How to use Facebook Rooms to host your World Tea Party

What is a Room on Facebook?

A Facebook Room is a drop-in video chat feature from Facebook. It allows you to start a Room which means you are on a video call, others can then join the call by following a link that you share or clicking on the Room in Facebook's timeline. You can do this on the app on a tablet or phone, or from your Facebook account on a laptop or desktop. Below are instructions for both.

If you are setting up a Room for a your SPANA World Tea Party you will need a Facebook account, but you don't have to have Facebook to join someone's Room so if your guests don't have Facebook they will still be able to join in! Rooms can hold up to 50 people with no time limit.
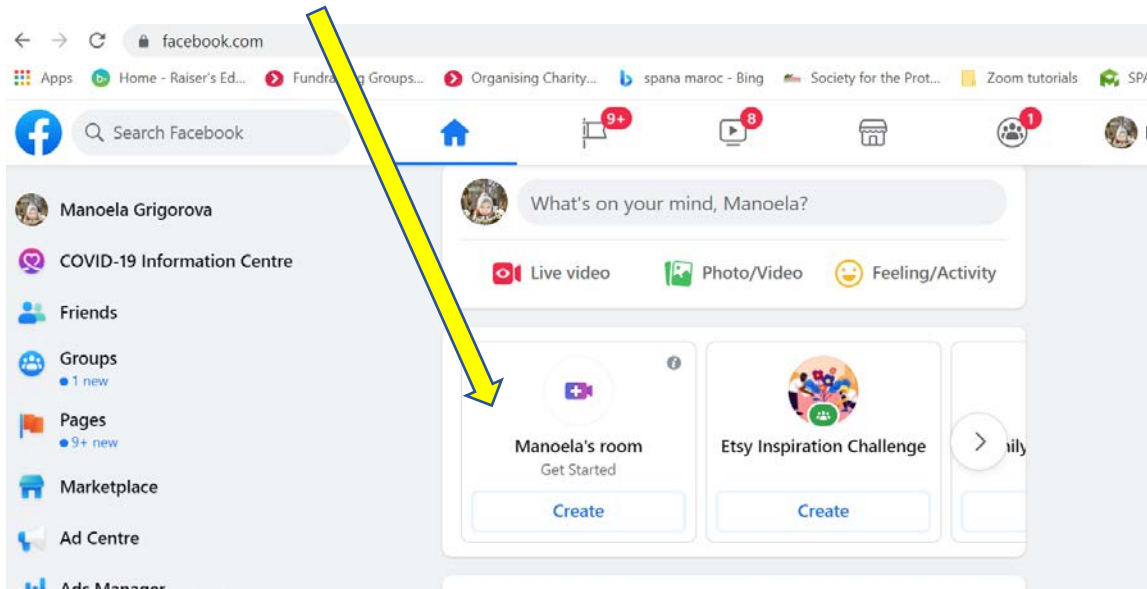
How to Set Up a Facebook Messenger Room on Desktop: Step by Step Guide
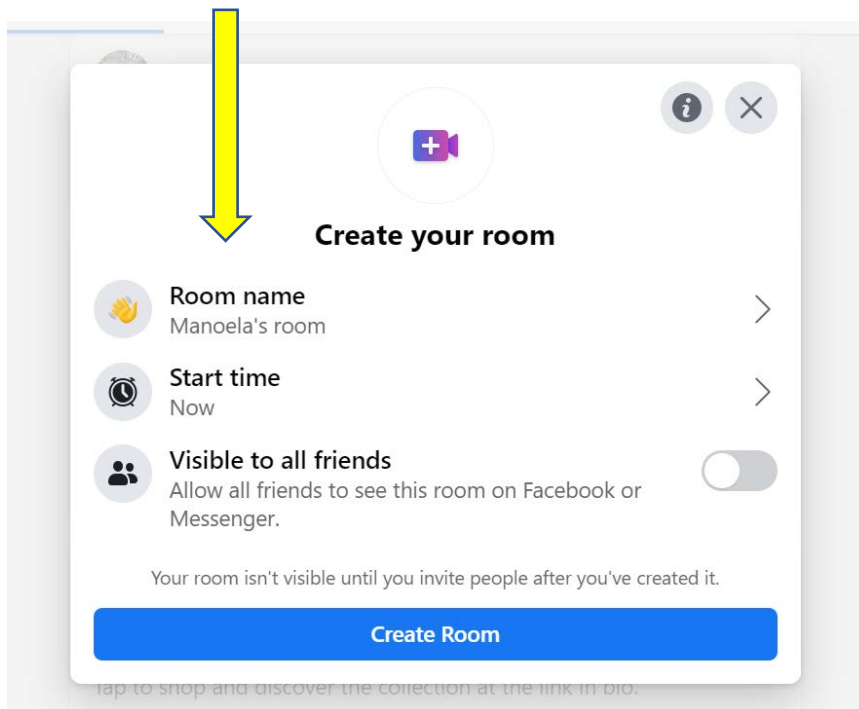
1. Log into Facebook
   First up, log into your Facebook account on your computer

2. Go to Your News Feed
   Go to your News Feed channel and you'll see a section called 'Rooms' or as below 'XXX's room and click CREATE
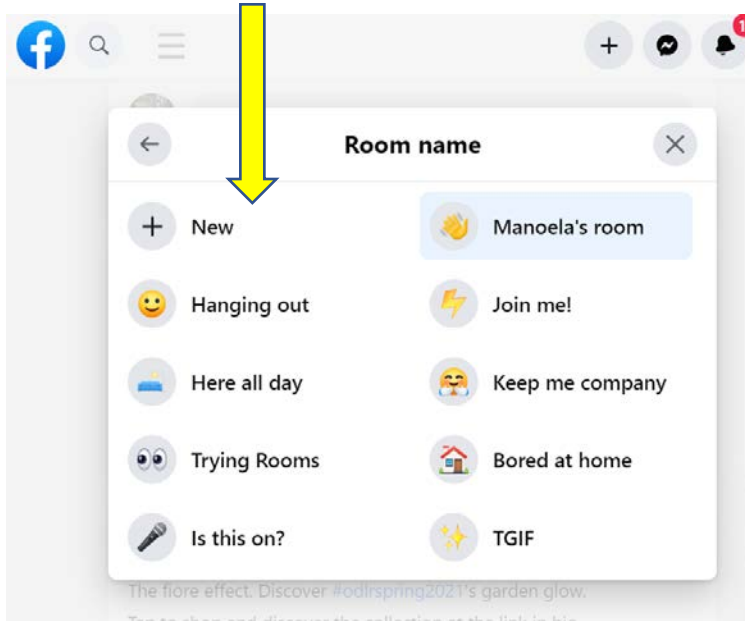

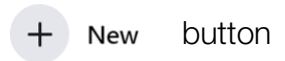Once you tap 'CREATE' a window will pop up to give you options for your Room settings.

3. **Define Your Messenger Rooms Settings**
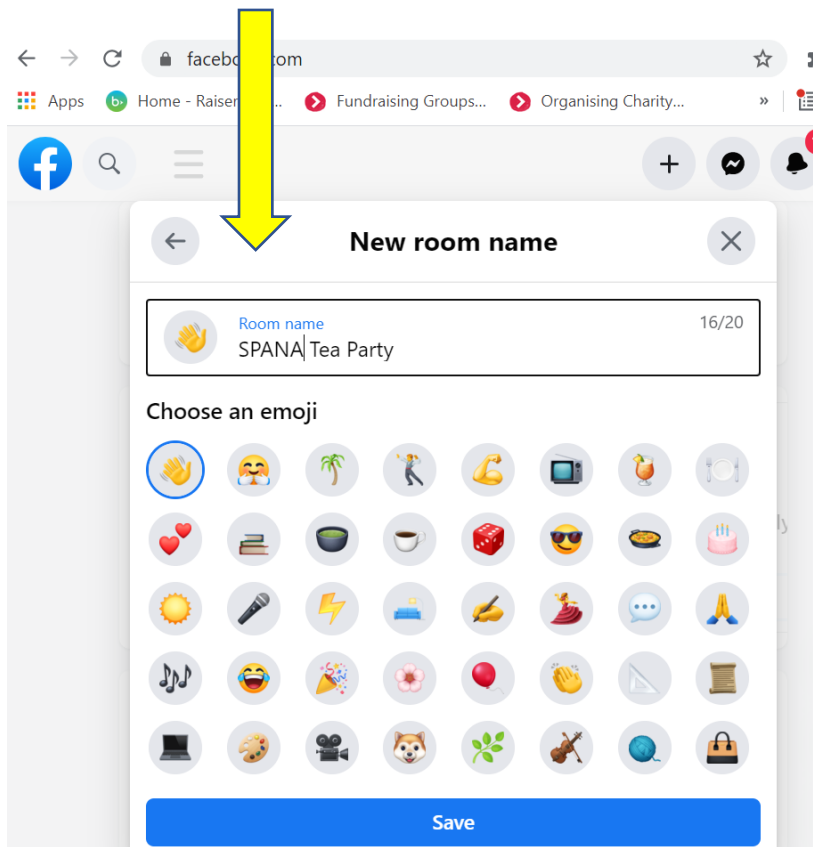Let's begin with naming your room i.e. 'Manoela's Tea Party' or 'SPANA Tea Party' etc..

Room name:
Facebook already has some ideas for you but you can name also tap the ➕ New button to set a custom Messenger Room activity, as below.

Who is invited?

Next, you can define who is invited to your Facebook Room. You can choose from either all of your Facebook friends, or a select specific friends from your list.

You'll also have the option to share a link to the Messenger Room so anyone (even people without a Facebook account!) can join your Room.

Start time

Finally, before you can start your Messenger Room, you'll need to set a start date and a start time.


There's also a handy 'Reset to Now' button which automatically sets your start time to the present time — so there's nothing holding you back from a spontaneous group hangout!

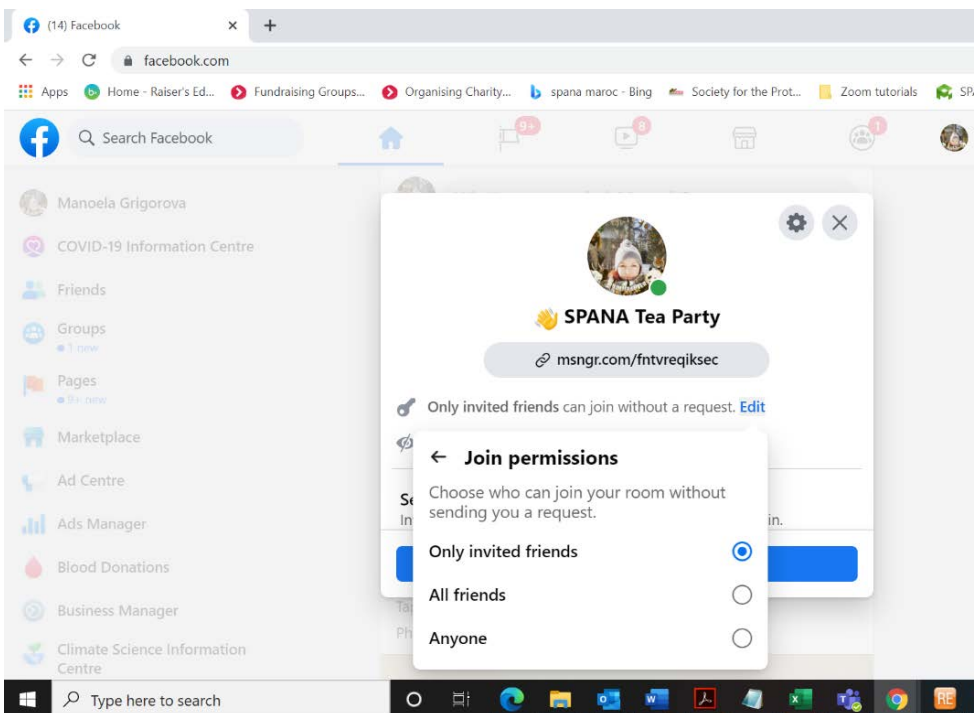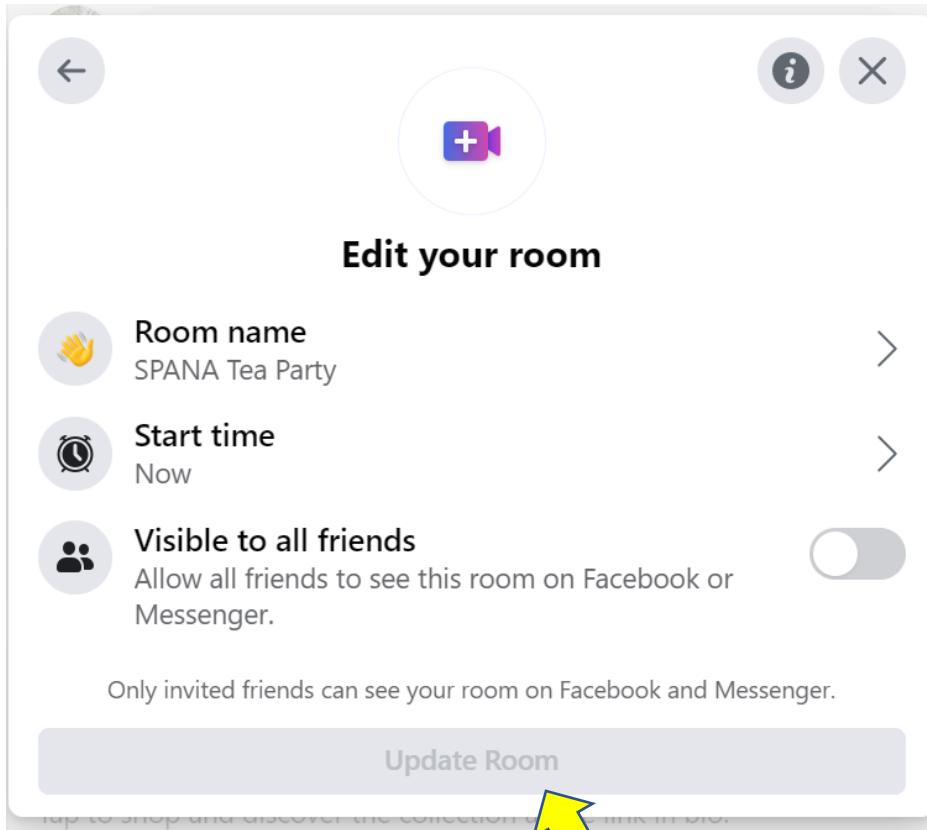4. Create Room and invite your friends

Once all your settings are complete, you'll be able to finish setting up your Room.
Simply click the **'Join Room'** at the bottom to enter and use the **unique URL link** to share your Room with friends so they can join.
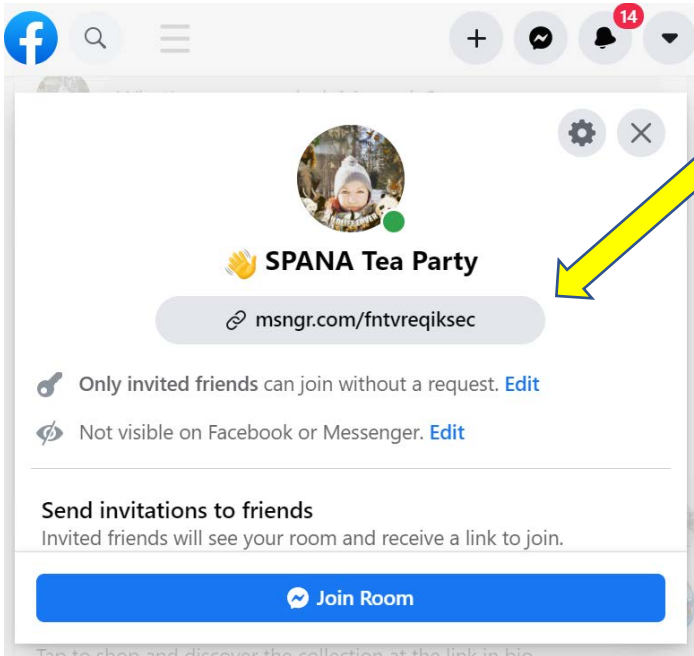
You have the options to choose who can join your room without sending you a request between **'Only Invited Friends'**, **'All friends'** or **'Anyone'**.

Edit your room

Room name
👋 SPANA Tea Party ›

Start time
🕐 Now ›

Visible to all friends
👥 Allow all friends to see this room on Facebook or Messenger.

Only invited friends can see your room on Facebook and Messenger.

Update Room

You can also choose to have your Tea Party Room visible to **all friends** on Facebook and Messenger. Once you have customised your settings, click **UPDATE ROOM, which will be clearly visible once you've set all the parameters**.

Remember: Only 50 people can join a Room at once. Now you're all set up with your Messenger Room!

How to Set Up a Facebook Messenger Room on your mobile or tablet via the Messenger App:

First, start by updating your Facebook and Messenger apps on your mobile or tablet.

For a quick and easy way to set up a Messenger Room, just follow these steps on your Messenger app:

- Update to the latest version of the Messenger app and open it.
- Tap 'Chats' near the bottom left corner of the screen. This may also be under 'People' depending on whether you are using an using an Android or Apple iOS device.

Example below on an Android device

1. Tap 'Create a Room' at the top of the screen.

2. If you're creating a Room for the first time, you might see a 'Try it' button that outlines the feature. If you rather skip it, just tap 'Done' to move past the intro info.

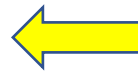Depending on the device 'Create Room' might under 'Chats' or 'People'.

Just like on desktop, the next screen will allow you to adjust who gets to join the call. Tap **'Who Can Join'** (on an iOS/Apple device) or **'Edit'** (on Android device) to get two sharing options: Anyone who has the link or only Facebook users with the link.

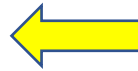14:15 🔇 🔇 🅕 •   ⏰ 📶 📶 54% 🔋

←

👋 **Manoela's room**   ⮜
msngr.com/uutgiagxswvh

Share link by clicking the share symbol

Anyone with this link can join. **Edit**

🔍 Search

Search for your friends names or simply add them as you go.
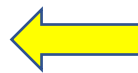
When you have invited those you intended to, click **'START ROOM'**.

START ROOM

||| ◯ ‹

Anyone with the link or invitation can join the call.
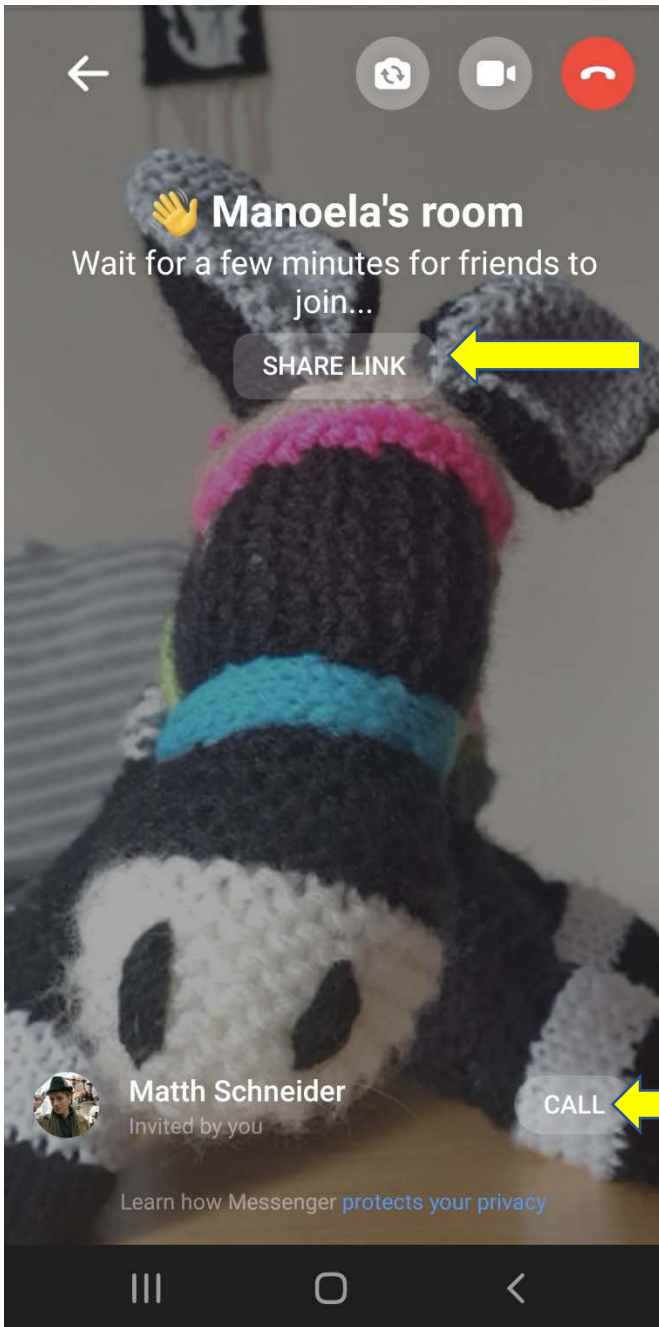
You can also share the link when you're in the Facebook Room…

Your guests will appear here – you can also press 'CALL' on each individual, to nudge them into joining the meeting.
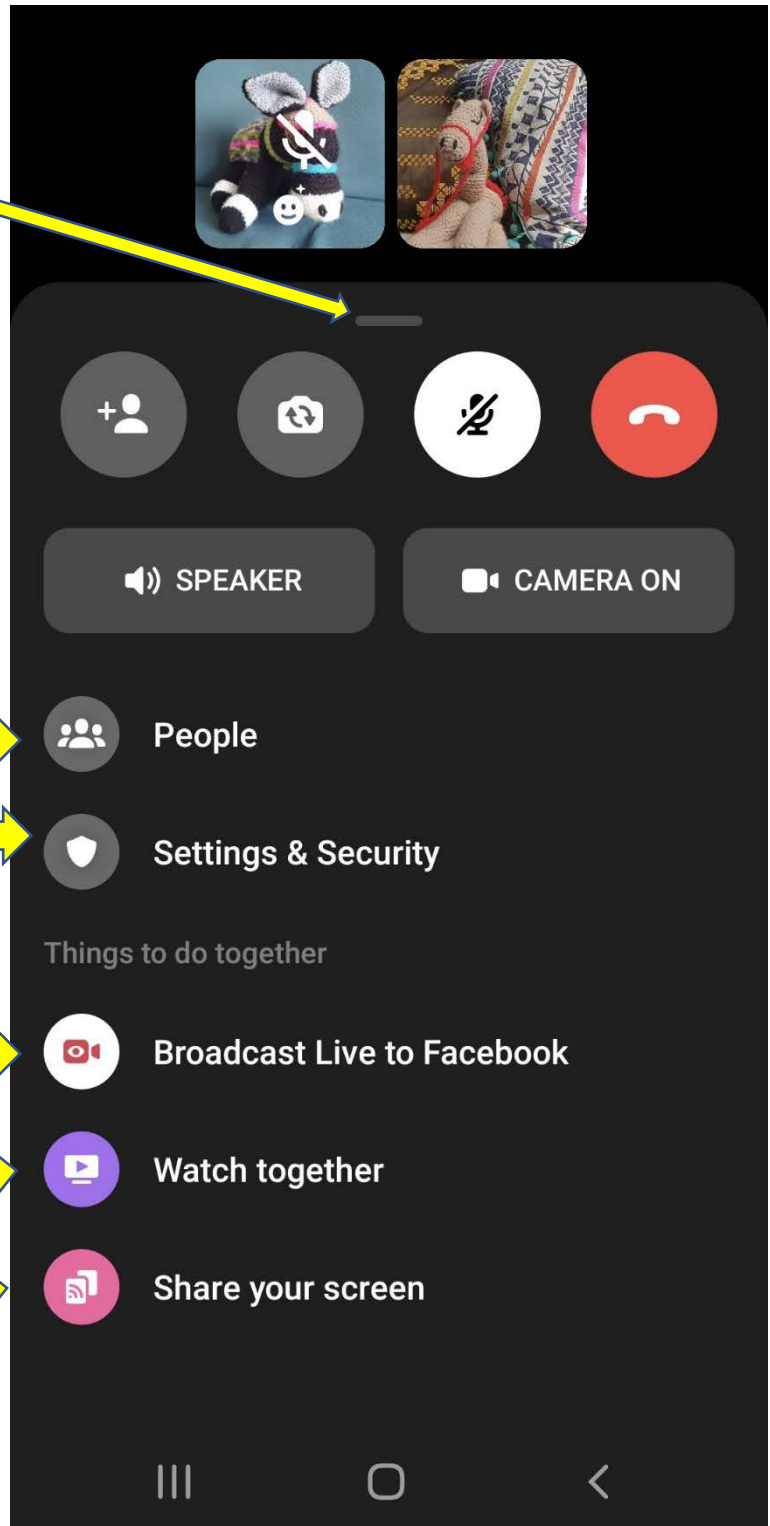
You're now in the call! Have a Fantastic Tea Party!

Once you are in the call, you will find a set of actions and adjustments when you pull up the screen by this lever.

SPEAKER

CAMERA ON

Here, you can invite more people to the room

People

Change your settings here

Settings & Security

Things to do together

You can broadcast LIVE to Facebook

Broadcast Live to Facebook

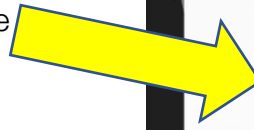And watch something i.e. a video together
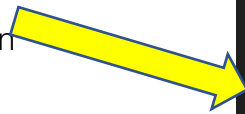
Watch together

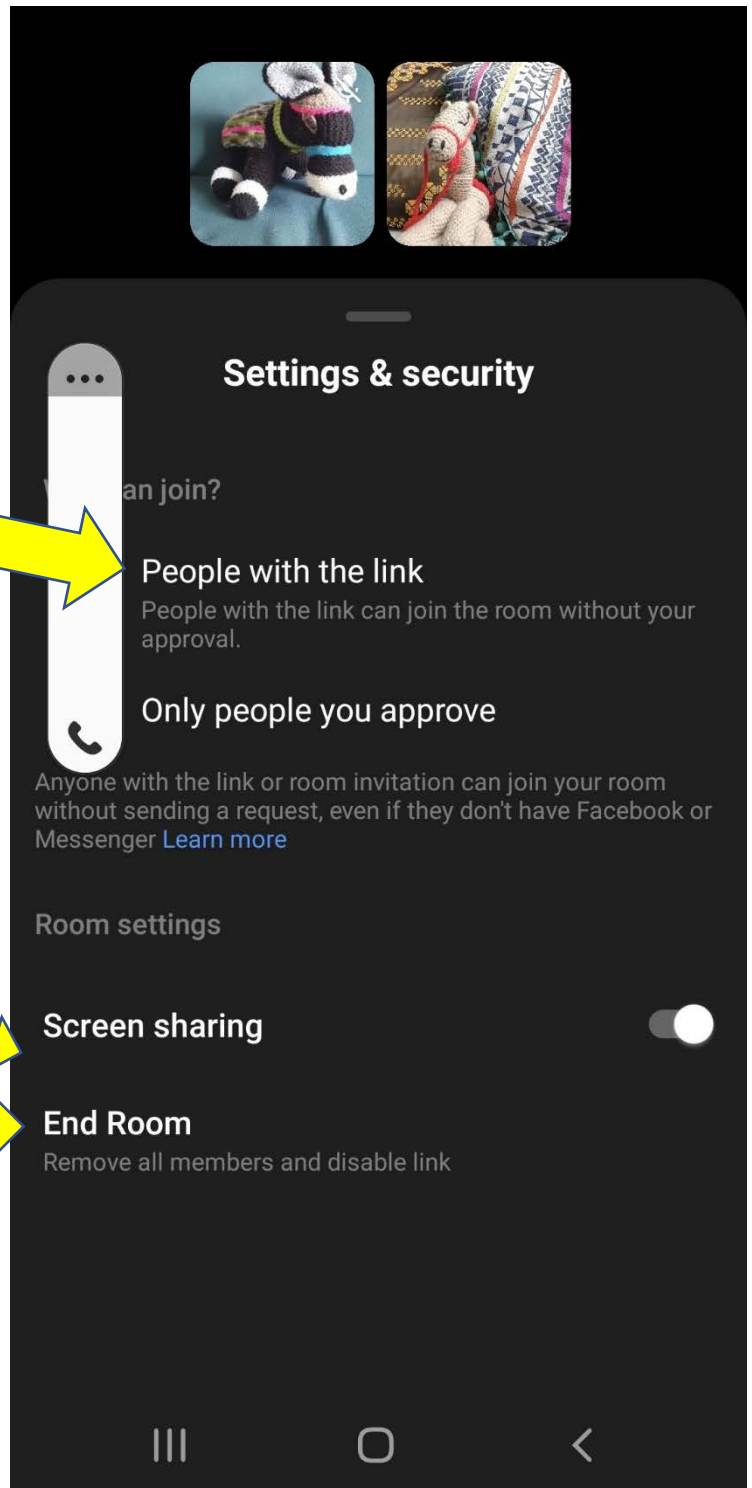Or share you screen!

Share your screen

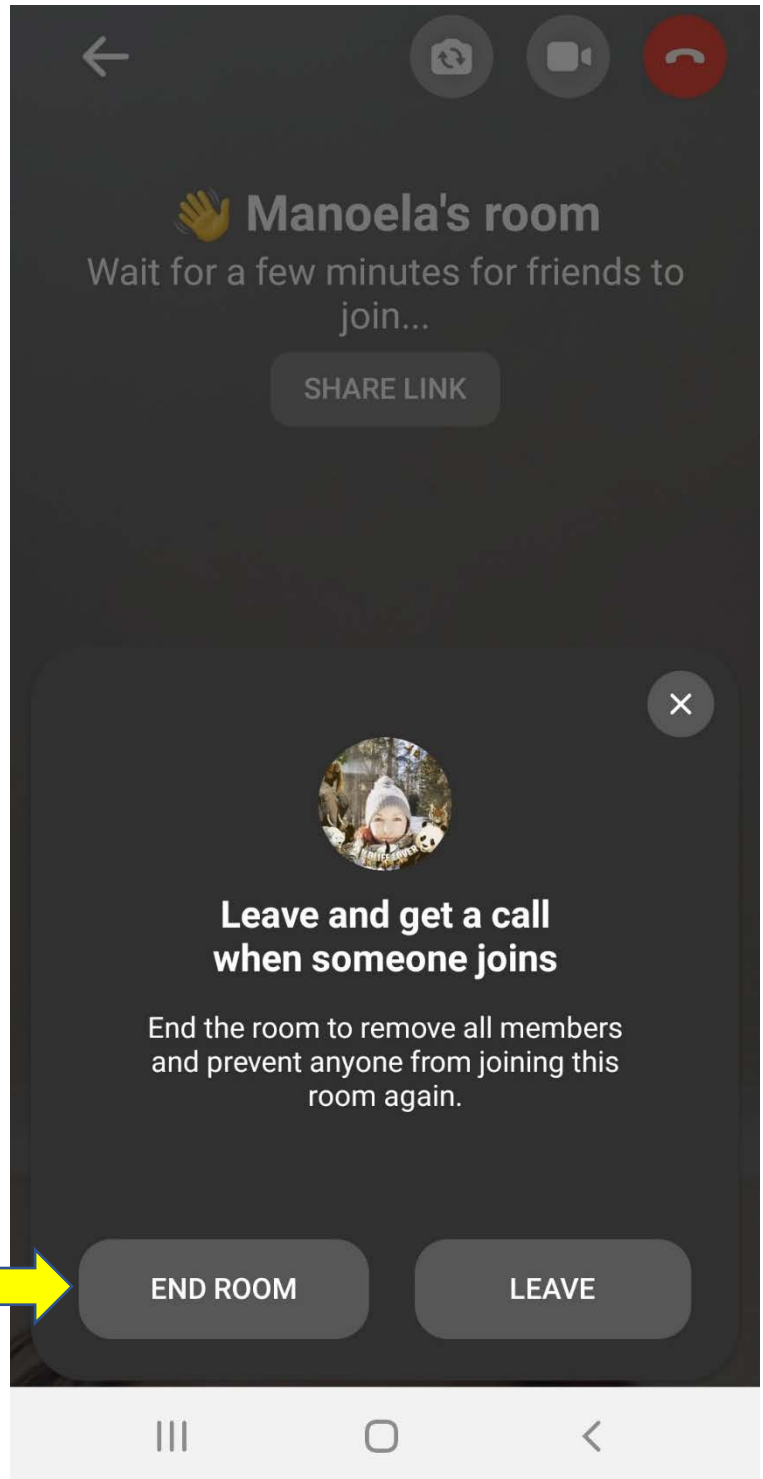In the setting you also will find **'Who can Join'** and limit to those that have approval only.

You can also set screen sharing settings, to either allow your guests to screen share or not.

You can end the room for everyone here

Settings & security

Who can join?

People with the link
People with the link can join the room without your approval.

Only people you approve
Anyone with the link or room invitation can join your room without sending a request, even if they don't have Facebook or Messenger Learn more

Room settings

Screen sharing

End Room
Remove all members and disable link

Well done! Thank you for hosting a World Tea Party for SPANA!

At the end of your tea party, you can END the call here!