

Here are few best practices to improve your group experience with Central Online:

- Download and install Zoom (<https://zoom.us/download>) to your device and make sure your camera (if capable) and audio are working properly
- Test your video/audio/internet connection prior to the meeting at <https://zoom.us/test>
- Make sure that you have a good wifi-signal. We recommend a minimum speed of 20mbps. Speed test available at <http://speedtest.net>
- Headphones are preferred, but if you need to use your computer speakers, lower the volume to avoid echoing
- If you are having audio issues, you may also dial into the conference call
- Be sure the location you are in is quiet and background noise is at a minimum
- If connecting from a laptop, plug in the laptop wall power. Battery use can adversely affect video quality.
- The room should be well lit, avoid any backlighting behind your head
- Join a few minutes early so that the meeting starts on-time. Please remember that all our online gatherings times are in Central Time Zone
- Please bookmark your Group Zoom link as this will be the same link for all meeting calls in the future.
- If you have completed steps above and are still experiencing issues, please call this hotline where you will be connected with someone from our team: 618-242-4185 x28

CHANGING ZOOM SETTINGS

This is a checklist of changes you need to make to your Zoom account settings. Make sure you login to Zoom on a computer web-browser: <https://zoom.us/signin>

- Audio Type- Computer Audio
- Join Before Host (OFF)
- Chat (OFF)
- Private Chat (OFF)
- File Transfer (OFF)
- Allow host to put attendee on hold (ON)
- Screen Sharing (OFF)

ARTICLES ON ZOOM SECURITY & FACILITATOR BEST PRACTICES

Don't post the meeting link on social media accounts (or other public way. Email or text the link to the participants.

The waiting room feature on Zoom is very helpful. When you schedule a meeting, it's one of the "Advanced Options". You should be be to admit each person to the room. That way, if you see someone trying to login that you don't recognize, you have the control to not admit them to the meeting. This might be tougher to do (could take a while) if you had a large group, You might be able to assign a co-host so they could help you with admitting people to the room, too.

<https://www.businessinsider.com/zoom-settings-change-avoids-trolls-porn-2020-3#while-youre-at-it-disable-file-transfer-too-its-automatically-toggled-on-but-this-would-allow-anyone-to-send-you-a-file-during-a-call-if-youre-doing-public-zoom-calls-definitely-toggle-this-to-off-as-well-3>

<https://www.tomsguide.com/news/stop-zoom-bombing>

https://lookaside.fbsbx.com/file/Zoom%20-%20Best%20Practices%20_%20Tim%20Choi.pdf?token=AWzQ2QR2jaKWt0lHe4Rtyqcp1BhfXkxmstyNj15BWayM9_nqHXg7cnwC8yltyFtdgZ2dblCqiqmedPQhoCsPFtpc-jlJKNW6Q2sn3vT9PRTgHvUpnu9tFUBc-ljq0KaOEwShnCQUxGNjeLLp6JASgRyN2fj_hlWClmsPLi6JoERqZnEV_Q3xsFSpO_z2wmNH-y-MSgdRI_62z1zBslg4wQ09