



## PARISH CONSULTATION WITH SMALL GROUPS

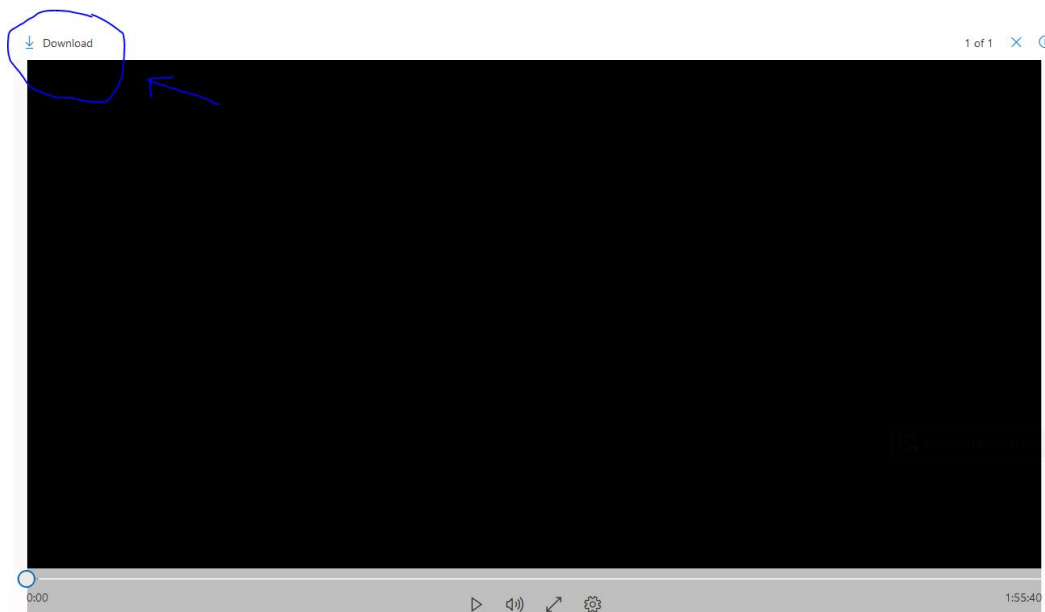
### Video Instructions for the Parish Consultation with Small Groups

Updated September 23, 2021

#### 1. Download from Microsoft OneDrive

Each week during the Parish Consultation, two "Download from Microsoft OneDrive" links - one video with captions, and one video without captions - will be posted on the Small Group Process Manager web page, [archspm.org/synodsmallgroups](http://archspm.org/synodsmallgroups). (You do not need a Microsoft OneDrive account to access this file.) Downloading is the preferred method of showing the video.

- From each link, you may do the following:
  - Download to a laptop, which you could connect to a projector to show the video on a large screen for a large group setting.
  - Download to a computer connected to a large monitor, to show the video in a classroom-sized setting.
  - Share the link with facilitators that are hosting their own small groups outside of the parish. (Please let facilitators know that the link should not be shared with others.)
- **HOW TO DOWNLOAD - CHECKLIST:**
  - ☐ At [archspm.org/synodsmallgroups](http://archspm.org/synodsmallgroups), under the session for the week, click on either the "Download from Microsoft OneDrive (with captions)" link or "Download from Microsoft OneDrive (no captions)" link.
  - ☐ You will see a video appear onscreen. Click on the **Download** button (see below). NOTE: May take two hours to download.



- ☐ Once it's downloaded, open the video file on your computer to play. (Do NOT play right from the link. The audio and video will be distorted.)

## 2. Watch on YouTube

Each week during the Parish Consultation, a YouTube link, which will be Unlisted, will also be posted at [archspm.org/synodsmallgroups](https://archspm.org/synodsmallgroups). A best practice is to give the video time to be loaded prior to playing, so that your participants may have a smoother viewing experience. This is especially important if internet speed is a concern.

- From that link, you may do the following:
  - Show the video directly on any screen with internet access.
  - Share the link with facilitators that are hosting their own small groups outside of the parish. (Please let facilitators know that the link should not be shared with others.)
- **HOW TO WATCH - CHECKLIST:**
  - ☐ At [archspm.org/synodsmallgroups](https://archspm.org/synodsmallgroups), under the session for the week, click on the "Watch on YouTube" link.
  - ☐ Start the video, skip any ads, then press pause at the very beginning of the video.
  - ☐ Leave the browser open and let the video load. You can see there's a progress bar (see [screenshot](#) for reference) that shows status.
  - ☐ To turn on captions, click the CC icon in the lower right-hand corner (see below).



## 3. Why Captions are Recommended

- While essential for those hard of hearing, captions are also helpful in allowing all attendees to better understand the teachings and testimonies they are hearing, especially as your audio quality may vary based on the technology used.

## 4. Having trouble downloading/viewing? Contact [communications@archspm.org](mailto:communications@archspm.org).