About Zoom Online Meetings

Zoom is the preferred application for holding a teleconference/videoconference for River of Grass (RoG).

For large conferences lasting longer than 40 minutes, RoG has a paid account that can be used. If you need to use this account, please schedule the meeting beginning with Step 1 on the following page (**Scheduling a Zoom (online) Meeting**). The board President is the main contact for this account.

If, however, the conference will require no more than 3 online connections (including the host) or will not last longer than 40 minutes, please consider signing up for and using your own (free) Zoom account. If you would rather not sign up yourself, you may request the board President to create a user account as part of the RoG Zoom account. In either of those cases, you may skip Step 1 and begin at Step 2 on the following page.

Scheduling a Zoom (online) Meeting

1. Review RoG's Zoom calendar for available date and time -



Update calendar with date and time for your Zoom meeting. If you do not have access to ROG's Zoom calendar, request access from the board President <u>president@riverofgrassuu.org</u>

- 2. Browse to <u>https://zoom.us</u> and "Sign In" with:
 - a. RoG account (obtain login and password from the board President), OR
 - b. Your own account or the user account created by the President for you
- 3. Click on "Schedule a Meeting" and enter required and optional fields
 - Topic (a brief title of the meeting)
 - Description (an optional more detailed description)
 - When (enter the date and time of the meeting if you are using the RoG account, make

sure it matches what you entered in step 1, above)

- Duration (again, if you are using the RoG account, make sure it matches what you entered in step 1, above)
- Time Zone
- Recurring Meeting (if you check, complete the required additional fields)
- Video (choose if you want it on by default for host and for participants)
- Audio (choose if you want to allow audio access via dial in only, computer only, or both)
- Meeting Options
 - Check "Require meeting password" if you want additional security
 - Check "Enable join before host" if you want participants to be able to enter the meeting room and interact before the host joins
 - Check "Mute participants on entry" if this meeting is primarily a presentation format and you want participants to be muted by default

23 Google Calendar X Schedule a Meet X +
← → C 🔒 https://zoom.us/meeting 🗣 🚖 📘 🌼 🗄
🗰 Apps 🏂 Reports dashboard 📃 Lists 🛛 » 📔 Other bookmarks
Schedule a Meeting
Торіс
My Meeting
Description (Optional)
Enter your meeting description
When 06/28/2019 II::00 V PM V
Duration $1 \rightarrow hr 0 \rightarrow min$
Time Zone (GMT-4:00) Eastern Time (US and Canada)

 Normally you should not need to check "Use Personal Meeting ID" – this provides for a simplified URL to allow access, but because it is <u>always accessible</u>, once a participant has the link, they can join it <u>at any time</u> a meeting is in progress

- Normally you should not need to check "Enable waiting room" this requires you to individually admit each participant
- Check "Record the meeting automatically" if you wish to create a record of the meeting. We recommend you follow the standard practice adopted by the board – recording of congregational meetings is for use in creating accurate minutes, where the convener would inform the attendees about the recording, and once the minutes are completed (within 30 days), the recording would be discarded
- Alternative Hosts (if you want to designate an alternative to host the meeting)
- 4. Click "Save" & verify your settings. Then under "Invite Attendees" click on "Copy the invitation"
- 5. When the invitation window opens, click on "Copy Meeting Invitation," paste it into an email, and send to all desired recipients



6. Then close the above Copy Meeting Invitation window and "Sign Out" of Zoom

Running a Zoom (online) Meeting

1. A few minutes prior to the scheduled meeting start time, browse to <u>https://zoom.us</u> and "Sign In" with the account you used to schedule the meeting

 Click on "Meetings" and find under the "Upcoming Meetin (remember, if you use the Romay be many meetings!) Click "Start" and follow prom Zoom and set up your audio of "Phone Call" or "Computer All" 	your meeting gs" section G account, there pts to launch connection (via udio")	22 Google Calenda: × □ ← → C	My Meetings - 2 ×	+ 2 🏠 🕫 н июц	
Choose ONE of the audio conference options Phone Call	Computer Audio	Upcoming Meetings	Previous Meetin Personal Meetin	gs g Room	
Dial: +1 646 558 86 +1 720 707 26 Meeting ID: 550 523 196 Participant ID: 13	56 99	Schedule a New Meeting		E Ge	t Training
Done Done Choose ONE of the audio conference options		Today 12:00 PM Test Meeting			
C Phone Call	Computer Audio	Meeting ID: 550-523-196		Start	Delete
Test speaker and microph	ione	Save time by scheduling calendar.	gyour meetings dire	ectly D	Help
Automatically join audio by computer when joining	a meeting				

3. Enter the Zoom meeting room

Zoom Meeting ID: 550-523-196		
	Talking: Office Administrator	
Meeting Topic:	Test Meeting	
Host:	Office Administrator	
Invitation LIRI -	https://zoom.us/i/550523196	
Annual OKE.	Copy URL	
Participant ID:	13	
Join Audio Computer Audio Connected	Share	Invite Others
🖳 A 🌠 A Mute Start Video	Lo Ll i	C End Meeting Record

- 4. Use the Zoom controls to
 - Mute/Unmute your microphone
 - Start/Stop your video
 - Manage Participants (including muting/unmuting all)
 - Invite additional participants
 - Share your computer screen and manage sharing options
 - Chat with (message) the group
 - Record the meeting
- 5. When done, click on "End Meeting" and follow the prompt to end the meeting or to assign a new host if the meeting is to continue

C End Meeting or Leave Meeting?	x
To keep this meeting running, please assign a Host before you click Leave Meeting.	
I'd like to give feedback to Zoom	
End Meeting for All Leave Meeting Car	ncel

6. Sign out of Zoom

Zoom Resources

There are resources available at <u>https://zoom.us</u>:

1. Click on "Support" to access the Zoom Help Center



2. Or click on "Resources" for quick links to video tutorials, live (online) training, FAQs, etc.

