



# **ZOOM FOR CONGREGATIONAL USE**

Together, while apart

# WHY ZOOM?

Gathering Community







## 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

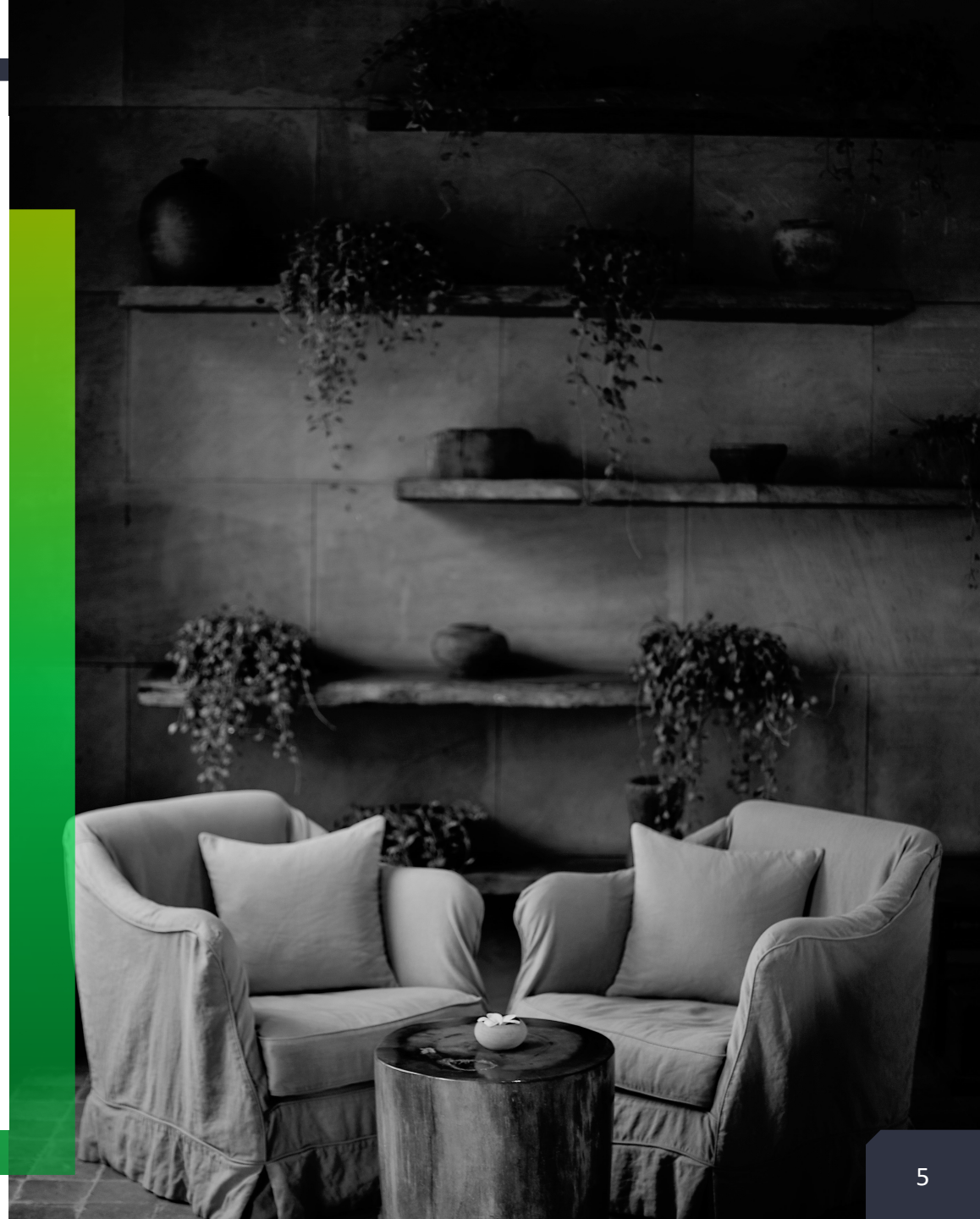




# “HOW TO” BASICS

Follow these simple steps


- Go to [zoom.com](https://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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zoom

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ChangeDelete

Michael Jannett

Phone

Company(ELCA)

Account No.



Personal Meeting ID

https://zoom.us/j/

✔ Use this ID for instant meetings

Sign-In Email

michael@j

Linked accounts:  

User Type

Licensed ?

Capacity

Meeting100 ?

Language

English

Edit

Edit

Edit

Edit

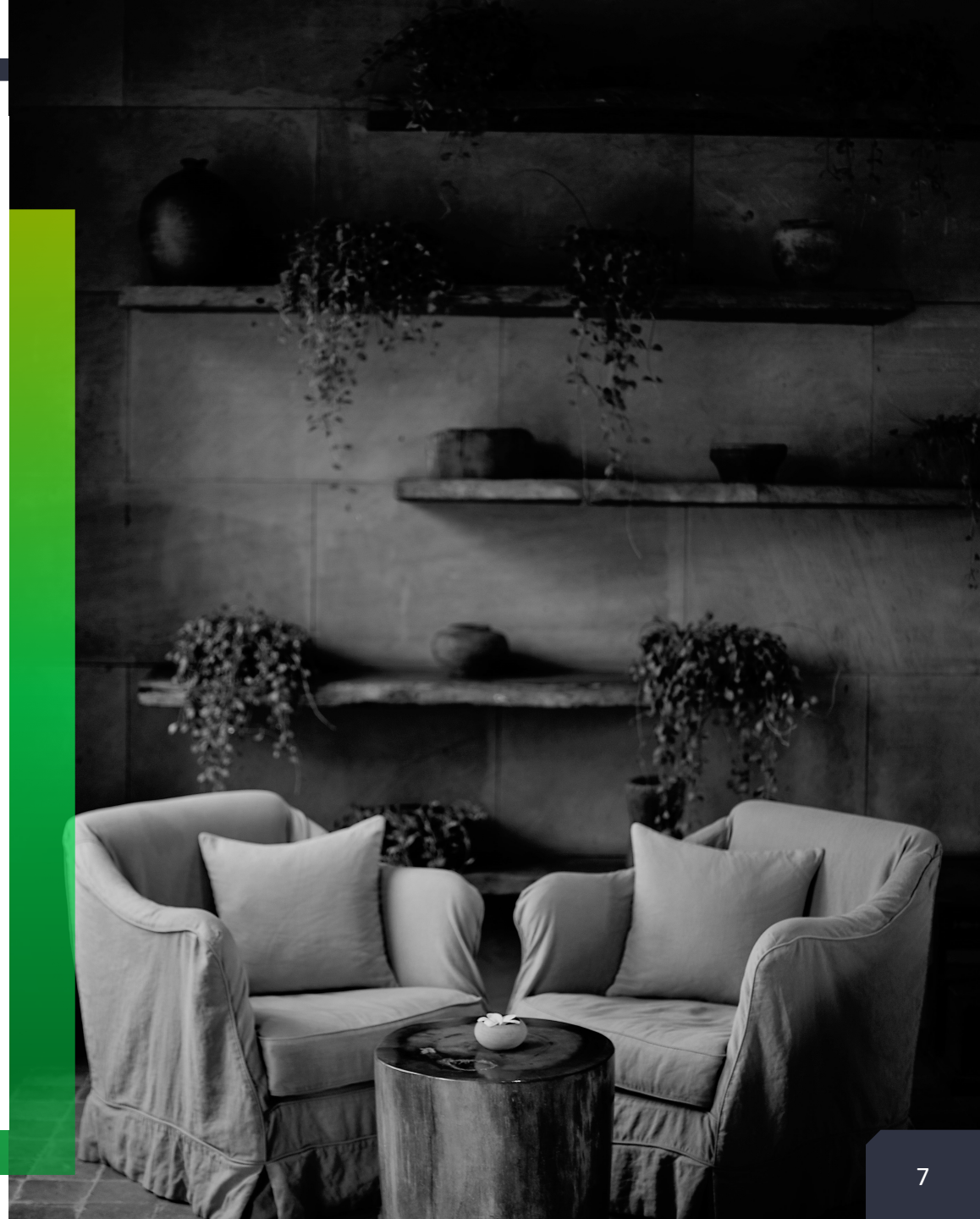




# SETTING UP THE MEETING

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

 Google Calendar

 Outlook Calendar (.ics)

 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

Help

Dial from United States of America





# 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



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





# Gulfcoastsynod.org

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**Texas-Louisiana Gulf Coast Synod**  
**Evangelical Lutheran Church in America**  
God's work. Our hands.

# THANK YOU

Go in Peace. God is with you!

## A HUGE THANK YOU TO MICHAEL JANNETT

ASSISTANT TO THE BISHOP FOR FORMATION AND COMMUNICTATON  
SOUTHEASTERN SYNOD ELCA

**FOR CREATING THIS RESOURCE AND ALLOWING OTHER SYNODS TO MODIFY IT AS NEEDED**