



# zoom

## TUTORIAL FOR HOSTS

### STARTING A MEETING

1. Log into your Zoom account at [www.zoom.us](http://www.zoom.us) (click “Sign In” in the upper right if not already signed in).
2. If already signed in, click “My Account” in the upper right of the Zoom home page.
3. Click on “My Meetings” (in left panel) to take you to your list of scheduled meetings.
4. Find the meeting you are starting, and click “Start” on the right side.
5. When the “Launch Application” window appears, click on “Open Link.” A white window should appear.
6. To begin your video, mouse over your screen. A row of commands will appear at the bottom of the screen. In the lower left, click on “Start Video.” Your video should start.

### ZOOM FEATURES

1. **MUTE PARTICIPANTS** – If you are holding a webinar or a worship service where you know many people will be attending, it is best to mute attendees upon entry. When setting up the meeting, go to “Meeting Options” and click “Mute participants upon entry” to enable this function.
2. **VIEWING OPTIONS** – You can view your participants one of two ways: “Gallery View” and “Speaker View.” When you mouse over your screen, in the upper right of your screen will appear the options. “Gallery View” will show all the participants as the same size. “Speaker View” will make whoever is speaking larger.
3. **SHARE SCREEN** – You can share a document with your audience. Click “Share Screen” in the bottom middle of your screen. In the window that appears, several different options will appear. “Desktop” will allow you to present a document from your computer. Helpful hint: It is best, but not necessary, to already have the document you wish to share on your screen and ready to view before sharing your screen.

4. **MANAGE PARTICIPANTS** – By going into the “Manage Participants” tab at the bottom center of your screen, you can achieve a listing of who is in your meeting. This will allow you to mute anyone/everyone if you have a large meeting where background noise can be an issue. Click on “Manage Participants” again to return to the full screen.
5. **CHAT** – Through the chat function, participants can message one another or send a message to the whole group. This is nice for big groups so that if someone has a question, they can ask it without disrupting the meeting. Click on “Chat” again to return to the full screen.
6. **TAKE A VOTE/RAISE HAND** – Click on “Manage Participants” to cast a vote. Participants can click on a green check (for yes) or a red X (for no) at the bottom of the screen to cast their vote. The host can see each person’s vote, and Zoom will also tally up the votes for that person. A participant can also raise their hand on the bottom part of the “Manage Participants” panel, and the host will get a notification when that occurs.
7. **POLLING** – A polling function is also available through Zoom. Find detailed instructions at <http://bit.ly/ZoomPolling>. More information available on the last two pages of this document.
8. **PHONE FEATURES** – The following commands can be entered via touch tones using your phone's dial pad while in a Zoom meeting: (\*6 - Toggle mute/unmute; \*9 - Raise hand)
9. **BREAKOUT ROOMS** – There is an ability through Zoom to create different rooms to separate your audience so that they can have individual conversations. Click “Breakout Rooms” in the bottom part of your screen to access this feature. (Having breakout rooms is a separate option on Zoom, so in order to make this an option, the host must have already picked that service in their settings. Go to “My Meeting Settings” on your Zoom account page and enable the breakout room function midway down the page under the “Meeting” tab.)

After clicking “Breakout Rooms,” the host can select how many rooms to create. Once that is determined, a list of participants will appear at which time the host can assign the participants to their designated rooms. The host can also join a room. The host has the ability to end the breakout room sessions, at which time the rooms will receive a 60-second warning to wrap up their conversations. Participants can leave the breakout room and join the main room by clicking in the bottom right corner of their screen or will be automatically redirected there when 60 seconds has expired.

10. **RECORDING** – To record a meeting, simply click the “Record” button at the bottom of the screen. You will get two options: “Record on this computer” and “Record to the cloud.” I recommend “Record to the cloud” because this will put the recording in your Zoom account, and it will be accessible from anywhere anytime you log into your account. It will also have a ready-made link assigned to it, making it easy to share with others. If you “Record to computer,” you will have to most likely post the video to YouTube or another file-sharing program like Dropbox in order to share the recording. If picking “Record to computer,” the video will also only be accessible to download from the computer you recorded it to. It will be available in your “Downloads” folder on your computer. **Be sure to tell your audience you are recording the meeting.**

## **SYNOD STANDING RULES ON VIRTUAL MEETINGS**

### **Electronic/digital**

An “Electronic/Digital Meeting” as used in these rules means a meeting at which all participants are joined electronically/digitally. It is expected that each participant will attend the meeting individually on a computer or device, rather than one being shared by multiple members. Multiple attendees on a single device requires approval of the chair in advance and may limit members’ rights. Meetings of all boards and committees of the Synod of the Trinity are authorized to meet electronically at the direction of the chair, provided that all members have access to the necessary equipment.

### **Equipment**

Electronic/digital attendance currently utilizes Zoom technology ([www.zoom.us](http://www.zoom.us)). Other technologies may be used at the discretion of the Synod Executive as technologies evolve. Participation requires high speed internet access on a computer or device. Audio is provided either through the computer, which requires computer audio capabilities (microphone and speakers –preferably earbuds or a headset), or connection by phone. Video capability is optional, but strongly encouraged. While tablets and smart phones are acceptable, laptop or desktop computers are preferred, because the screen content can become very small on tablets and phones, and only certain portions of the content can be displayed at a time. Immediate access to email is also a requirement.

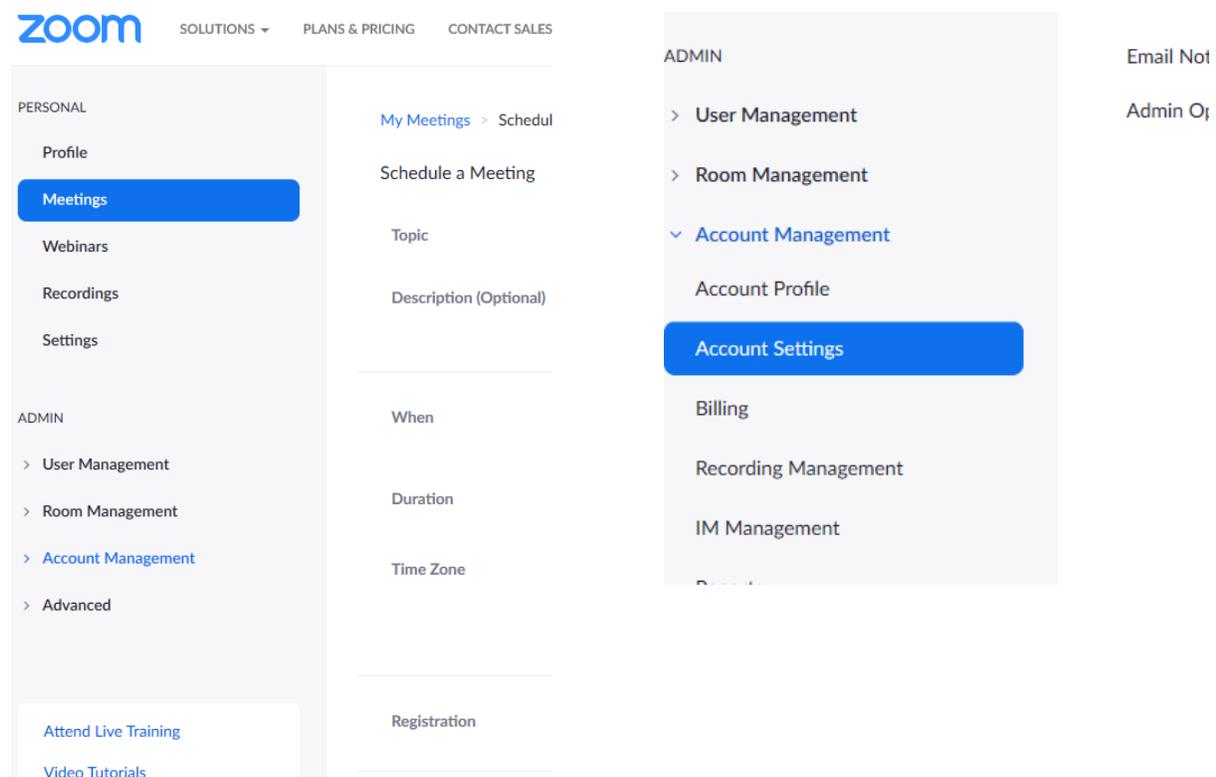
## POLLING

Go to [www.zoom.us](http://www.zoom.us)

On the left side of screen find My account, on the upper right

Sign in if you need to are not already signed in.

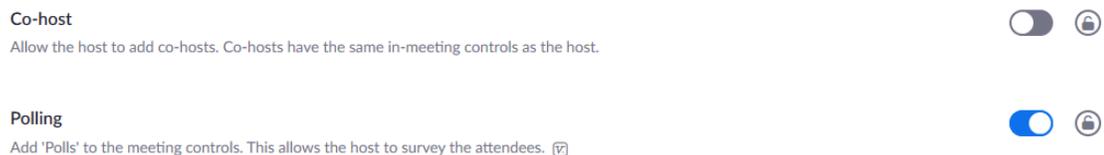
On the left side of screen , click and open **“account management”** and under that **“ account settings”**



The screenshot shows the Zoom account management interface. On the left, there is a navigation menu with sections for PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced). The 'Account Management' section is expanded, showing options like Account Profile, Account Settings (highlighted in blue), Billing, Recording Management, and IM Management. The main content area shows the 'Schedule a Meeting' form with fields for Topic, Description (Optional), When, Duration, Time Zone, and Registration. On the right, there are links for Email Not and Admin Oj.

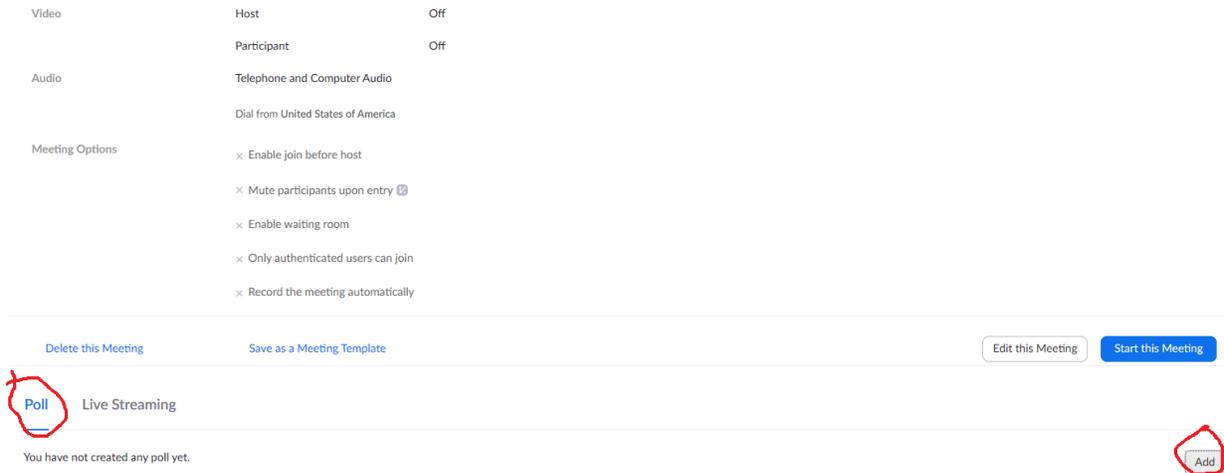
- Scroll down the **center area of the page** to the area marked **“In Meeting (basic)”**

Below there, find the category marked **“Polling,”** and using the button on the right, turn it on

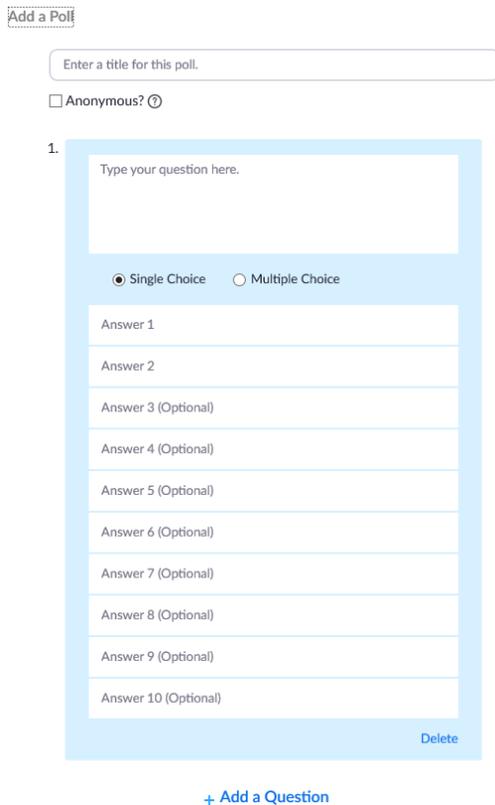


The screenshot shows the 'In Meeting (basic)' settings. The 'Co-host' setting is turned off, with the description: 'Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.' The 'Polling' setting is turned on, with the description: 'Add 'Polls' to the meeting controls. This allows the host to survey the attendees. [v]

When you schedule a new meeting, **after you save it**, scroll to the bottom of the page where you see **“poll”** and click the **“add”** button to the far right



Once you click “Add” you can set up your poll



Type in your questions and answers and save when you are done.

Start your meeting

When ready for the poll, find “polling” next to your “share” button on the tool bar.

Click and launch the poll. Follow instructions on screen to end poll and show results.

**To edit a poll, during a meeting, like a presbytery meeting, go into this setup area during the meeting and go down to the area where the add button is and you will be offered the option to edit.**

## Copyright Permission

Be advised that a standard license for congregational songs from OneLicense or CCLI will not cover rights and permissions to live-stream the words or music of copyrighted hymns/songs; a special broadcast/streaming license must be purchased. Additionally, anthems, hymn arrangements, and other musical offerings under copyright are not covered by such licenses. These require further permission to broadcast. For this reason, leaders just beginning to explore live-streaming are advised to select hymns and songs in the public domain. For service music and anthems that will be live-streamed, consider using a hymn in the public domain. Rights and permissions for the Glory to God Hymnal and the Book of Common Worship can be found here.

Gratis streaming licenses are now available from OneLicense through April 15. This will cover a great deal of the copyrighted material in Glory to God. (You can search here to find out what is covered: <https://www.onelicense.net>)

See this site: <https://www.pcusastore.com/Pages/Item/14564/Hymnal-and-Book-of-Common-Worship-Rights-during-Covid19-Pandemic.aspx>