Quick Guide to Scheduling/Joining Online Meetings

St. David's, with the rest of the world, is transitioning to living "online". There are growing pains in learning to manage this "decentralized" version of scheduling meetings and get-togethers.

First and foremost, we want to **stay connected** in any and all formats possible. The online meeting/video conferencing is the new normal. Here are some general guideline and requests hosting online meetings for St. David's activities and business.

We are compiling a **master calendar** of online meetings, prayers, blogs, classes, etc. to avoid double scheduling, and to keep everyone informed as much as possible.

1. Please send any meeting information to the Rebecca Cline at parishadmin@stdavidchurch.org to avoid double-bookings. This is ALL meeting information, whether you plan to use the church Zoom account, your personal Zoom account, or any other online meeting platform. We can help publicize your meetings through our email updates, website, social media, and phone app.
2. Information to include:
   a. Organizer and group
   b. Meeting name
   c. Meeting date and time (when to join the meeting)
   d. Targeted attendees (who to ask to join the meeting)
   e. Meeting platform used (Zoom, GoToMeeting, Gsuite, WebMeeting, StartMeeting, etc,) and the link to the meeting

Quick Start Guide to using ZOOM

St. David's is currently using zoom to host its meetings.

1. First, you will need to download the free Zoom app in from the Apple App Store or Google Play to your phone, computer, or tablet (or all three!)
2. St. David's has a Zoom Pro account that you are welcome to use for church business. Please contact the Rebecca Cline (parishadmin@stdavidchurch.org) for login and password. OR Zoom has a free personal account that you can use to manage your own individual group. There are restrictions to this type of account, so check it out with Zoom if you're interested.

So, you've been **invited to a meeting**. What to do…

1. Open the app. You have a choice to "Join a meeting" or "Host a meeting"
2. Click "Join a meeting"
3. OR your meeting host will send you a link to join the meeting, which will take you right into the next step (as long as you have the Zoom app on your device. Make sure you have downloaded it before trying to join a meeting).
4. You will get a prompt to enter your name so all your name will appear with your video image
5. At the bottom of the screen there will be icons to

    "Unmute" (or "Join Audio") so you can be heard, and

    "Start Video" (so you can be seen).

   Click on both of these to activate them.

6. Once meeting is complete, click on "Leave" to exit the meeting.

Host or **schedule** a future meeting:

1. Open the Zoom app, click "Host a meeting"
2. Login in to your account or the church account (Church account info available through Rebecca Cline at parishadmin@stdavidchurch.org)
3. Click on "Schedule" to set up a future meeting

4. Complete required meeting information
   a. **Topic**: topic or name for your meeting
   b. **Start**: select date and time for meeting
   c. **Duration**: how long will meeting last. Zoom will not end the meeting if you go past your allotted time, but it may interfere with other scheduled meetings if you do not clear the "space". In order to accommodate multiple users, please do not schedule a meeting longer than an hour and a half, and schedule meetings in 2-hour blocks to allow time for the meeting the clear.
   d. **Time zone**: Zoom will use your computer's time zone as a default
   e. **Recurring meeting**: we probably won't use this yet
   f. **Video**: use the default on for host and participants. Individuals can turn off the video on their devices if so desired
   g. **Audio**: click "Telephone and Computer Audio"
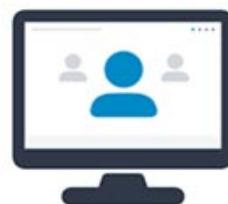
h. **Require meeting password**: You can select and input a password here. If you want to control who enters your meeting, use this. Just make sure that all participants have the password to sign in.

i. **Advanced options**: see full document if you have questions about these: https://support.zoom.us/hc/en-us/articles/201362413-How-do-I-schedule-meetings-

j. **Calendar**: select calendar service to add meeting to and send out invites to participants

k. Click "Schedule" button to finish

> For a complete guide to using Zoom, go to this link:
> https://www.nl.edu/media/nlu/downloadable/lits/zoom-userguide.pdf

Online Meeting Etiquette (just the basics)

Note that, in Zoom, there can*not* be two Zoom meetings occurring simultaneously. This is why we are trying to set up a master calendar.

Basic etiquette for online meetings:

Keep to meeting time! If you say it's from 1:00-2:00 p.m., please end at 2:00 p.m.

Be aware of surroundings, especially immediately behind you. It will be part of the meeting.

Mute your microphone when not speaking. Really, only person at a time can be heard. You can't have whispered side conversations, or try to talk over someone. It's a "rhythm" that takes getting used to.

Be aware that this is NOT a secure or private meeting. *Anyone* could possibly join in.