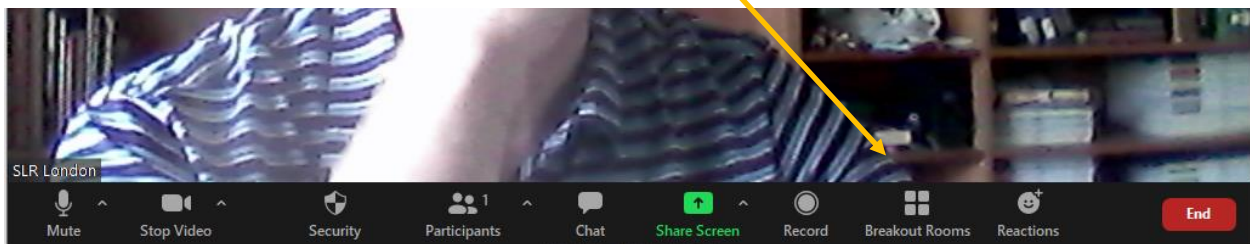


How to Set up SLR's Coffee Social Meetings on Zoom

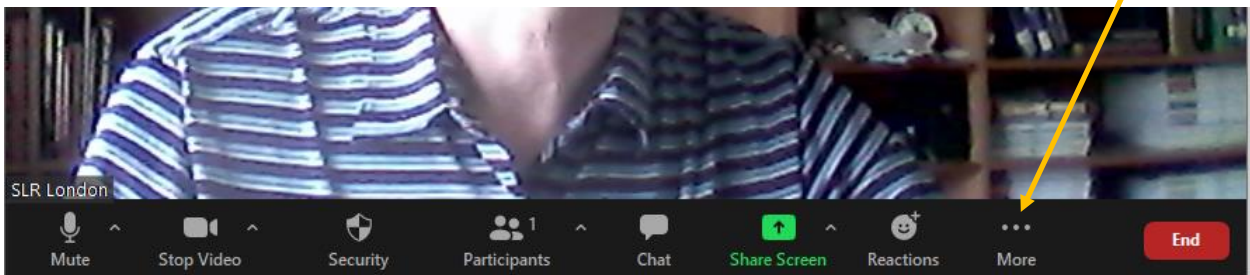
These instructions assume you know how to set up a meeting using one of SLR's Zoom accounts.

To start, make sure you log out of Zoom if you have a personal Zoom account. Once you have logged out, you can log back in using SLRZoom1@gmail.com and password xxxxx. This is how Zoom knows you are the host of the meeting. (Note: Call Ed Jambor @ 519-652-3761 for password).

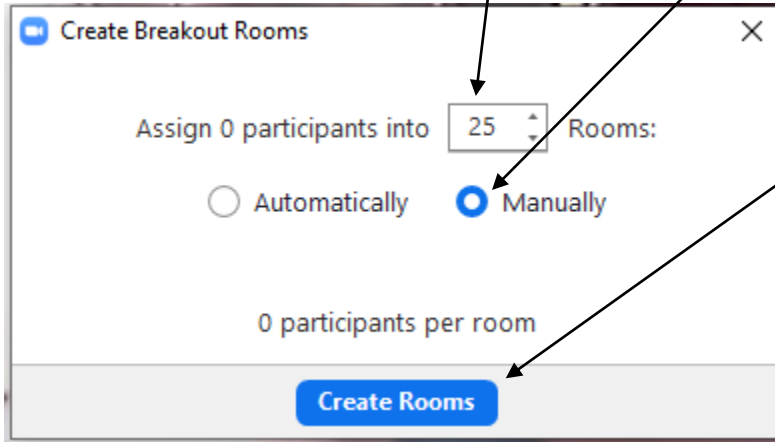
As host, you can create Breakout Rooms. Select **Breakout Rooms** from the control panel at the bottom.



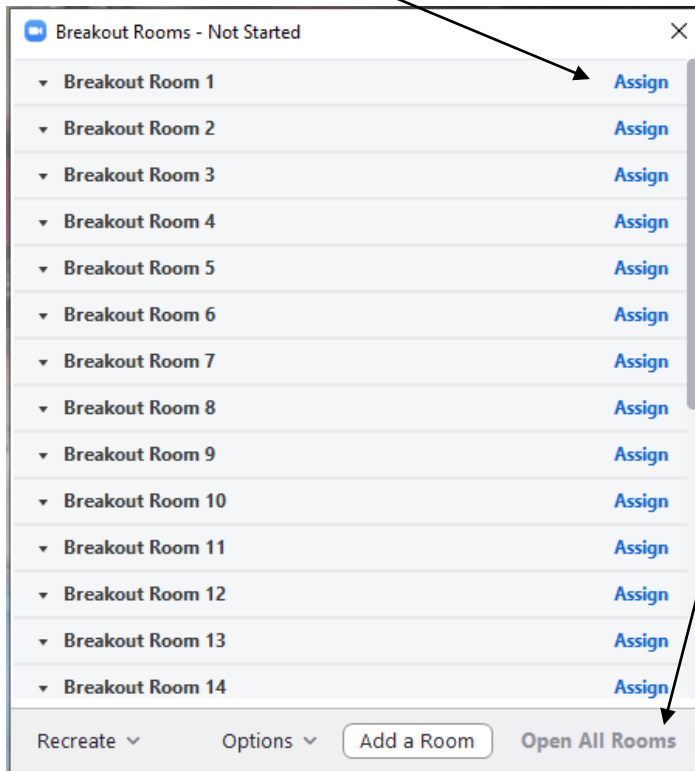
If you don't see the **Breakout Rooms** icon in your control bar at the bottom, try clicking on ... **More**



You should join the meeting early and set up the Breakout Rooms in advance. You should create more Breakout Rooms than you think you will need – you don't have to use them all, but if you don't have enough you can't go back to create more. You should select **Manually** and then select **Create Rooms**.



A new dialog box opens to show you the rooms. As soon as the first person joins the meeting, you can click the **Assign** selection beside Breakout Room 1. It will show you the name of the person and ask you which room to assign them to. Select Breakout Room 1. Now the **Open All Rooms** changes from grey to active and you must click on it to Open all the rooms.



As other people start to join, they show up at the top of the Breakout Rooms dialog box and you need to click on **Assign To** next to their name and assign the first 6 people into Breakout Room 1. As more people join the meeting, they will continue to be shown in the **Unassigned** area at the top and you can continue assigning the next 6 people into Breakout Room 2, then 3, etc. While you are doing this, everyone who is unassigned will still be in the 'main' room. Once you assign them, they will receive a message that the Host wants them to Join Breakout Room X and they need to click on **Join**. Once they click Join, they will be removed from the 'main' room.

To ensure you don't get distracted while people try talking to you, you may want to turn your video and audio off. People will see a black screen with the host's name (SLR London) but won't be able to see or talk to you. At the 40-minute mark you can **Broadcast a message to all** that the meeting will end in 5 minutes. Then, after the 45 minutes is up you click on **Close All Rooms** and everyone will be put back into the 'main' room. Everyone will now see all the people who have joined. Although it's a bit chaotic, it's fun to see all the faces so you can leave them there for a few minutes and then at some point you then **End** the meeting.

As the Host if you want to join a Breakout Room just click the **Join** button beside the room you want to join. Anyone in a Breakout room can ask for help. If they do so, you will receive a note inviting you to join their Room.

