



**SOUTHWESTERN  
PENNSYLVANIA  
SYNOD** EVANGELICAL LUTHERAN  
CHURCH IN AMERICA

## **USING ZOOM FOR WORSHIP SERVICES OR BIBLE STUDIES – BEGINNER EDITION**

The creation of a Zoom account – at the FREE level – allows for the following:

1. Reaching out to everyone who has web access or even just a telephone
2. Up to 100 users logging in simultaneously in an interactive setting
3. Up to 40 minutes of live streaming (you will be cut off after that and would have to re-start your meeting)
4. You can record the session directly to your computer, if you would like to save it for future viewing (during setup of meeting)
5. You receive a phone number for those who wish to dial-in
6. 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

### **SETTING UP YOUR MEETING:**

1. Go to [zoom.com](https://zoom.us)
2. Sign up for the FREE account
3. Click on My Account
4. Click on Schedule a Meeting
5. Fill out the appropriate information describing the event, the event date & time.

6. Here are some tips for when you set up your meeting:
  - a. Keep in mind the time zone you are in and set the appropriate time.
  - b. Decide if you would like a special meeting ID or let Zoom create one for you.
  - c. Set a meeting password for any sensitive meetings, for public meetings disable that option.
  - d. Under Meeting Options:
    - i. Check “Enable join before host” otherwise, no one can login until you – the host – logs in.
    - ii. Check “Mute participants upon entry” to avoid background noise
    - iii. If you wish to record the meeting, click “Record the meeting automatically”

#### **MEETING TIPS:**

1. As the host, do some housekeeping
  - a. **Immediately upon starting the meeting, go to “Advanced Sharing Options” and select “Only Host” for Who Can Share.** This will avoid a potential “Zoom-Bombing” by unwanted visitors. Read more at <https://techcrunch.com/2020/03/17/zoombombing/>
  - b. Ask everyone to remain on mute when they are not speaking to avoid background noise
2. Make sure someone is guiding the meeting.
  - a. This person will call on folks and will have the agenda
3. Ask someone to state their name when chatting. (E.x. “This is Michael. I was wondering...” ) This way, if someone is only listening to the zoom call, they know who is speaking.
4. CHAT: If someone wants to type a questions (or you invite folks to submit written questions), they can do so by clicking the CHAT button. A screen will open for the chat session. By default, EVERYONE can see what you enter. You can, however, select an individual to see your message.

When done, click “Leave Meeting.”

If you are the host it should say “End Meeting.” Once you end the meeting, you can end it for everyone, or just leave the room open and let others continue to meet.