



ZOOM FOR CONGREGATIONAL USE

Together, while apart

WHY ZOOM?

Gathering Community



Southeastern Synod
Evangelical Lutheran Church in America
God's work. Our hands.

WHAT “FREE” ZOOM BRINGS

What to expect in “free” Zoom:

Reaching out to everyone who has web access or even just a telephone

Up to 100 users logging in simultaneously in an interactive setting

Up to 40 minutes of live streaming (you will be cut off after that and would have to re-start your meeting)



WHAT “FREE” ZOOM BRINGS

What to expect in “free” Zoom:

You can record the session directly to your computer, if you would like to save it for future viewing (during setup of meeting)

You receive a phone number for those who wish to dial-in

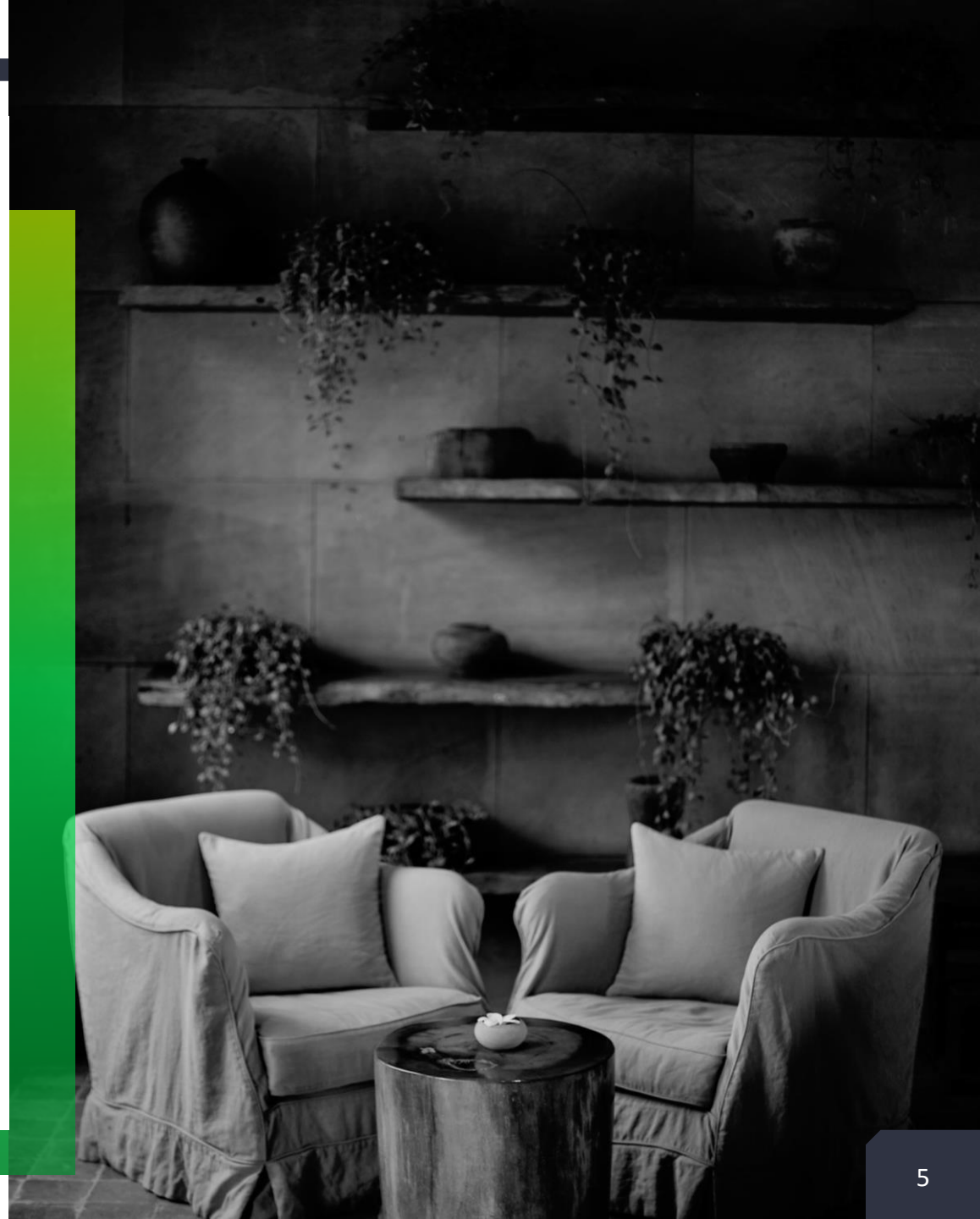
You create a link that is shareable, so that you can tell others where to go or how to dial in, BEFORE the video session begins



“HOW TO” BASICS

Follow these simple steps

- Go to zoom.com
- Sign up for the FREE account
- Click on My Account
- Click on Schedule a Meeting
- Fill out the appropriate information describing the event, the event date & time



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Michael Jannett

Phone

+1 4045891977

Company

Southeastern Synod (ELCA)

Account No.

165155

Personal Meeting ID

615-617-9697

[Edit](#)

https://zoom.us/j/6156179697

Use this ID for instant meetings

Sign-In Email

michael@jannett.net

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Linked accounts:

User Type

Licensed

Capacity

Meeting

100

Language

English

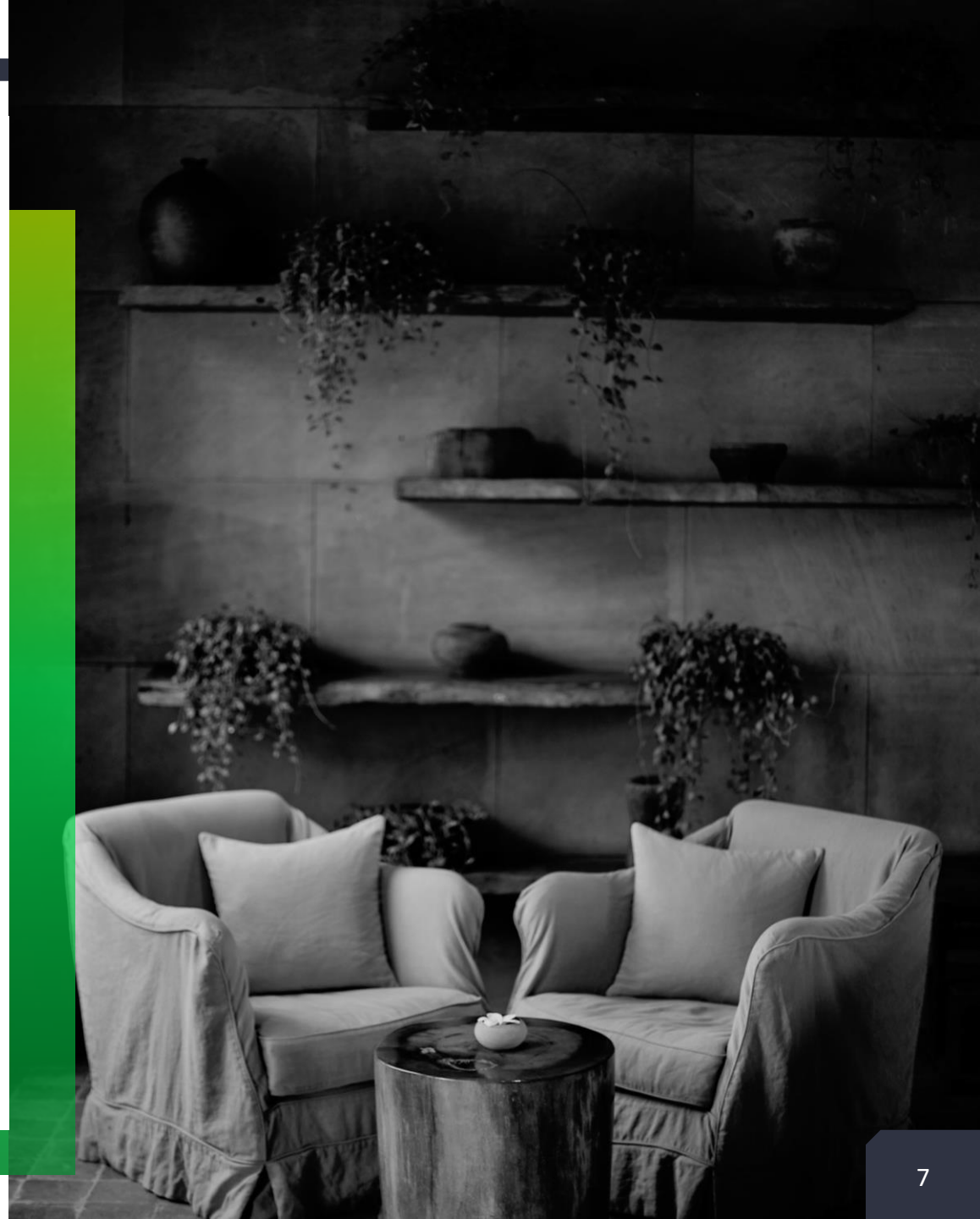
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SETTING UP THE MEETING

Keep these in mind

- Keep in mind the time zone you are in and set the appropriate time
- Decide if you would like a special meeting ID or let Zoom create one for you
- I would NOT set a meeting password
- Under Meeting Options:
 - I would check “Enable join before host” otherwise, no one can login until you – the host – logs in
 - If you wish to record the meeting, click “Record the meeting automatically”




Live Demo Schedule a Meeting



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My Meetings > Manage "My Meeting"

Start this Meeting

Topic

My Meeting

Time

Mar 15, 2020 07:00 PM Central Time (US and Canada)

Add to

31 Google Calendar

0 Outlook Calendar (.ics)

Y Yahoo Calendar

Meeting ID


615-617-9697

Meeting Password

× Require meeting password

Join URL:

https://zoom.us/j/6156179697

Copy the invitation

Video

Host

On

Participant

On


Audio

Telephone and Computer Audio

Dial from United States of America

Help



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Start this Meeting

Copy Meeting Invitation

Meeting Invitation

Time: Mar 15, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/6156179697>

Meeting ID: 615 617 9697

One tap mobile
+19292056099,,6156179697# US (New York)
+13126266799,,6156179697# US (Chicago)

Dial by your location
+1 929 205 6099 US (New York)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
Meeting ID: 615 617 9697

Copy Meeting Invitation Cancel

Copy the invitation

Dial from United States of America

Help



ZOOM MEETING TIPS

Helpful Hints

MUTE option: recommend all participants be MUTED if you have a large gathering, to avoid background noise. (Use your discretion)

Make sure someone is guiding the meeting. This person will call on folks and will lead the agenda



Zoom Participant



Michael Jannett



Recommended that all participants MUTE,
especially when large numbers are gathered



Unmute



Stop Video



Invite



Manage Participants



Share



Chat



Record

End Meeting



ELCA-ses.org

Pr. Michael Jannett
Assistant to the Bishop
for Formation and Communication
mjannett@elca-ses.org



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THANK YOU

Go in Peace. God is with you!