

Kehillah Video Conferencing with Zoom-Presenter

This document will cover the basics of getting up and running with this easy to use platform for online meetings and events. In general, Zoom is a very simple and intuitive platform that has all of the robust features you would want. For those accustomed to using apps and online tools, it should be pretty easy. For others it might be a little harder, but once you go through it, the next time should be easier!

You can do everything you need from either the website or the app. This is good, but they are slightly different interfaces and it means that the instructions below may be slightly different than what you experience.

Here's a brief background and overview of terms and capabilities you should understand:

- **Video Conference:** Each person uses the video and audio from their device to participate in an online meeting.
- **Presentation:** Same as a video conference, but the presenter can share their screen and present materials such as a powerpoint or spreadsheet.
- **Event:** An event could be “broadcast” and attendees can observe but not participate. This could be a presentation, lecture, or service.
- **Presenter:** This person is launching the meeting and can control all aspects of the event.
- **Participant:** Everyone else who is participating in the meeting.
- **Technology**
 - Devices you can use: Laptop, tablet, Smart phone
 - Camera is needed to be part of the video conference, though you could still attend with audio-only. These are often built in, but can be purchased to add to a device that doesn't have it built in.
 - Audio: Need working microphone and speakers, usually built into your device. You can also choose to “call in” using a phone rather than your computer audio.
- **Controlling the experience:** Individuals can turn on and off their cameras and microphones as needed. The presenter can also do that for all participants.
- **Chat:** Everyone can participate in chatting to each other individually, to the presenter or to everyone. The presenter can ask that all questions that arise are sent to them via chat so they can better control the meeting

Best Practices

- Since this can have technological challenges, it's great to get those addressed BEFORE the meeting begins
 - Everyone should download the software and connect to the meeting 5-10 minutes in advance
 - Be sure the video and audio are working.
 - Presenter should load and test any files that need sharing
- It's best if you're in a private space or room so that others can't hear the meeting and there are no other distractions or noises.
- Mute yourself for the meeting and unmute when you need to talk.
- If there are multiple participants in the same room, only one should have their speaker volume on, otherwise there is feedback.
- Bonus points for high production values:
 - **Camera angle:** Position computer's camera so that it's at a "flattering" angle. They tend to be low, which is not as good as if they are at or above your eye level.
 - **Background:** Check your background that there isn't anything you wouldn't want others to see.
 - **Lighting:** It's great if there is a warm light nearby so that your face is well lit

Advanced Capabilities

- **Changing presenter:** The presenter can hand over the controls to someone else. This can be very helpful if you're doing remote one-on-one training. You can also control someone else's computer, so this can be helpful in doing simple tech support.
- **Session recording:** Meetings can be recorded and shared with people who were not able to attend.

Getting Started as a Presenter

- Download Software [click here](#)
- Install software
- Add a shortcut to your desktop or dock if you plan to be a regular presenter
- Launch the app. You can do this in two ways:
 - Double clicking the app or it's shortcut on your computer
 - Going to their [website](#) and click HOST MEETING at the top right. This will automatically launch the app/
- Host a meeting:
 - You can do a spontaneous meeting where you start hosting and then invite a couple of people.
 - Click NEW MEETING
 - Click START A NEW MEETING
 - Click INVITE to add participants
 - Schedule a meeting for a future date and time. This is more typical for committees and groups. When you do this, you will be generating a meeting and then emailing an invitation to the other participants.
 - On the Website or in the App, click SCHEDULE MEETING
 - Fill in the Topic, date and time

Schedule Meeting

Topic

Date
 to

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

Meeting ID
 Generate Automatically Personal Meeting ID 221-454-4595

Password
 Require meeting password

Video
Host On Off Participants On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from [Edit](#)

Calendar
 iCal Google Calendar Other Calendars

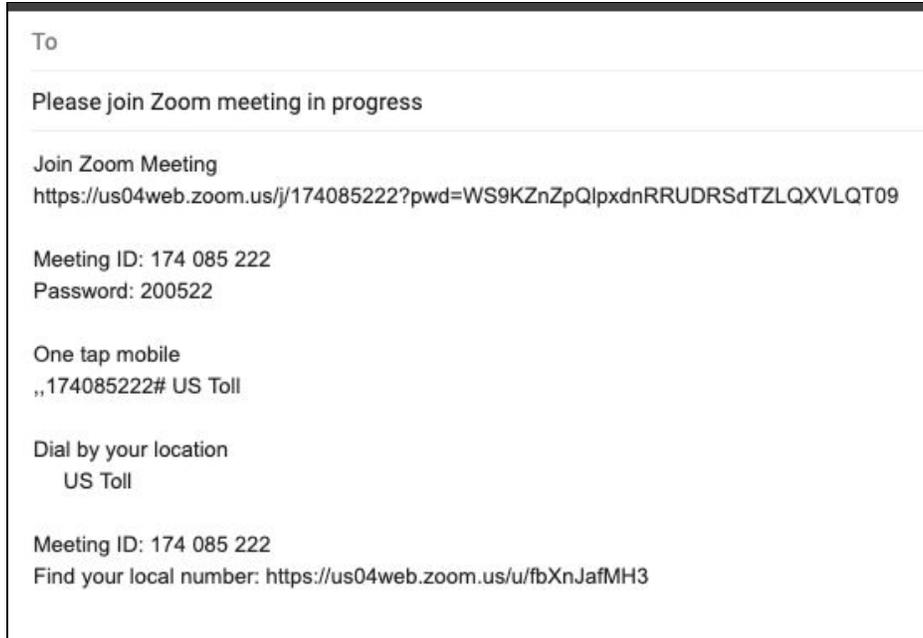
Advanced Options ▾

- Under Video, select Host-ON and Participants-ON

- Click SCHEDULE or SAVE
- Invite participants.
- Click on COPY THE INVITATION

Join URL:	https://us04web.zoom.us/j/710903185	 Copy the invitation
-----------	---	---

- Create an email in your email app and paste the invitation. See example below. The participant just needs to click the link to join.



- Add any other notes to the intro to your email and send

Starting your meeting

- If this was a scheduled meeting, you'll need to log in and join your meeting
- You'll be prompted to give zoom access to your microphone and camera. Click OK for both.
- Make sure your audio and video are working properly

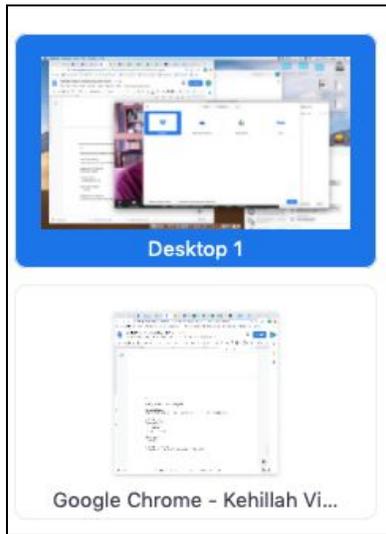
Enter Full Screen Mode

You should click the FULL SCREEN icon in the top right so that you can see as much as possible. This is helpful if there are a lot of folks on the meeting.



Screen Sharing

- Click SHARE SCREEN at the bottom of the screen

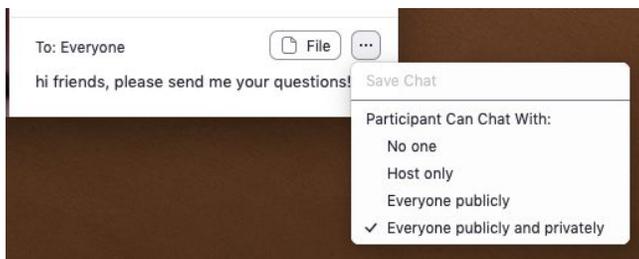


- You'll get a popup screen with a lot of choices. Usually you want to share either a single application or your whole desktop.
 - **Single Application:** That is usually best as all the participants can see is that app only. For example, PowerPoint or Chrome.
 - **Desktop:** This shares everything on your desktop, which is usually a little sloppy and not recommended.
 - **Warning:** Be mindful of what others are seeing when you share. Be sure there are no personal images or information that you wouldn't want others to see including information on the tabs of your web browser.
 - **Stop Sharing:** When you start sharing, it changes what you see on your computer. To stop sharing, click STOP SHARE at the top.



Chatting

- You can create a chat conversation with individuals or with everyone. As a presenter, you may want to direct participants to direct all questions to you via chat.
- You may want to encourage this by sending a chat to everyone like this:



- Click on the three dots and select "Everyone publicly and privately"
- Use your ENTER or RETURN key to send

