STAYING CONNECTED WITH
ZOOM
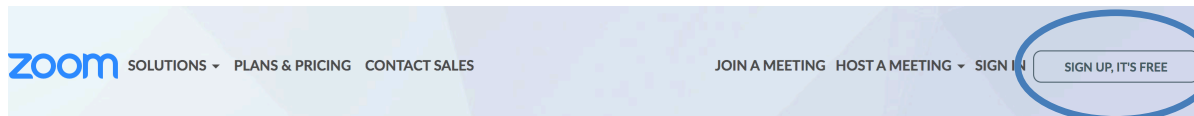
For Facilitators

WHAT IS ZOOM

Zoom is a user friendly, web-based platform for video and audio conferencing, chat, trainings, meetings, and more. Get up to 100 video participants together on the free Basic account or the Pro account. The free account limits the user to 40 minutes. It is easy to scale up to as many participants and hosts as needed. One click to start or join a meeting, with easy participant controls.

CONSIDER USING ZOOM WHEN

- Meeting, teaching or praying virtually and you want to see people or have people see you;
- You want to offer a both/and option of joining via phone or computer/handheld device;
- Screen sharing is an important part of what you need to do so that everyone can be "on the same page."

CREATING AN ACCOUNT IS FREE

Visit zoom.us and click on "Sign Up, It's Free," then follow the prompts to create your login information.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES   JOIN A MEETING HOST A MEETING ▾ SIGN I[ ]   **SIGN UP, IT'S FREE**

Basic: Free
- Host up to 100 video participants
- Unltd. number of meetings
- Unlimited 1 to 1 minutes
- 40 mins limit on group meetings

Pro: $14.99/mo
All Basic features, plus
- Unlimited duration for all meeting sizes
- User management and reporting
- Admin feature controls
- 1GB of MP4 or M4A cloud recording

Business: $19.99/mo
*Minimum of 10 hosts
All Pro features, plus
- Dedicated phone support
- Admin dashboard
- Vanity URL, Custom branding & emails
- Cloud Recording Transcripts

DOWNLOAD THE SOFTWARE

Download the software if you plan on using Zoom often.

Download Zoom Mobile Apps for iPhone or Android
Download Zoom for your desktop computer

SCHEDULE, START, OR JOIN A MEETING

Log into the Zoom app on the device of your choosing and select from the following options:

- Start a new meeting (with or without video)
- Join a meeting
- Schedule a meeting
- Share your screen

New Meeting   Join   Schedule   Share Screen
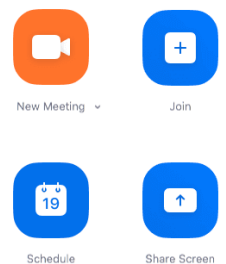
SCHEDULING A MEETING

If you choose to schedule a meeting, you are met with many options.

- Name your topic something easily identifiable by your participants
- Select the date and time for your meeting
- You can choose to host with your video on or off and you can choose if you want to allow your participant to appear on video. If you choose participant video "on," the individual participants can choose if they want to turn that feature off themselves.
- If you want to allow people to dial in from a phone, select Telephone and Computer Audio. Then those who wish to, can dial in from the United States.
- The calendar you choose will be what program your invitation will auto-generate in after you click schedule.

Select the "Advanced Options" drop down arrow to use these features:
- Enable a waiting room
- Enabling the ability for participants to join before the host logs in
- Mute participants on entry
- Record the meeting automatically on the local computer (you can also choose to record after the meeting starts once the meeting has begun).

Schedule Meeting

Topic
[TEST Zoom Meeting]

Date
[3/20/2020 ▾] [1:00 PM ▾] to [3/20/2020 ▾] [1:30 PM ▾]

☐ Recurring meeting   Time Zone: Eastern Time (US and Canada) ▾

Meeting ID
○ Generate Automatically   ● Personal Meeting ID 522-702-9268

Password
☐ Require meeting password

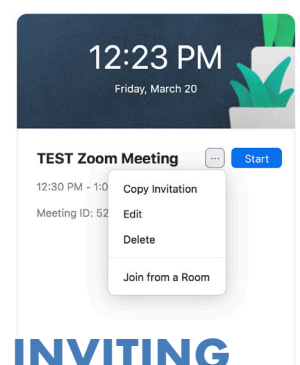**Video**
Host ● On ○ Off   Participants ● On ○ Off

Audio
○ Telephone ○ Computer Audio ● Telephone and Computer Audio
Dial in from United States Edit

Calendar
○ iCal ○ Google Calendar ● Outlook ○ Other Calendars

Advanced Options ^
☐ Enable Waiting Room
☐ Enable join before host
☑ Mute participants on entry
☐ Only authenticated users can join: Sign in to Zoom
☐ Automatically record meeting on the local computer

[Cancel] [**Schedule**]

12:23 PM
Friday, March 20

TEST Zoom Meeting [...] [Start]
12:30 PM - 1:0[ ]   Copy Invitation
Meeting ID: 52[ ]   Edit
                    Delete
                    Join from a Room

INVITING OTHERS

After you click "Schedule," you can send your invite via your preferred email provider, or return to the app home screen. Your scheduled meeting will appear there, where you can click the "..." to copy the invitation to paste in your preferred method of communication, even on Social Media.

JOIN A ZOOM MEETING FROM A BROWSER

Go to zoom.us **or** open the desktop app **or** use link provided by the meeting host
Select "Join a Meeting" and enter the meeting ID provided by the meeting host

Your screen should show the following message:
"If nothing prompts from browser, download & run Zoom." **Do not click this.**

To join a meeting from your browser, click this instead:
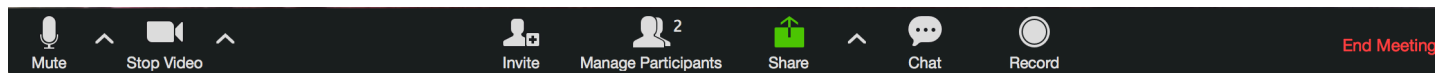"join from your browser" just below 'download & run'.

Join a Meeting

Meeting ID or Personal Link Name

Your meeting ID is a 9, 10, or 11-digit number

Join

PARTICIPANT CONTROLS

| Mute | Stop Video | Invite | Manage Participants 2 | Share | Chat | Record | End Meeting |

- From the participant controls toolbar, you can mute or unmute your audio. Muting your line when you aren't speaking is the best way to ensure a quality audio experience.

- You can appear on video, or stop video if you don't wish to appear on camera (this does not remove you from the meeting or mute your microphone - you will simply appear as your name).

- You can share your screen (great for presentations or document review). When sharing your screen, the meeting controls move into a menu you can drag around your screen. The other users will not see your menu of controls or the thumbnails of themselves. Finally, during screen sharing, you can request or give remote control of your screen/cursor.

- If you have something to say, but it's not a good time to interject, you can share your thoughts/comments through the chat feature. The entire group, or those you designate, will see your message and can respond.

- To leave the meeting, click "leave meeting" in the controls toolbar. If you are the meeting host, it will appear as "end meeting."

YOUR VIEW

When on a desktop you can choose Gallery View, which shows each participant at an equal size, or Speaker View, which shows whoever is talking in a larger window than the other participants.

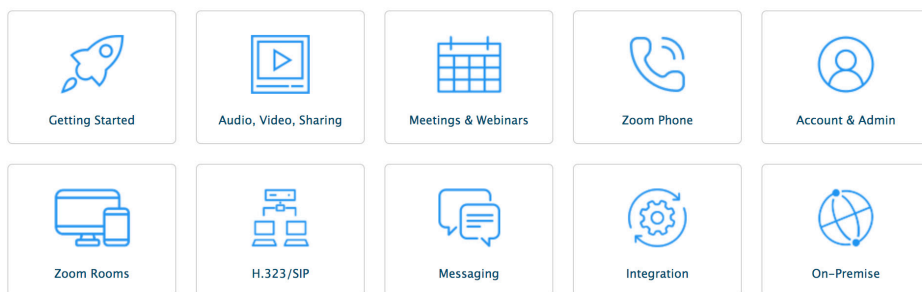▦ Gallery View

▭ Speaker View

CLOSED CAPTIONING

Closed captioning allows you or another meeting attendee, assigned by the host, to add closed captioning in a meeting. You can type the closed captions directly via Zoom or you can integrate a third party service.

To learn more about this feature, visit the closed captioning support page found at support.zoom.us under "Meetings & Webinars," then "Settings & Controls."

HELP CENTER

For additional help with anything mentioned on this flyer or additional features of Zoom, visit their help center at support.zoom.us.

Popular Topics

Getting Started	Audio, Video, Sharing	Meetings & Webinars	Zoom Phone	Account & Admin
Zoom Rooms	H.323/SIP	Messaging	Integration	On-Premise

One Minute Video Introductions Show All Videos

Join A Meeting | Record a Meeting | Joining & Configuring Audio & Video | Scheduling a Meeting with Zoom Website

INSPIRING AND EQUIPPING LOCAL FAITH COMMUNITIES TO DEVELOP
DISCIPLES OF JESUS CHRIST FOR THE TRANSFORMATION OF THE WORLD
SO THAT MORE TRANSFORMED LIVES TRANSFORM LIVES.

✠ **Baltimore-Washington** Conference
The United Methodist Church