

# Scouting at Home

## The Leader's Guide to Zoom



This is a quick reference guide to “How to Zoom”. If you would like further assistance, please speak to your Group Leader, District Commissioner or email [scoutingathome@scoutsvictoria.com.au](mailto:scoutingathome@scoutsvictoria.com.au)

Please note; this is a live document. Text that is blue and underlined can be clicked on to take you to more information.

### Child Safe Practices

Child Safety is our top priority, whether in the hall, on camp or online. This guide is just one part of our Child Safety practice. Please also read the documents listed immediately below. These will help us run safer meetings. Our Code of Conduct and list of unacceptable behaviours still apply online.

### Child Safe Scouting at Home

[For Leaders](#)

[For parents and carers](#)

[For youth](#)

### Tips for running a safer Zoom meeting:

While this document will take you through Zoom in a step-by-step fashion, these functions will make your Zoom meeting safer.

- Use the password function to avoid unexpected people joining you.  
<https://support.zoom.us/hc/en-us/articles/360033559832-Meeting-and-Webinar-Passwords>
- Use the waiting room, so you only let Scouting people in.  
<https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>
- Set screen share to “host only”  
<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>
- Disable “join before the host”. It’s a bit like letting the kids into the hall before you arrive!  
<https://support.zoom.us/hc/en-us/articles/202828525-Join-Before-Host>
- You could disable the chat function, including private chat between participants  
<https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat>
- Share the work: the host Leader can make a fellow Leader a ‘co-host’ so they can help manage muting and the supervision of the room. Just like at the hall, they can help with sharing content when appropriate. It also means, if you use “break out rooms”, Leaders can move between “rooms” just like you do in the hall to check in on Patrols or Sixes.  
<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>

There is a great video on Meeting Controls at: [https://www.youtube.com/watch?v=ygZ96J\\_z4AY](https://www.youtube.com/watch?v=ygZ96J_z4AY)

- Some of these settings need to be done in each meeting invite, or during each meeting.
- There are more functions if you pay for Zoom (about \$20 a month).

Also:

- Be aware anyone could be recording your meeting, without permission.
- For younger sections, send meeting invitations to parents. For older sections, send to both parents and youth.
- Remember you are always visible.
- Don’t eat or drink anything you wouldn’t eat or drink in the hall.

Leaders are learners too:

- Understand some Leaders and youth members will be better at this than others - allow time for everyone to learn
- Look after yourself as Leaders too – this is a new world for you, ask to visit other Groups to learn and share your experiences (as travel isn’t required this should be easier to do)
- Enable Leaders to share their experiences good and bad – learn by doing!

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## Privacy and Information Management

### Be sure to obtain parental consent

Please remember that the obligation to obtain parental consents, where required, as it pertains to youth and their data rests with our Leaders. Zoom relies on you to obtain consent from parents for their children to use the Zoom services. Our organisation should be able to demonstrate compliance with the parental consent requirements contained in the Australian Privacy Principles and other applicable laws.

### Supervised Account Creation

Youth members under the age of 18 should not go to [www.zoom.com](http://www.zoom.com) to create an account because

- they should only be joining Zoom meeting sessions as participants (not separate account holders) through the Groups Subscriber's account
- minors are not permitted to create an account per Zoom's Terms of Service. The Groups Subscriber's account administrator (e.g., Leaders) should securely and confidentially provide meeting information and meeting passwords to the Youth users to ensure the Group can maintain supervision and control over its users' meeting experiences. If Youth have already signed up for individual accounts, Zoom can assist Groups in fixing this.

## How do we do this - Zoom

**Zoom will be able to be set up at a group level and is no cost below are the features.**

- Host up to 100 participants
- Unlimited 1 to 1 meetings
- 40 mins limit on group meetings
- Unlimited number of meetings
- Online support

### Video Conferencing Features

- HD video
- HD voice
- Active speaker view
- Full screen and gallery view
- Simultaneous Screen Share
- Join by telephone call-in
- Virtual Background

### Web Conferencing Features

- Desktop and application sharing
- Personal room or meeting ID
- Instant or scheduled meetings

- Chrome & Outlook plug-ins
- Scheduling w/ Chrome Extensions
- MP4 or M4A local recording
- Private and group chat
- Host controls
- Raise hand

### Group Collaboration Features

- Breakout Rooms
- Mac, Windows, Linux, iOS and Android
- Group messaging and presence
- Screen share any iPad/iPhone app
- Co-annotation on shared screen
- Keyboard/mouse control
- Whiteboarding
- Multi-share

### Security

- Secure Socket Layer (SSL) encryption
- AES 256 bits encryption

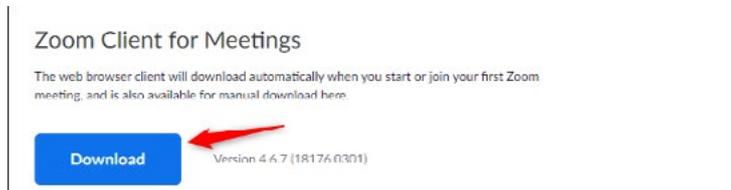
## How to Download Zoom

If you want to watch a tutorial to download Zoom [click here](#). There is added instructions in the video for those using Chrome and Firefox or who want to integrate through office 365 otherwise follow the below instructions.

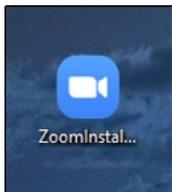
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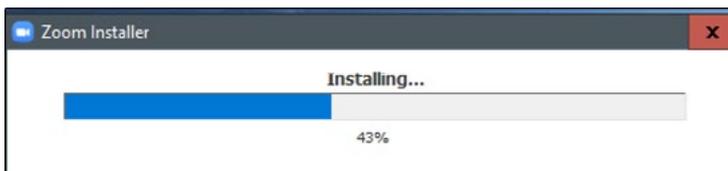
If you're just joining a Zoom meeting, you don't need to have Zoom installed on your computer. However, if you're the host, you'll need to download and install the software package. To do so, go to [Zoom's Download Centre](#) and select the "Download" button under "Zoom Client for Meetings."



Choose the location on your computer where you'd like to save the download. Once the download is finished, "ZoomInstaller" will appear.



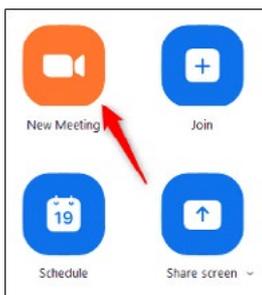
Run the software, and Zoom will begin installing.



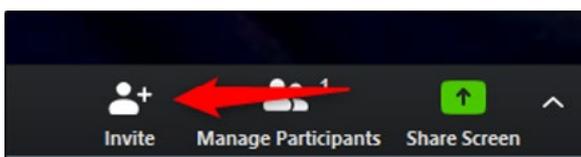
Once the installation is complete, Zoom will open automatically.

## How to Set Up a Zoom Meeting

When you start Zoom, you'll be offered a few different options. Select the orange "New Meeting" icon to start a new meeting.



Once selected, you'll now be in a [virtual video conference](#) room. At the bottom of the window, select "Invite."



A new window will appear, presenting various methods for inviting people to the call. You'll be in the "Contacts" tab by default.



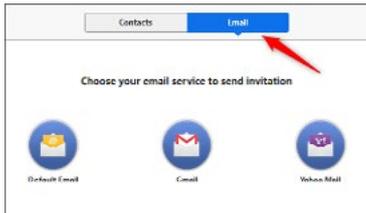
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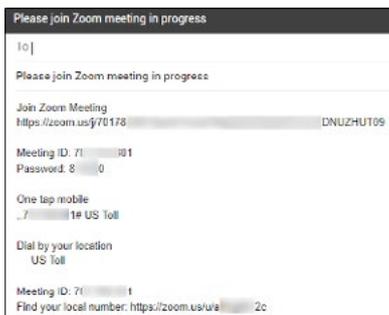
If you already have a list of contacts, you can simply select the person you want to contact and then click the “Invite” bottom in the bottom-right corner of the window.



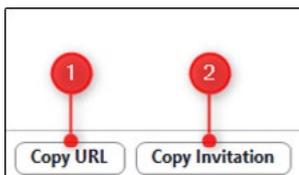
Alternatively, you can select the “Email” tab and choose an email service to send the invitation.



When you select the service you'd like to use, an email will appear with the different methods for the user to join your meeting. Enter the recipients in the “To” address bar and then select the “Send” button.



Finally, if you want to invite someone via other communication, you can (1) copy the video conference invitation URL, or (2) copy the invitation email to your clipboard and share it with them directly.



All that's left to do is wait for the recipients of the invitation to join the call.

Once you're ready to end the conference call, you can do so by selecting the “End Meeting” button in the bottom-right corner of the window.

## Managing a Zoom meeting as a host

As the host in a meeting, you can manage the participants. By default, any participant in a meeting can share their video, screen, and audio but you can limit who can share their screen, video, and audio to learn the basics of hosting a meeting [click here](#) to view a short video tutorial.

### Controls for hosts and co-hosts

With meetings, hosts and co-hosts can control the following features:

- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Prevent participants from [screen sharing](#)

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- Rename a participant
- Put a participant [on hold](#) if enabled
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone new from joining
- Place participants in waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the host)

Only hosts have access to these features:

- Give a participant the ability to [record locally](#)
- Make a participant [host or co-host](#)
- Enable [waiting room](#)

## Waiting Room Overview

The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once. You can send all participants to the waiting room when joining your meeting or only guests, participants who are not on your Zoom account or are not signed in. Waiting room can be very useful so you know you have only allowed members from your section into the meeting. Learn more about meeting room [here](#).

Participants will see the following screen when joining a meeting with Waiting Room enabled:



## Controls for managing participants

For windows or Mac

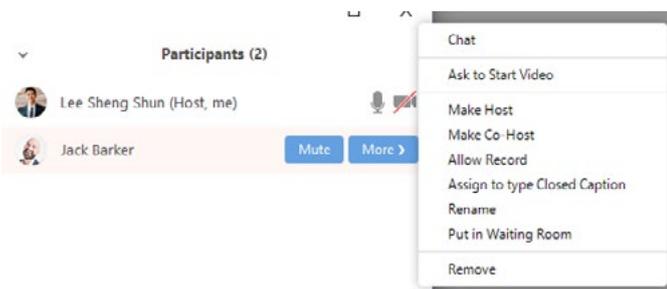
1. Click **Manage Participants** in the host controls to display the participants list:



2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:



3. Hover over a participant and click **More** for these options:

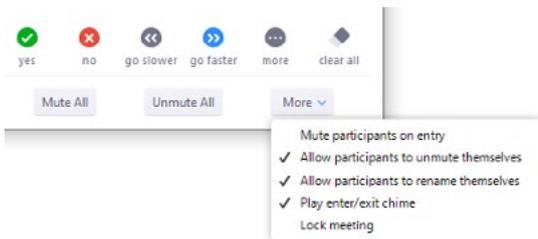


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- **Chat:** Open the [chat](#) window to send messages directly to the panelist.
- **Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.
- **Make Host (only available to the host):** Assign the attendee to be the host. There can only be one host.
- **Make Co-Host (only available to the host):** Assign the attendee to be a [co-host](#). You can have an unlimited number of co-hosts.
- **Allow Record (only available to the host):** Allow the attendee to start or stop a [local recording](#) of the meeting. Attendees do not have access to start a [cloud recording](#).
- **Assign to type Closed Caption** (only available to the host): Assign the attendee to type [closed caption](#) during the meeting.
- **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.  
**Note:** To change your own name that is displayed, hover over your name in the participants list and click
- **Rename.** You can permanently change your name in your profile.
- **Put in Waiting Room:** Place the attendee in a virtual [waiting room](#) while you prepare for the meeting. The host must enable waiting room for this option to appear.
- **Put On Hold:** If the waiting room is not enabled, you'll see this option to [place the attendee on hold](#).
- **Remove:** Dismiss a participant from the meeting. They won't be able to re-join unless you [allow participants and panelists to re-join](#).

You will also have access to enable or disable these options at the bottom of the participants list:



- **Mute All / Unmute All:** Mute or unmute all participants currently in the meeting.
- **Mute participants on entry:** Automatically mute participants as they join the meeting.
- **Allow participants to unmute themselves:** Participants can unmute themselves if they want to speak to others in the meeting.
- **Allow participants to rename themselves:** Participants can change their screen name displayed to other participants.
- **Play enter/exit Chime:** Play a sound when participants join and leave the meeting
- **Lock meeting:** Don't allow other participants to join the meeting in progress.
- **Merge to meeting window:** Merge the participants list with the main meeting window. This option is only available if you separated the participants list from the main meeting window.

## Instruction for users to join a Zoom meeting

To view the quick tutorial on how to join please [click here](#). We suggest you share this video with the members of your Group to give them a better understanding on how to join.