

Using Zoom for your meetings & campaign calls

Email copy

We will be using the software Zoom to facilitate the call – it's very easy to use. If you have not used Zoom before, it is very similar to Skype and allows large groups to discuss issues face to face online. Please use [this link](#) at XX:XX to join the call on your desktop/laptop or mobile phone.

If you are using a mobile phone, you will need to download the Zoom app before joining the call, you can download them through the links below;

Apple Store: <https://apps.apple.com/gb/app/zoom-cloud-meetings/id546505307>

Android: https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_GB

Using Zooms Functions

Zoom is video conferencing software and is available free of charge as a Desktop & mobile app, and is great for both small meetings & larger campaign calls, allowing 1000s to join. Zoom has a free license that will work for most kinds of meetings, allowing you to host meetings of up to 40 minutes for up to 100 participants - for meetings that are longer & want more participants, you'll need a monthly license.

To get started, you'll need a laptop or mobile with internet or data connection (it's recommended that the host of your meeting has a strong & reliable connection) with camera & microphones, which come with most smartphones & new Laptops. [Download zoom](#) to be able to schedule & setup the meeting, and remember anyone using the app on mobile will need to download it to be able to join, so it's recommended you tell participants in plenty of time how to do this along with your meeting link.

It's recommended hosts, chairs & facilitators use zoom on desktops as the app is slightly easier to manage on larger screens.

For a guide on how to use zoom, please check out some quick [youtube](#) guides or head to zoom's FAQ, but here's a quick guide to the most useful features.

- **Breakout groups.** Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups, which is great for discussion points and collaboration, especially useful if there's any training element to your call. To use breakout rooms, the host simply selects the option from the meeting controls and can pick how to split up the meeting into smaller groups. Individuals then simply accept the invitation and use the time limit set by the host to discuss!

- **Scheduling meetings.** It's really simple to schedule meetings on zoom - allowing you to setup a meeting link that will open the conference call at the specific time you set. This allows you to send 1 specific link around to participants and from there, anyone with the link can join. You can do this by opening the zoom app and selecting 'schedule a meeting', setting a time and date for when you want it to start, allowing people to easily put in digital calendars and open the link at the time set.
- **Sharing screen.** If you have a visual aid - whether that's meeting notes, slides, a video or webpage that you want to use in your meeting, zooms screen sharing function makes that possible. With the screen share button (the green button, when meetings are live), you can choose to share your screen, from any open programme on your computer - you can even open a digital whiteboard

Chairing your Zoom & other tips

- **Plan!** Make sure you have a chair & host in place for each meeting. For larger meetings & calls with lots of people who don't know each other, try & find someone to facilitate who is free to post regular updates & notes in the chat, and record questions for the host to read out.
- **Begin with ground rules.** We want everyone to feel they have the chance to contribute in friendly & informative surroundings so set out clear rules of behaviour, for example, raise hands to speak, no abuse or spam in the chat and time limits of raising points/questions etc. Appoint a chair and a time limit. If you want, the host/s can automatically mute all participants to make it easier for 1 or 2 speakers to be heard
- **Make it clear what the purpose of the meeting is.** Ideally, write up a 1-2 sentence summary of the aims & outcomes of the meeting to put in the Zoom chat. Have the host/chair clearly explain what the format & agenda for the meeting is.
- **Check that all zoom functions are working.** Test this beforehand and quickly check everyone can hear & see clearly as well as use the chat function. Use this to introduce the functions of zoom too.
- **Introducing the chair** - asking people to introduce themselves if the group is small enough.
- **Have an ask ready.** If you're running a meeting with follow up tasks, for example joining a whatsapp team or mapping an area, then it's important to have a clear ask and encourage people to do it throughout the meeting. Make it clear & understandable, make sure you have links ready and explain what you're asking people to do in the call.
- **Discuss any data protection concerns.** If you are using personal data as part of any planned activity, Zoom is a great way to discuss these with other members. If any concerns remain unresolved, you can email dataprotection@labour.org.uk for more advice