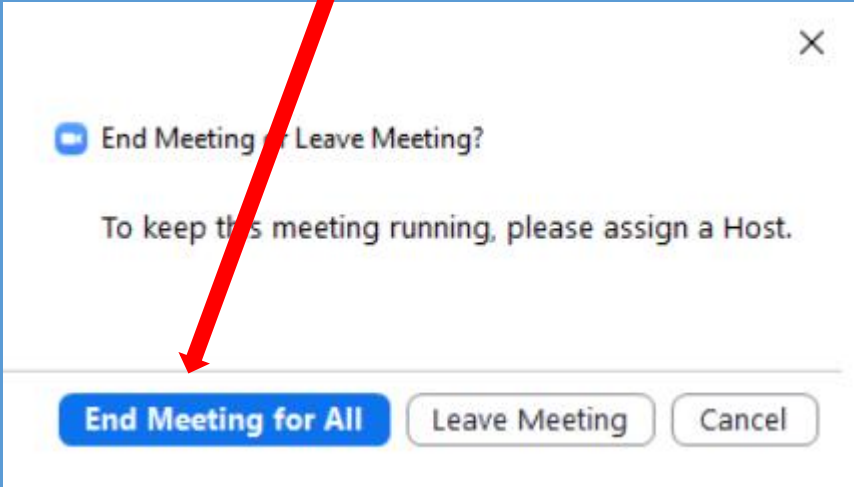


You can clap or do a 'thumbs up' by clicking here.

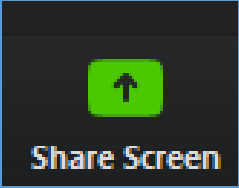


To end the meeting click here.

Click on 'End Meeting for All'



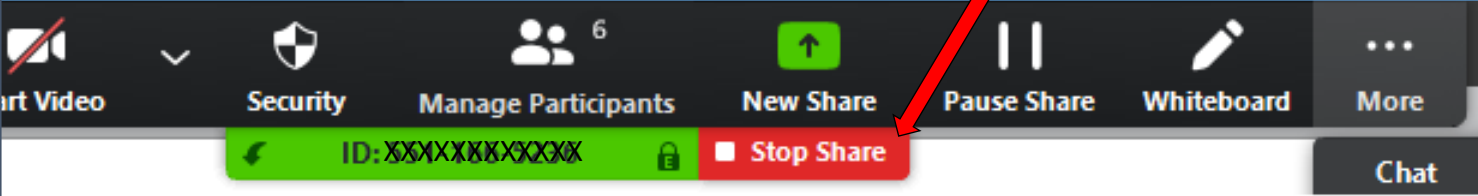
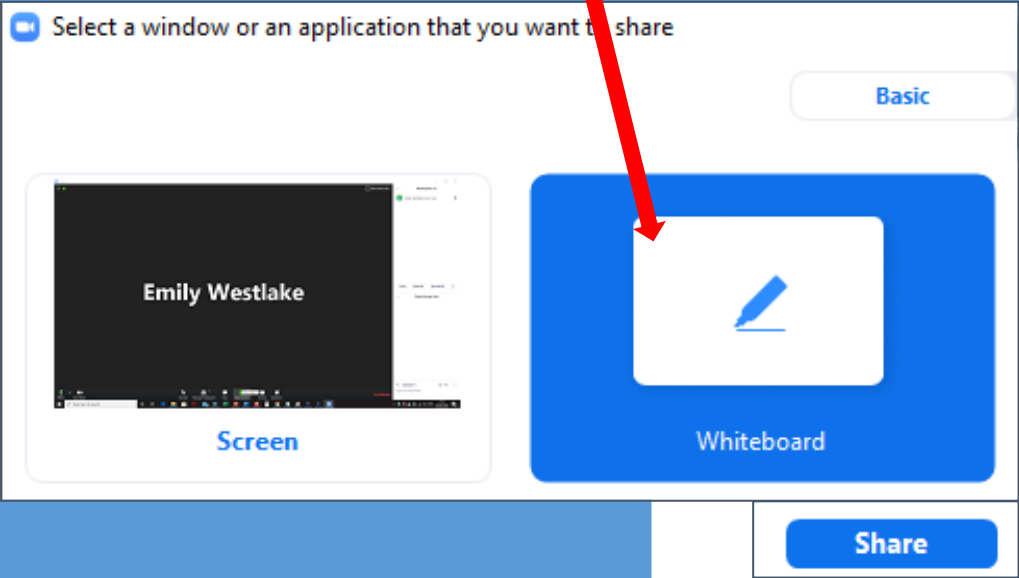
Using a Whiteboard with Participants



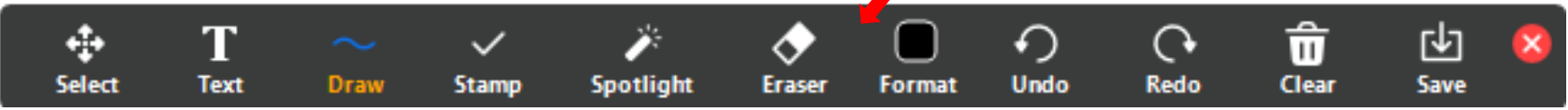
Click on 'Share Screen' and then 'Whiteboard' and 'Share'.

A Whiteboard will appear on the screen, which you can draw on.

You will still have your standard icons at the top, plus a 'Stop Share' button.



There will also be a toolbar for the whiteboard.



The most important thing, is to have fun!
Goodbye from all of us!





Beyond Words

empowering people through pictures