

About Zoom Online Meetings

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

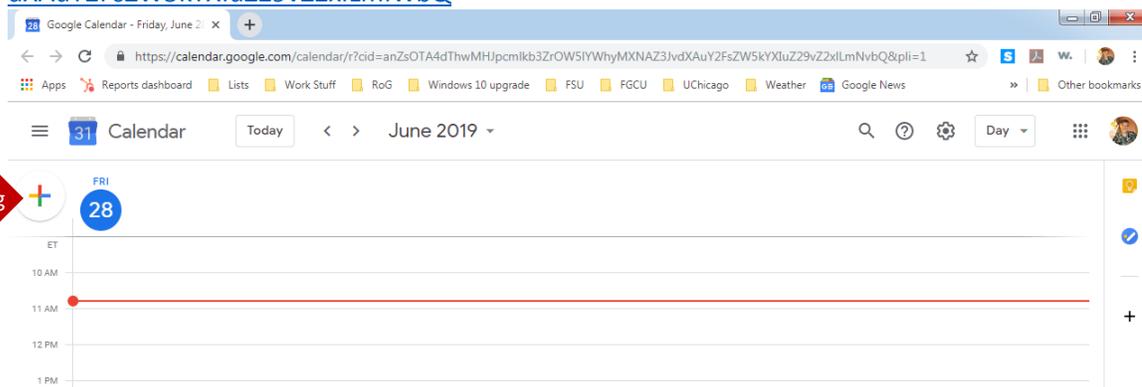
For large conferences lasting longer than 40 minutes, RoG has a paid account that can be used. If you need to use this account, please schedule the meeting beginning with Step 1 on the following page **(Scheduling a Zoom (online) Meeting)**. The board President is the main contact for this account.

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

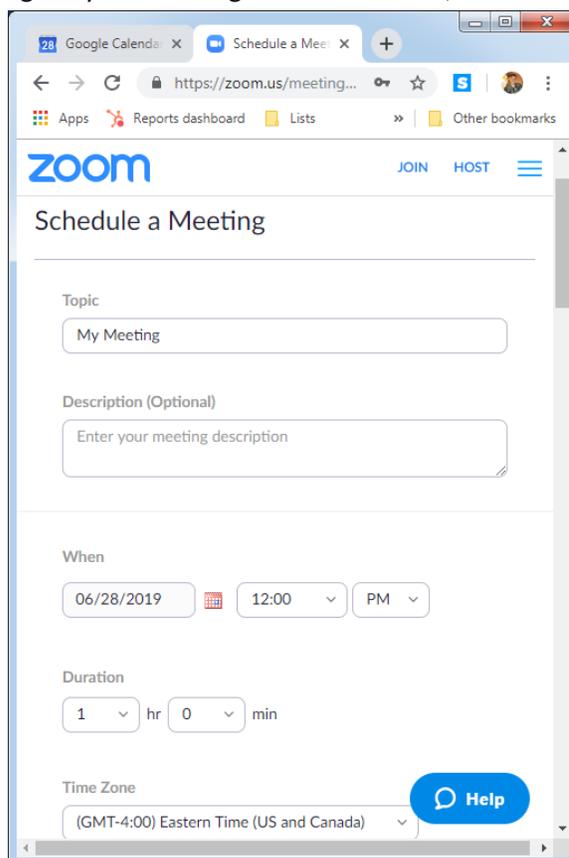
1. Review RoG's Zoom calendar for available date and time –

<https://calendar.google.com/calendar?cid=anZsOTA4dThwMHJpcmlkb3ZrOW5lYWhyMXNAZ3JvdXAuY2FsZW5kYXluZ29vZ2xlLmNvbQ>

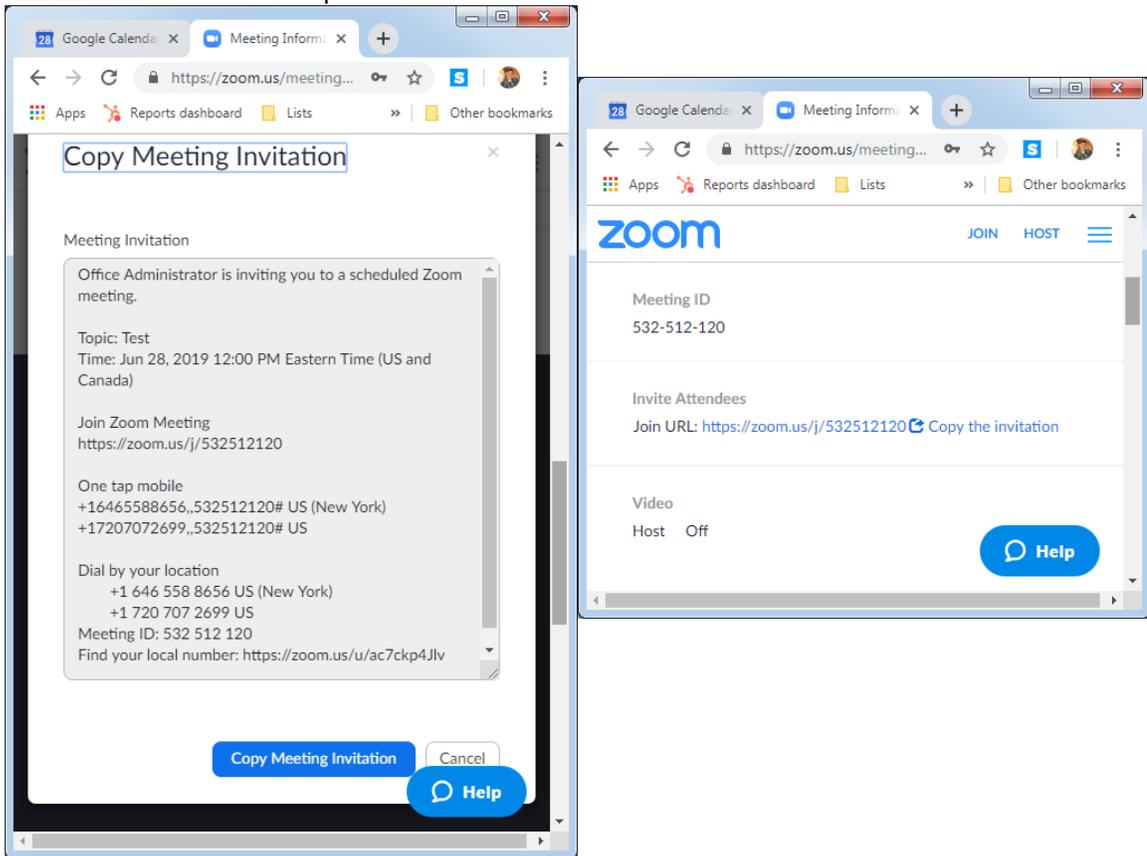


Update calendar with date and time for your Zoom meeting. If you do not have access to RoG's Zoom calendar, request access from the board President president@riverofgrassuu.org

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



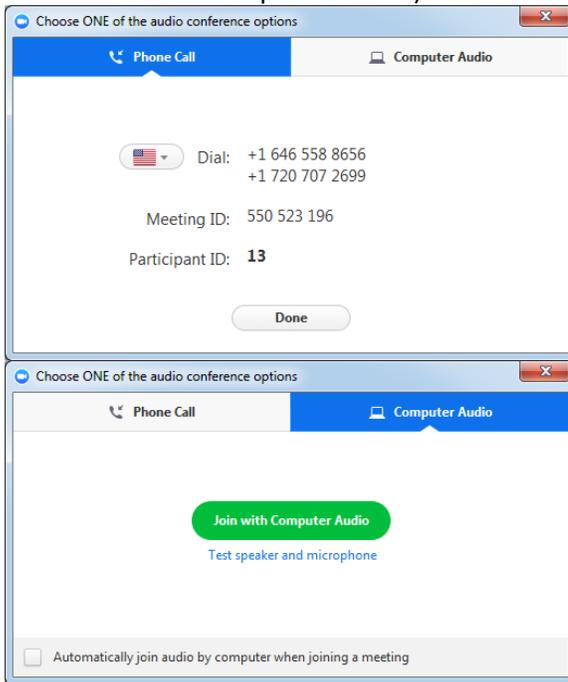
- Normally you should not need to check “Enable waiting room” – this requires you to individually admit each participant
 - Check “Record the meeting automatically” if you wish to create a record of the meeting. We recommend you follow the standard practice adopted by the board – recording of congregational 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



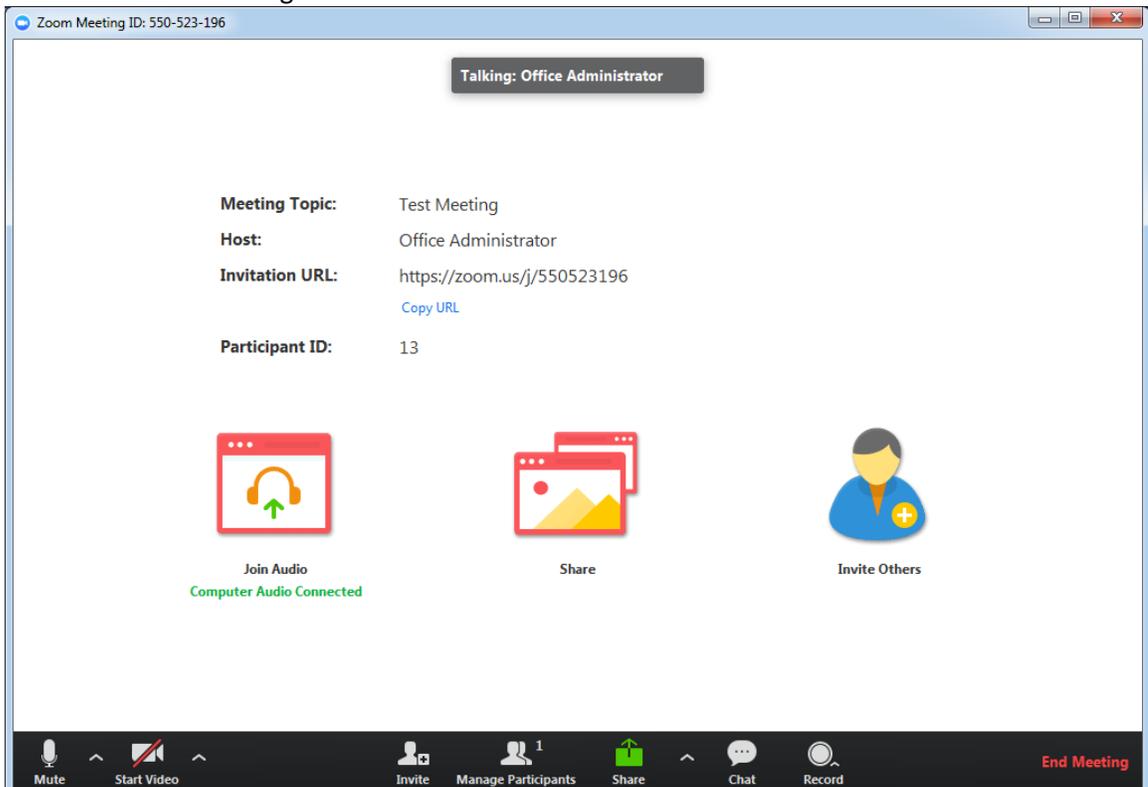
6. Then close the above Copy Meeting Invitation window and “Sign Out” of Zoom

Running a Zoom (online) Meeting

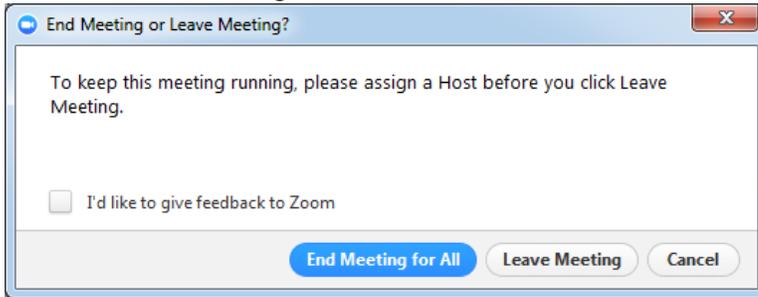
1. A few minutes prior to the scheduled meeting start time, browse to <https://zoom.us> and “Sign In” with the account you used to schedule the meeting
2. Click on “Meetings” and find your meeting under the “Upcoming Meetings” section (remember, if you use the RoG account, there may be many meetings!)
Click “Start” and follow prompts to launch Zoom and set up your audio connection (via “Phone Call” or “Computer Audio”)



3. Enter the Zoom meeting room



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

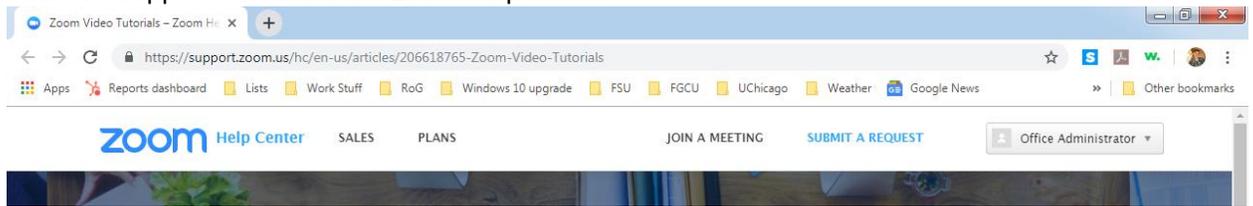


6. Sign out of Zoom

Zoom Resources

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

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.

