



Amplify Groups ^{BETA} **with Video Conferencing** is a way for groups to connect online, watch videos together, and participate in group discussion. The following will guide the leader and participants through set-up and what to expect during the group meeting.

Group Leader preparation:

- Go to Amplify Groups page on my.amplifymedia.com home page (be sure you are logged in).
- Select the study group under My Groups.
- Set up your Session and invite participants by downloading the calendar invite and emailing to your group members.
- If you have not set up your group yet, please follow the instructions on the page for how to set up a group and start a session, or watch the training videos at <https://amplifymedia.com/amplify-groups/>.

Group Leader controls and tips during the meeting:

- Follow the link that you set up for your group session and select the green video play button to launch.
- Next, go ahead and select the video you and your group are going to watch by clicking on the green “search” tab in the top right navigation bar. Tip: plan to arrive a little early and have the video ready to play.
- Once you find the video click “Share with Group/Start Playing” and you will be taken back to your meeting page.
- Once launched make sure you have selected the Unmute and your personal Start Video button in the bottom right hand corner. These will appear in red when activated.
- As the leader you are the only one that can start and stop the study video. The play button is located directly below the video.
- When you start the video all of the participants will automatically be muted and will need to turn their audio back on each time the video stops. This is to cut down on noise disruption while watching the video.
- When the video is over you will have up to 60 minutes for group discussion.
- When the meeting is over select “End” in the top right corner of the navigation bar.

Participant controls:

- When participants arrive they will need to select Unmute and Start Video in the bottom right corner. These will appear in red when activated.
- Everyone has the ability to adjust the study video volume and turn closed caption on and off on their screen. However, only the leader can start and stop the video.

- Group members can use the “Raise Hand” button in the bottom right corner if they have a question or need to have the video stopped during play.
- And remember, each time the video starts participants will be muted and when the video stops participants will need to unmute themselves.

Connection tips:

- The first time you and the participants use Amplify Groups with Video Conferencing you may need to allow your Mic and Camera to access. You may see a pop-up or go to your Chrome settings.
- Here is additional support with Chrome:
<https://support.google.com/chrome/answer/2693767?hl=en&co=GENIE.Platform%3DDesktop>
- Amplify Media is in beta and is currently supported in Google Chrome and Microsoft Edge browsers on your PC and Mac.
- You will want to make sure you have version 93 or higher in Google Chrome.

Amplify Media Resource Center: <https://amplifymedia.com/resource-center/>