

Better Breathers Club: Zoom Walk-Thru for Facilitators

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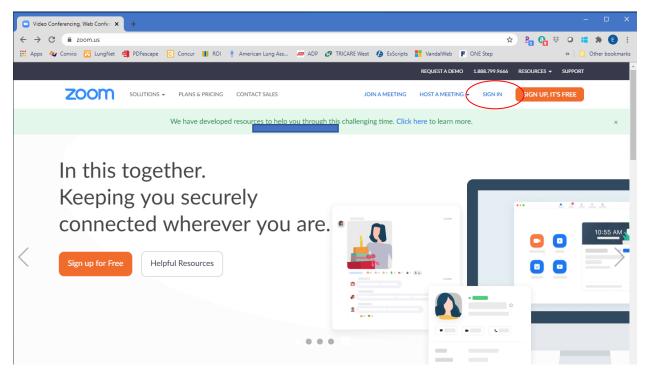
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Video Tutorial:

How to Set Up a BBC Meeting:

Step 1: Sign into your Zoom account by going to www.zoom.us and clicking on "Sign In."



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			REQUEST A DEMO :	1.888.799.9666	RESOURCES - SUPPORT
ZOOM SOLUTIONS - PLANS & PRIC	CONTACT SALES	JOIN A MEETING	HOST A MEETING 👻	SIGN IN	SIGN UP, IT'S FREE
	Sign I	n			
	Email Address				
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	Password	Forgot password?			
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	Please enter your password				
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	Sign In				
	✓ Stay signed in	New to Zoom? Sign Up Free			
	or				

Step 2: Sign into your Zoom account using your email and password.

Step 3: Click on "Schedule a New Meeting" to set up your virtual BBC meeting.

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PERSONAL	Upcoming Meetings Previous Meetings Personal Meeting Room M	leeting Templates
Profile		
Meetings	Schedule a New Meeting	
Webinars		
Recordings	Start Time \diamond Topic \diamond Me	eeting ID
Settings	The user does not have any upcoming meetings.	
	To schedule a new meeting click Schedule a Meeting	
ADMIN		
> User Management		
> Room Management		
> Account Management	Save time by scheduling your meetings directly from your calendar.	
> Advanced	Microsoft Outlook Plugin Download	

Step 4: Add in required information to set up your meeting. See the categories one by one below to understand how to fill out the online form from top to bottom:

- Topic Give your meeting a name such as "August Boise Virtual Better Breathers Club."
- **Description** Add in a short one sentence invitation such as "Join us for the first virtual Better Breathers Club meeting for people with lung disease in the Boise area."
- When Put in the date and time of your meeting. To make this easier, click on the little red calendar to the right of the date block.
- **Duration –** Keeping your meeting to an hour is a good starting point for a new club.

Schedule a Meeting - Zoom × +) ×
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Recordings Settings	Description (Optional)	Join us for the first virt people with lung disea									
ADMIN User Management Room Management	When	08/12/2020	2:00 ~	PM v							

Step 4 (continued): See the rest of the categories below to understand how to fill out the online form:

- Time Zone Make sure that the time zone selected is correct.
- Meeting ID The default for this setting is "Generate Automatically," and that works well.
- **Meeting Password** You'll want to make sure that your participants have this to log in. This makes sure that only people invited to your meeting will attend. Zoom has had issues with outsiders "crashing" other meetings and a meeting password will prevent this from happening to you.
- Video You have two video options available to you to automatically turn on or leave off video for yourself and your club members. We recommend you turn on your video, but leave member video off until you teach members how to turn their video on and off.
- **Meeting Options** You have four options available. We recommend you check only "Enable Waiting Room" which ensures the facilitator can control who comes into the meeting to prevent "crashers."

Attend Live Training	Time Zone	(GMT-6:00) Mountain Time (US and Canada) v
Video Tutorials		Recurring meeting
Knowledge Base	Meeting ID	Generate Automatically O Personal Meeting ID 656 162 0508
	Meeting Password	Require meeting password a IRx8kP
	Video	Host 🔿 on 💿 off
		Participant 🔿 on 💿 off
	Meeting Options	Enable join before host
		□ Mute participants upon entry 🔞
		Enable waiting room
		Record the meeting automatically on the local computer
		Save Cancel

Step 5: Once you've filled out the online form, click "Save." After you click save, you'll see a new screen that lists all of the details of your meeting.

	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING	JOIN A MEETING HOST A MEETING -
PERSONAL	My Meetings > Manage "	August Boise Virtual Better Breathers Club"	Start this Meeting
Meetings	Торіс	August Boise Virtual Better Breathers Club	out the ricering
Webinars	Description	Join us for the first virtual Better Breathers Club meeting for people with lung disease in the Boise	area."
Recordings	Time	Aug 12, 2020 02:00 PM Mountain Time (US and Canada)	
Settings		Add to 🛐 Google Calendar 🛛 💽 Outlook Calendar (.ics)	
ADMIN	Meeting ID	763 3295 7824	
> Room Management	Meeting Password	Show	
 Account Management Advanced 	Invite Link	https://us04web.zoom.us/j/76332957824?pwd=VGZIUXd0UFp0T24xL2d1aTlqZm1lUT09	Copy Invitation
	Video	Host Off	
Attend Live Training Video Tutorials	Meeting Options	Participant Off × Enable join before host	
Koowledge Pace		× Mute participants upon entry 12	

Step 6: With your meeting set up, you'll want to send out the meeting information to your BBC members. Just click on "Copy Invitation" to start.

ZOOM SOLUTIONS - PLANS &	PRICING CONTACT SALES			SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING 👻	E
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Settings	Time	Aug 12, 2020 02:00 PM Mounta Add to Google Calenda		Yahoo Calendar			
ADMIN > User Management	Meeting ID	763 3295 7824					
> Room Management	Meeting Password	····· Show					
 Account Management Advanced 	Invite Link	https://us04web.zoom.us/j/763	32957824?pwd=VGZIUXd0UFp0T24xL2d1	LaTlqZm1lUT09	(Copy Invitation	>
	Video	Host	Off				
Attend Live Training		Participant	Off				
Video Tutorials	Meeting Options	× Enable join before host					
Koowledge Pace		× Mute narticinants unon entry	2				

Step 7: Once you click "Copy Invitation" you'll see the meeting information appear in a box on your screen. Click "Copy Meeting Invitation" to copy all of the information into an email.

			1.888.799.9666 RESOURCES - SUPPORT
	PLANS & PRICING CONTACT SALES SCHEDU	ULE A MEETING JOIN	A MEETING HOST A MEETING - E
PERSONAL	Copy Meeting Invitation ×		
Profile	Meeting Invitation		Start this Meeting
Meetings	Topic Elizabeth Hall is inviting you to a scheduled Zoom meeting.	in the Boise area."	
Webinars Recordings	Topic: August Boise Virtual Better Breathers Club Time: Aug 12, 2020 02:00 PM Mountain Time (US and Canada)		
Settings	Join Zoom Meeting https://us04web.zoom.us/j/76332957824?pwd=VGZIUXd0UFp0T24xL2d1aTlqZm1IUT09 Meeting ID: 763 3295 7824	lalendar	
ADMIN	Password: 3COYKP Meeting		
 > User Management > Room Management 	Meeting		
> Account Management	Invite Lie	UT09	Copy Invitation
> Advanced		0.07	Copy invitation
	Video Copy Meeting Invitation Cancel		
Attend Live Training Video Tutorials	Meeting Options × Enable join before host		
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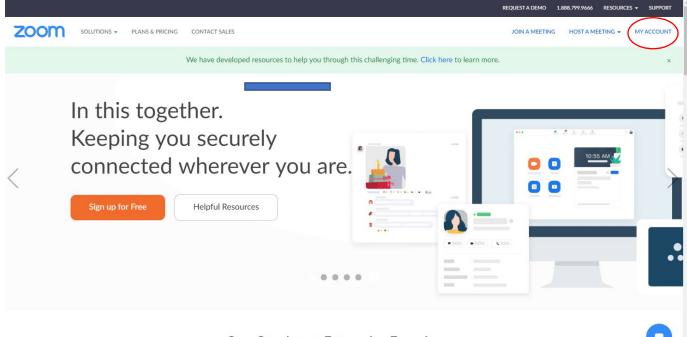
Step 8: The meeting information is now highlighted and ready to be placed into an email to your BBC members. Once you send that email, your members have been invited and you're finished with your set up!

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	PLANS & PRICING CONTACT SALES SCHEDU	ULE A MEETING JOIN	IN A MEETING HOST A MEETING -	E
PERSONAL	Copy Meeting Invitation ×			
Profile	Topic Meeting Invitation		Start this Meeting	
Meetings Webinars	Elizabeth Hall is inviting you to a scheduled Zoom meeting. Descript Topic: August Boise Virtual Better Breathers Club Time: Aug 12, 2020 02:00 PM Mountain Time (US and Canada)	in the Boise area."		
Recordings Settings	Time Join Zoom Meeting https://us04web.zoom.us/j/76332957824?pwd=VGZIUXd0UFp0T24xL2d1aTlqZm1UT09			
ADMIN	Meeting ID: 763 3295 7824 Password: 3COYKP	alendar		
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	Video Copy Meeting Invitation Cancel			
Attend Live Training	Meeting Options × Enable join before host			
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How to Host a Zoom Meeting:

Step 1: Sign into your Zoom account using Steps 1 and 2 on pg. 8.

Step 2: Click on "My Account."



One Consistent Enterprise Experience.

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ZOOM SOLUTIONS - PLANS & PR	ICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING 👻	E
PERSONAL Profile Meetings Webinars Recordings	Change Delete	Elizabeth Hall			Edit	
Settings	Personal Meeting ID	*** *** *508 Show https://us04web.zoom.us/j/******508?pwd=******* Show × Use this ID for instant meetings			Edit	
 > User Management > Room Management 	Sign-In Email	eli***@gmail.com Show Linked accounts: I I			Edit	
 > Account Management > Advanced 	User Type	Basic 🛛 Upgrade				
	Capacity	Meeting 100 😡				
	Language	English			Edit	

Step 3: Click on "Meetings."

REQUEST A DEMO 1.888.799.9666 RESOURCES - SUPPORT zoom SOLUTIONS - PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING + PERSONAL Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates Cet Training Profile Meetings Webinars Start Time 💠 Topic ‡ Meeting ID Recordings Wed, Aug 12 August Boise Virtual Better Breathers Club 763 3295 7824 Start Delete Settings 02:00 PM ADMIN > User Management > Room Management > Account Management Save time by scheduling your meetings directly from your calendar. > Advanced Microsoft Outlook Plugin Chrome Extension \bigcirc 0 Download Download Attend Live Training Video Tutorials

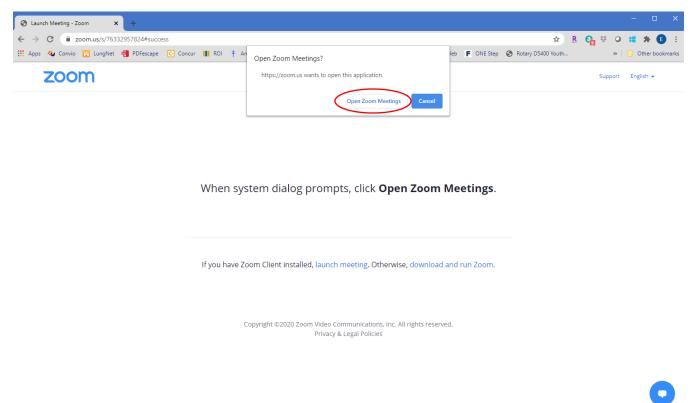
Step 4: Click on the blue link to your meeting.

Step 5: Click on the blue button "Start this Meeting". You can actually start a meeting at any time if you want to practice or simply log on early before your meeting to make sure everything is ready.

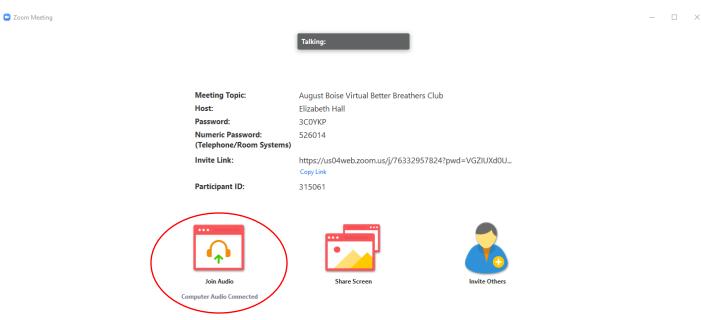
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Meetings			
Webinars	Description	Join us for the first virtual Better Breathers Club meeting for people with lung disease in the Boise area."	
Recordings	Time	Aug 12, 2020 02:00 PM Mountain Time (US and Canada)	
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User Management Room Management	Meeting Password	Show	
> Account Management			
> Advanced	Invite Link	https://us04web.zoom.us/ji/76332957824?pwd=VGZIUXd0UFp0T24xL2d1aTlqZm1IUT09	Copy Invitation
	Video	Host Off	
Attend Live Training		Participant Off	
Video Tutorials	Meeting Options	\times Enable join before host	
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Step 6: Click on "Open Zoom Meetings."



Step 7: This is the next screen you'll see. The first thing you'll want to do is "Join Audio."



Step 8: Test your speakers and microphone before every meeting. This ensures that you can hear your BBC members and they can hear you.

		Talking:	
	Meeting Topic:	August Boise Virtual Better Breathers Club	
	Host:	Elizabeth Hall	
	Password:	ЗСОҮКР	
	Numeric Password: (Telephone/Room Systems)	526014	
Join Audio	Invite Link:	× 32957824?pwd=VGZIUXd0U	
	Leave Computer Test Speaker and Micr	Audio	
		Audio	

Step 9: You should hear a ring tone. If you do, click "Yes." If you don't, ensure that your speakers are on and the volume is loud enough for you to hear.

Zoom Meeting			
		Talking:	
	Meeting Topic:	August Boise Virtual Better Breathers Club	
	Host:	Elizabeth Hall	
	Password:	3C0YKP	
	Numeric Password: (Telephone/Room Systems)	526014	
	Invite Link:	https://us04web.zoom.us/j/76332957824?pwd Copy Link	=VGZIUXd0U
	Participant ID:	315061	
Testing speaker	0		
restrig speakers		•••	
Do you hear a ringtone?			
Yes No	-		
	D	Share Screen	Invite Others
	onnected		
Speaker 1: Speakers / Headphones (Realtek Aud	~		
Output Level:			

- 🗆 ×

Step 10: You'll now have a chance to speak and see if what you say is played back for you. If it is, your microphone is on and you are ready to go. If you can't hear anything, check your microphone and ensure it is on.

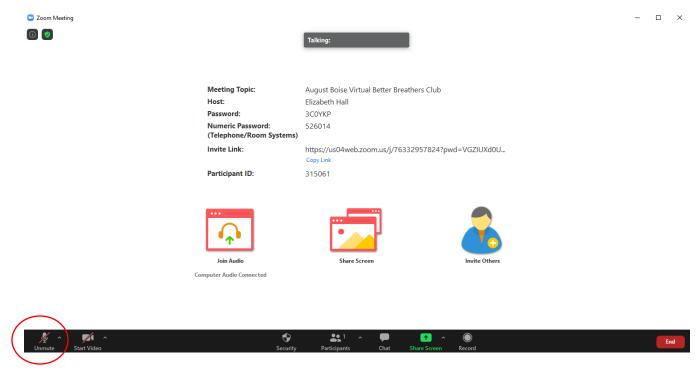
Coom Meeting				_	×
		Talking:			
	Meeting Topic:	August Boise Virtual Better Breathers Club			
	Host:	Elizabeth Hall			
	Password:	3C0YKP			
	Numeric Password: (Telephone/Room Systems)	526014			
	Invite Link:	https://us04web.zoom.us/j/76332957824?pwd= Copy Link	VGZIUXd0U		
	Participant ID:	315061			
Testing microphone Speak and pause, do you hear a rep	lay?		2		
	D	Share Screen	Invite Others		
Microphone 1: Microphone (Webcam C170)	v onnected				
Input Level:					

Step 11: Once you've verified that your speakers and microphone are ready, click "Finish" to enter the meeting. You're all set!

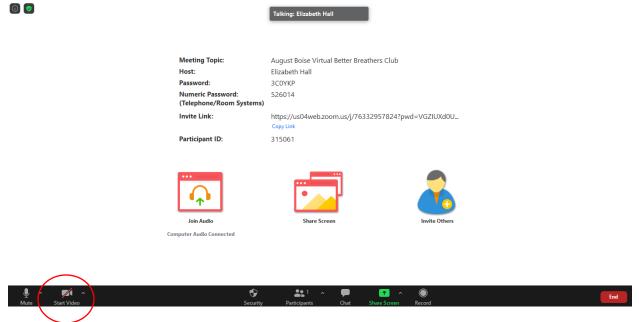
Zoom Meeting			
		Talking:	
		Taiking.	
	Meeting Topic:	August Boise Virtual Better Breathers Club	
	Host:	Elizabeth Hall	
	Password:	3C0YKP	
	Numeric Password: (Telephone/Room Systems)	526014	
	Invite Link:	https://us04web.zoom.us/j/76332957824?pwd Copy Link	=VGZIUXd0U
	Participant ID:	315061	
	8		
Speaker and microphone looks go	od		
Speaker: Speakers / Headphones (Realtek Audio	D)		
Microphone: Microphone (Webcam C170)		Share Screen	Invite Others
	onnected		
Finish	onnected		
Finish			

Running your BBC Meeting

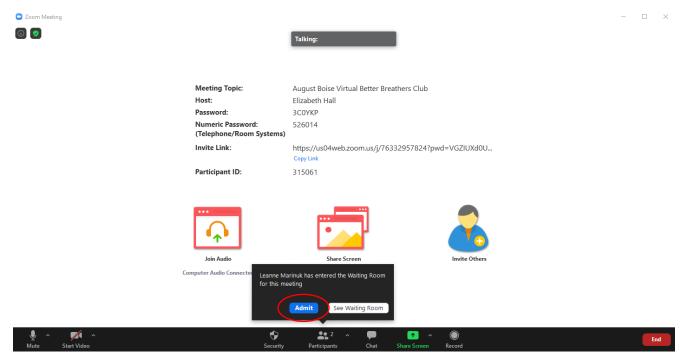
Step 1: Move your cursor to the bottom of the screen. You'll see a black bar with a set of options pop up. The first thing you'll want to do is unmute yourself by clicking on the microphone icon on the bottom left. Once the red diagonal line disappears, you're all set.



Step 2: Now, you'll just need to turn on your camera by clicking "Start Video."



Step 3: Once your camera is on, you'll want to start admitting your members into the meeting. Zoom automatically puts all your members into a virtual waiting room and you have to manually bring them into the meeting. Just move your cursor over "Participants" and click the blue button "Admit." Now your members will be on the call with you.



Step 4: This is the perfect time to walk everyone through how to mute/unmute themselves using the same process you just did. Once you can hear everyone, do the same thing for everyone who has a camera and wants to turn it on.

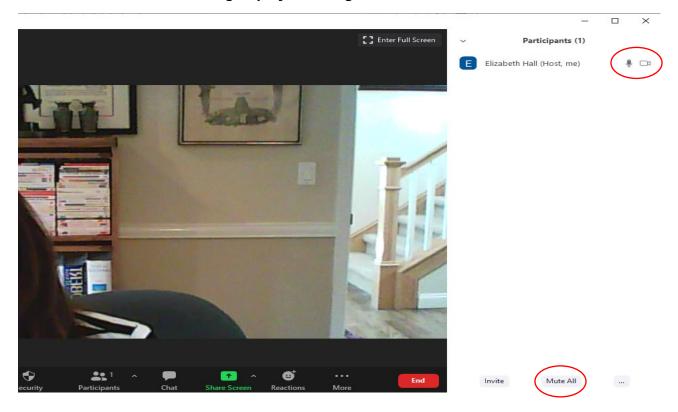
Ensure members understand that they can mute themselves or turn off their cameras at any time, particularly when a dog starts to bark or there is other background noise that might be disturbing to other participants. You can also mute them. See the instructions for that below.



Photo courtesy of The Laconia Daily Sun

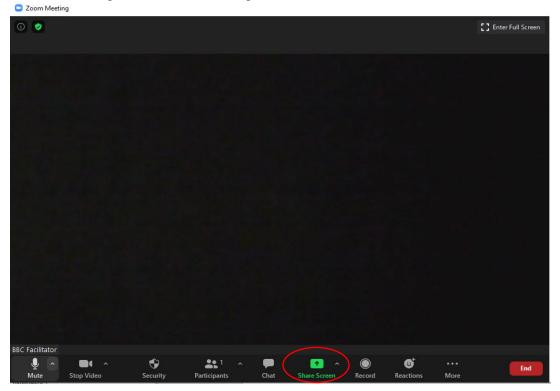
Step 5: As the facilitator, you can also turn off member cameras or mute them if they're not able to take care of it themselves. Click on "Participants" and you'll see a box open to the right of your screen with your participants listed.

To the right of each participant's name, you'll see microphone and camera icons. Click either or both to turn off a participant's microphone or camera.

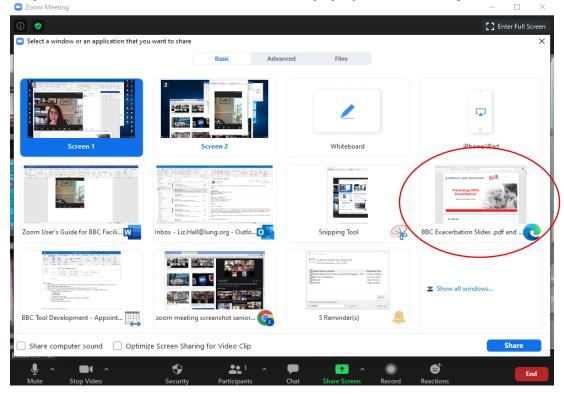


You can even mute the whole group by selecting "Mute All" at the bottom.

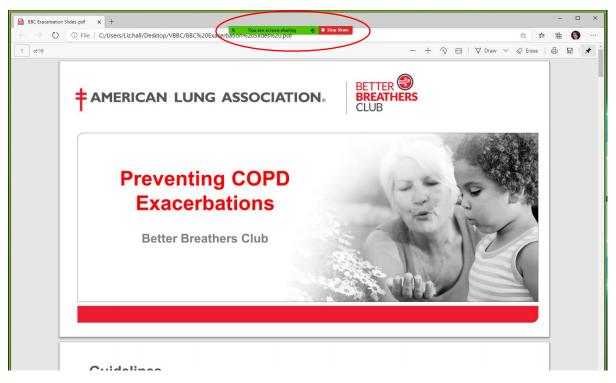
Step 6: If you want to present slides or other information during the meeting, you may want to share your screen. Move your cursor over "Share Screen."



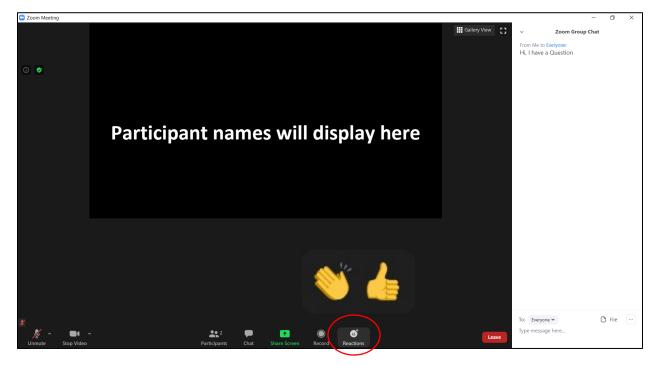
Step 7: A new screen like the one below will pop up. Select what you'd like to share.



Step 8: In a moment, you'll see what you shared with a bar at the top that says, "You are screen sharing." Just click on the red half, "Stop Share" to stop sharing at any time.



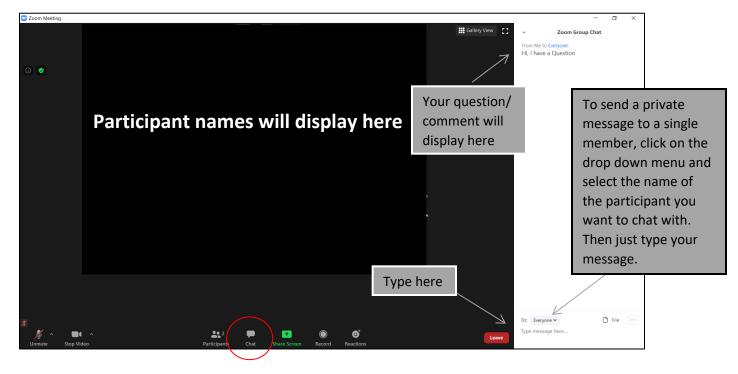
Step 9: You can share reactions as others speak by clicking on "Reactions" and selecting the clapping hand or the thumbs up.



Step 10: How to Use the Chat Feature

The chat feature is a great way to interact with your members. You can respond to group questions and even send messages to individual members.

- To use the chat click on the "Chat" icon on the bottom middle of the screen (red circle). This will bring up a white chat bar on the right side of your screen.
- At the bottom of the white box you will see the text, "Type message here". Click that and start typing your message/question and hit enter. Everyone will be able to see this.

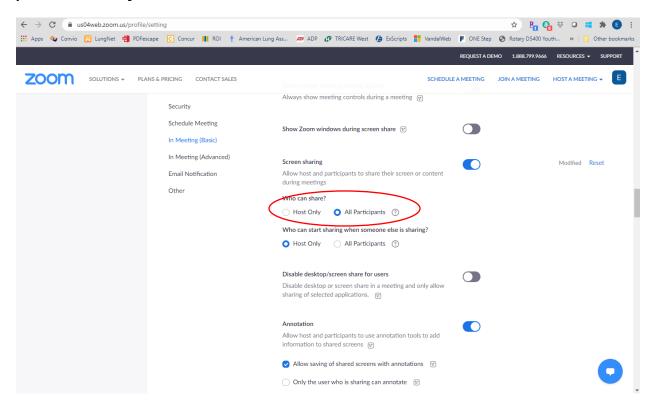


Working With a Guest Presenter

Step 1: The first thing to do is to log in to your account and click on "Settings." From there, click on "In Meeting (Basic)."

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Meetings	Security	Security	
Webinars	Schedule Meeting	Waiting Room Modified Reset	
Recordings		When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the	
Settings	In Meeting (Advanced) Email Notification	waiting room automatically disables the setting for allowing participants to join before host.	
	Other	Waiting Room Options	
ADMIN User Management 		The options you select here apply to meetings hosted by users who turned 'Waiting Room' on	
> Oser Management		\checkmark Everyone will go in the waiting room	
> Room Management		Edit Options Customize Waiting Room	
> Account Management			

Step 2: Scroll down until you see the options for "Screen Sharing." Under the question, "Who Can Share?" select "All Participants." Now, you can have a guest presenter share their screen. It's a good idea to practice this with your guest presenter before the presentation so you can both be sure of how this works.



Troubleshooting and Where to Go for Help

Problem 1: Hearing an Echo. Hearing an echo can be frustrating and make it hard for others to hear the call. The most common reason for this is that you have a member who has both their computer and phone audio on. Here's how you can guide them through fixing it:

- Have your member enter their participant ID when first calling in or enter their #participant ID# once they're already on the call.
- Ask the member to manually leave the computer audio on their computer.

		elect a Microphone Same as System Built-in Microphone (Internal Microphone	;)
		elect a Speaker Same as System Built-in Output (Internal Speakers)	
		Test Speaker & Microphone Switch to Phone Audio Leave Computer Audio	
est		Audio Settings	
U Mute	^	Start Video	₽ ∓ Invite

Problem 2: Background Noise. Some members may have noisy pets or the TV playing in the background that can distract from the meeting. You might also have a distracting event occur during the meeting such as a doorbell ringing followed by a barking dog. There are two ways to resolve this:

- Ask members to mute themselves when they are not speaking.
- If your members struggle with muting/unmuting themselves or can't think of how to do it quickly enough, follow the instructions on pg. 20 to mute the member until they're able to get things a little quieter on their end.

Problem 3: 40-minute time limit. If you're using a free Zoom account, you have access to only 40 minutes of time for your call before it will be ended for you.

- If you have access to a paid account, it will always be better to use that so you don't face an abrupt end to your meeting.
- While you can send out a second meeting invitation to continue your meeting, this will require your members to access the new meeting. If they're reasonably tech savvy, this could work well. You can also teach them the skill and see if it works for the group.
- Your other option is to simply plan to meet for 40 minutes.

Where to go for help

Option 1: Zoom has many articles and videos that provide a lot of great information. Just click on "Support" to access them.

		REQUEST A	DEMO 1.888.799.9666	RESOURCES - SL	JPPORT
ZOOM SOLUTIONS - PLAN:	S & PRICING CONTACT SALES	SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING 👻	E
PERSONAL	Meeting Recording	Telephone			
Profile					
Meetings	Security	Security			
Webinars Recordings	Schedule Meeting In Meeting (Basic) In Meeting (Advanced)	Waiting Room When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing		Modified Reset	
Settings	Email Notification	participants to join before host.			
ADMIN	Other	Waiting Room Options The options you select here apply to meetings hosted by users			
> User Management		who turned 'Waiting Room' on			
> Room Management		✓ Everyone will go in the waiting room Edit Options Customize Waiting Room			

Option 2: Check youtube for Zoom tutorials or even just google the issue you're having. So many people are using Zoom that you may find your answer in a just a few clicks.

Option 3: Email your state BBC contact or reach out to the national team for help BetterBreathersClub@Lung.org

We wish you and your club all the best as you move forward with virtual BBCs! Let us know how we can help.