



## Leader's Guide to Zoom

### Claiming Host after Blank Hour

1. After joining the Global Family 24-7 Online Zoom room, hosted by Aqueduct Project, follow these steps to claim host:
  1. Click "**Participants**".
  2. Click "**Claim Host**" at the **bottom** of the participants **list**.
  3. Enter your **host key** (provided on the **Global Family Leadership Instruction Guide** — **please do not share with anyone but your host/tech team**).
  4. Click **Claim Host**.
2. To make a **co-host**:
  1. Click "**Manage Participants**".
  2. Click on the "**More**" button next to the Participant's name.
  3. Click "**Make Co-Host.**"
  4. A box will pop up to confirm your selection of co-host, click, "**yes.**"

Note: We recommend making your Tech Host the main Zoom Host and the Prayer Facilitator as co-host. For a **visual training**, go to GlobalFamily PrayerRoom YouTube page or go to this video link: <https://youtu.be/bXbgsRxKkng> .

---

### Claiming Host from another Host

1. Please log into the Global Family 24-7 Online Zoom Room about 5-10 minutes prior to your hosting hour beginning.
2. Click on "**Participants**" and locate the host.
3. Click the "**more**" button next to the host's name and click "**private message**".
4. Message the host and **identify yourself** as the host of the next hour. They will respond and at the end of their hour, they will announce the new host's name and say that you are taking over for the next hour.
5. The current host will then follow these steps to **transfer host**:
  1. Click "**Participants.**"
  2. Click the "**more**" next to the new host's name.
  3. Choose "**Make Host**".

Note: Please follow the same transfer host instructions at the end of your hour for transferring to the next host. For a **visual training**, go to GlobalFamily PrayerRoom YouTube page or go to this video link: <https://youtu.be/bXbgsRxKkng> .

---

## What do you do if there is a blank hour after yours?

1. Please announce at the end of your hour that the next session will be beginning soon.
2. Click the **“Leave Meeting”** button NOT “End Meeting for All.” This will leave the room open for the host coming after the blank hour.

---

## What do you do if you accidentally hit the “end meeting for all” or the Zoom room closes accidentally?

1. Immediately call (not message), Kirk Fraiser, on What’sApp or Signal via +1-469-974-1923. He will relaunch the Zoom room then transfer host back to you.

Note: We are looking for someone from each continent to be on call for re-launching the Zoom room during a period of hours. If you are interested in being an on-call tech host, please contact Kirk Fraiser at [kirkfraiser@gmail.com](mailto:kirkfraiser@gmail.com).

---

## Security Training: How do you Mute or Stop Videos?

Note: As hosts, you are able to mute or turn off videos of participants. The Tech Host should be responsible for monitoring participant’s videos and audio feeds.

If someone is a distraction or disruption to the group, we recommend muting and/or turning off the participant’s audio/video.

To **Mute** or **Turn Off Video** of a Participant:

1. Click **“Participants”** at the bottom of your screen.
2. **Scroll over** OR click **“More”** option next to their name.
3. You can now choose to **“Mute”** or **“Turn off Video”**
4. We recommend a host now private messages the participant to let them know that they were muted/video turned off so they are aware and can unmute if called upon.

Note: For a **visual training** on this, go to GlobalFamily PrayerRoom YouTube page or visit this link: <https://youtu.be/XeKVuEkUOjQ> .

---

## How do you Screen Share a YouTube Worship Video?

1. We recommend having your content that you want to share ready to go on another screen. If it’s a YouTube video, please also make sure to play past any ads prior to sharing the video.
2. When you’re ready to share your screen, ask your Tech host to **“Mute All”** and then click the green **“Screen Share”** box at the bottom of your screen.

3. A dialog box will open up, **choose the screen** that has the content you would like to share. For instance, the YouTube screen might be the one that you choose.
4. If you're choosing a screen share that will have video/audio, please **check the boxes** at the bottom of the dialog box marked **"Share Computer Sound"** and **"Optimize Screen Share for Video Clip"**.
5. Click blue **"Share"** button. It will automatically take you over to the screen you chose. Make sure to choose the **"Full Screen"** option for easier viewing for the participants.

Note: For a **visual training** on how to Screen Share, go to the GlobalFamily PrayerRoom YouTube Channel. Or go to this link: <https://youtu.be/qfBTB5NyZnc>

---

## How do you Screen Share a Google Slides or PowerPoint Presentation with Prayer Points?

1. We recommend having your content that you want to share ready to go on another screen (meaning open on your browser). For a Google slide, for instance, have it selected and on the right page. Click the **"Present"** button in the top right hand corner of the browser. Now go back over to the Zoom room.
2. When you're ready to share your screen, click the green **"Screen Share"** box at the bottom of your screen.
3. A dialog box will open up, **choose the screen** that has the content you would like to share. For this example, there will be multiple Google Slides views but choose the full screen version of the Google Slides Presentation.

Note: No need to check the boxes at the bottom of the pop up regarding audio. For a **visual training** on how to Screen Share, go to the GlobalFamily PrayerRoom YouTube Channel. Or go to this link: <https://youtu.be/qfBTB5NyZnc>

---

## How do you divide your Participants into "Break Out Rooms"?

Note: You can break out into 50 separate groups, either automatically or manually. Only the host or co-host can assign participants. The hosts are able to start, assign, and end the rooms. As host, you are able to move between each break out room and broadcast a message into ALL rooms (for example, in order to bring the group back together). Only the main host, the Tech host, will receive a notification of help from participants in a break out room.

1. Choose the **"Breakout Rooms"** option at the bottom of Meeting Room or under the Meeting tab.
2. Select the **number of rooms** you would like to create. A Breakout Rooms menu will pop up.
3. Click **"Options"** at bottom left hand of break out rooms menu.
4. We recommend selecting the **"Move All Participants into Breakout Rooms Automatically"** and mark **"Breakout Rooms Close Automatically after: (example, choose 5 minutes)."**
5. Also click **"Set Countdown Timer: (example 60 seconds)"**. This gives the Breakout Rooms notice that they need to wrap up their prayer.
6. Now inform the participants of what they need to be doing in the Breakout Rooms then click **"Open All Rooms"** and that will send participants into rooms.
7. If you would like to broadcast to all the Breakout Rooms prayer topics or some other information, you can choose **"Broadcast to All Rooms"** at the bottom of the Breakout Room menu screen then type your message in the box.

Note: The hosts that launch the Breakout Rooms will be left in the main room but you can manually join any of the Breakout Rooms from the list on the Breakout Rooms Menu pop up mentioned above. Only hosts can enter/leave rooms manually. If you want to stop the rooms early, select **“Close All Rooms”** on your menu, that will bring all the participants back to the main room.

If participants need help in their Breakout Room, participants may select **“Ask for Help”** and hosts will be notified and can join that room manually to assist.

---

If you have any questions, please email [globalteam@globalfamily24-7prayer.org](mailto:globalteam@globalfamily24-7prayer.org) and a team member will get back to you as soon as possible.