Zoom Guidelines

Instructions to Get Started

1. Sign in to your Service Unit's existing account or create your own free account on zoom.us
   - With free accounts, you can only meet for a maximum of 45 minutes before it cuts off.
   - Each Service Unit has a paid account that you can sign up to use with your troop. This will allow you to meet for however long you like, with up to 100 girls. To use your Service Unit's account, all you have to do is contact your Service Unit Manager to schedule a day and time to use it.
2. Schedule your first meeting by signing in to your Zoom Web Portal.
   - Click "Meetings"
   - Click "Schedule a Meeting"
   - Select a date and time for your meeting
   - Select any other settings that you would like to use
   - Click save
3. Invite your Troop to join your meeting
   - After scheduling your meeting, click "Copy the invitation" and send to the members of your troop. We recommend sending the meeting link at least a day in advance of the meeting time.

Meeting Tips

Mute Button

To cut back on everyone talking at one time and background noise, have users mute themselves until they need to speak. *Pro-tip: the host of the meeting can mute all users at once.*

Breakout Rooms

If you have a large group of girls or want to break into smaller groups for an activity, you can use Breakout Rooms on Zoom! This allows the host to split the group into smaller groups (either manually or automatically by the system) and then bring everyone back together after the activity. For more information on Breakout Rooms and to learn tips for getting them started and how to manage them, visit gsmidtn.org/zoom-rooms.

Basic Breakout Room instructions:
   - Start an instant or scheduled meeting
   - Click "Breakout Rooms"
   - Select the number of rooms you would like to create, and how you would like to assign your participants to these rooms. The "automatic" option lets Zoom split your participants up evenly into rooms, or you can choose the "manual" option to do it yourself.
   - Click "Create Breakout Room"

For more information on managing and troubleshooting Zoom, visit gsmidtn.org/zoom-guidelines.