Zoom Meetings

Step-by-step guide for "Leaders"

v1.2 Refer to separate guides for "Participants" & "Tech Operators" & "Advanced Users"





Same Same but Different

An online meeting is "same same but different" than a normal, in person meeting. "Same Same" because we can do most of the things we do normally – Talks, Prayer, Spiritual Gifts, Open/Closing in Prayer, Testimonies, Baptisms etc. "Different" because some of the ways we make these happen will change.

These instructions are designed for small-medium type gatherings (ie House meetings, Prayer meetings, of typically 3-30 connections (ie number of locations actually dialed in). Some of the recommendations in here about the operation of a meeting may not work for large groups)

Leader or Tech Operator?

You can't really do both. To make it work smoothly when you've got a crowd attending, you really need 2 roles for a Zoom meeting. You will work together as a team!

LEADER/MC. You're the person who normally runs the meeting. You might be a House leader, an Area Leader etc who will focus on the elements of the meeting just like it was done in person. You ask for testimonies, give the talk (or hand over to someone who will), lead the prayer time etc.

TECH OPERATOR - They are the person who operates the Zoom Meeting / technology, to allow you, the Leader, to run/MC the meeting. They set it up, allow people to join the meeting, mutes/ un-mute microphones, answer questions via chat from people online etc. They have the control, to let you get on with running the meeting.

This guide is intended for Leaders. If you are are a Tech Operator, refer to "Step-by-Step guide for Tech Operators"

Getting Started

What do you need to get started?



A Zoom Account. Zoom is popular among our worldwide fellowships and is a videoconferencing platform that allows you to see, hear (and even share



A Device. You can use any internet connected device that has a camera & microphone. It is important though that you position your device *camera* so that it is pointed at you (& make sure you don't point towards a window, or a light). You also need to be close to the *microphone* so people can hear you. Laptops & Computers work better than phones for this reason.



Good Internet. This is important so that people can see & hear you You can use your NBN / Broadband / WiFi at home, or your clearly. smartphone/tablet that uses Mobile 4G. Zoomers beware - if you are using your mobile 4G service which has limited data, you might run out. How much you will use will depend on the quality of your Zoom calls (between 0.45GB per hour up to 1.20GB p.h.)



Good Looks. Nope, you don't need good looks! Phew! Fortunately we don't need to look any better than we do in person. What is important is that you show your people that these are "normal meetings". lf you normally wear a Suit & Tie, then do that. If you're a Polo & Chino's type of guy, do that. Don't change it.



Your Leadership. In times of change & crisis, people need a few things from their leaders to help them through. Hope, Trust, Stability, Empathy, Communication. These are things you are likely already demonstrating -Keep 'em going!





If you don't already have a Zoom Account, you can sign up here <u>www.zoom.us</u> - have your email handy.

You will **need** a **Pro** license (currently AUD\$23.09 per month) as the the Basic (free) service is limited to hosting a 40min meeting (*You & your people are probably saving more than that in petrol each month by not driving to the meetings*).

Your people who have a Basic account can attend longer meetings as long you, as the *Host,* have a Pro account.

These instructions have been written for a Pro license, so it is very important you sign up for this **before going any further**.

2. Set up Zoom on your Device



Zoom meetings can be setup and run from either a web browser <u>www.zoom.us</u> or download the Zoom app for your computer, laptop, phone or tablet by going to <u>www.zoom.us/download</u> (or from the Apple App Store or Google Play Store (ie Samsung etc).

Once you have downloaded, you will need to login with the Username and Password that you used to sign up for an account.



On your **Phone/Tablet** go to Settings (), find "<u>Meetings</u>":

- "Auto-Connect to Audio" this should be "Use Internet"
- "Always Show Meeting Controls" this should be
- **"Safe Driving Mode"** this should be (this sometimes stops the audio from working please never use Zoom while you are driving).



Using a Computer?, go to Settings, then Audio, make sure <u>"Automatically</u> Join Audio By Computer when joining a meeting" is ticked



DO NOT miss this step.

Just like we ensure the security of our physical premises and safety of our people, we need to do the same here.

All meetings should be "*Password*" protected and utilise the "*Waiting Room*" feature - there are also other security settings which are important.

You will find ALL the settings you need to change in the **9**. Security - The Important Stuff section at the end of this document.

Go there **NOW** to make these changes.

IF YOU DON'T DO THIS RIGHT NOW before going further:

1. YOUR MEETINGS WILL FAIL!

2. YOU RISK YOUR PEOPLE BEING EXPOSED TO HACKERS!







4. Setting up <u>Regular Meetings</u>

To setup your weekly meeting (ie house meeting), you can create a *recurring meeting* in Zoom. This can be done on your App, or on your Browser / Computer / Laptop.

Have you setup your Security Settings? If not, do not proceed, not not Pass Go, do not collect \$200 and go to SECURITY SETTINGS **NOW** at the end of the document.

On Your App

Go to https://zoom.us/ ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES 19 1 Previous Meetings Personal Meeting Room Topic : Ben Campbell's Zoom Meeting Fri, Apr 3 10:00 AM Digital Meetings Team catchup Sun. Apr 5 09:00 AM Aberfoyle House Meeting Wed, Apr 8 (Recurring) User Manag 2 \$

Once you have selected as above, you will need to **complete** <u>all of the settings</u> below.

Topic:	The name of the meeting. ie "Aberfoyle Wed Night House Meeting"
Description:	Not needed
When:	The 1st date of your meeting $arepsilon$ the time it normally starts
Duration:	How long it normally runs for
Timezone:	Should already be populated with your local timezone
Recurring Meeting:	Tick this box & additional options will pop up
Recurrence:	Likely to be "Weekly or Fortnightly", choose how often
Repeat Every:	"1" if it's every week, Choose "2" if it's every two weeks etc
Occurs on:	Wednesday, Tuesday, Sundaywhatever it is.



On Your Browser/Computer/Laptop

End Date:	ie 31/12/20. You will need to recreate it after this date.
Registration:	Leave this box unchecked
Meeting Password:	This will be automatically populated. You can change this to your own password, but do not use "123456" or other simple password. You can also leave blank, but do not do this if you are putting your meeting ID on any public website or social media.
Video:	Host = On. Participant = On
Audio:	Computer Audio (unless you have people who do not have internet access - see later in this document (8. Telephone Dial In)
Alternative Hosts:	Leave this box blank - you will assign a Co-Host when you start your meeting.

Once you're finished, hit **Done / Save**.

a) On the APP - a "New Event" calendar will pop up, and ask you to "Add". This will add the recurring meeting to your calendar with all the details in it

b) Browser/Computer - a new page will show you all the meeting details, with options to add it to your calendar. You can copy the link to send to your folk selecting Copy the invitation

Go to NEXT PAGE for how to send the meeting details to your people







It's important to remember that your folk will be using different ways of connecting to Zoom.

Some will use a mobile phone (that may/may not have email / WhatsApp on it) Some will use a tablet (that may / may not have text, WhatsApp or email on it) **Some will use a computer** (that won't have text messages, may not have WhatsApp)

To make it <u>easy</u> for your users, you should send it via both Text or WhatsApp <u>and</u> Email so that regardless of their device they can just click to join.

Finding the details of you booked scheduled Meetings

There's a couple of different ways to find your meeting details to send to people



- 1. Click **Meetings** at the bottom of the App
- 2. Scroll to find your meeting, and select
- 3. Select Add Invitees
- 4. If you want to email select Send Email
- 5. If you want to **text** select **Send message**
- 6. If you want to copy details for WhatsApp, or to use another App to Text/Email, select "Copy to Clipboard"

On Your Browser/Computer/Laptop



- 1. Login to Zoom and click Meetings
- 2. Scroll to find your meeting, & select
- 3. Find **Copy the Invitation** button (or copy the link)

Copy the invitation

- 4. Select Copy Meeting Invitation
- 5. Paste this information into your WhatsApp, Email etc



What Should I Include in my Text, Email, WhatsApp message?

When copying a Zoom link, you might only have the link details - ie https://us04web.zoom.us/j/5313dsfsf. This doesn't tell people enough detail.

Send the meeting link to your people how you normally would tell them about the meeting.

> Howdy Housemeeting People, this Fri 9th April we have our Bible Study at 7.30pm - the Zoom call will be open at 7.15pm, feel free to join early for a chat. Can't wait to see you all! Click on the link to join https://us04web.zoom.us/j/5313dsfssdkfjhdskf

Public Meeting Listing

If you are listing your meeting on a website, calendar or other public site, then your people will need to navigate to the site - all they will need now is the password (which you can send via Text, Email, WhatsApp via a **private** message).

Please ensure the setting "Embed Password in meeting link for one-click join" is turned **OFF** for any any links that you post publicly (see settings later in this document)

DO NOT, under any circumstances, publish a **PASSWORD** on the internet (whether on a website, social media, Facebook page etc). If this happens, please go and change the password on ALL your existing meetings.





5. Ready, Set...

OK...you've done all the hard work getting set up...there's just a couple more things you need to do before you run your 1st meeting.

Have a good play around yourself

Do some **test calls** with your family, or other leaders (try & get at least 3 different people in the call). Try stuff. Learn how muting works, how to change layouts to change how your people are displayed, how the Waiting Room works etc. It's far better to try things in a test call, than it is to do it in a live meeting. People come to meetings to be encouraged, uplifted & ministered to...they don't want to be your guinea pigs for every little thing you want to try for the 1st time on the night.



Do a Test Call with <u>all</u> of your people



But not all at once. Tee up a time with each person / household to do a quick test call with you a few days before your first meeting. You can use your Personal Meeting ID for this.

This will help you iron out any issues and will make them (& you) feel more comfortable. Make sure they know how to Mute / Un-mute the microphone, how to place their **device /camera** so they can be seen and how to turn the **volume they hear** up (the volume setting on their device). Refer to the "Step-by-Step Guide for Participants" for more info.

You might get asked these on your Phone/Tablet

These pop-ups may appear when you 1st use Zoom:

	•

here

Please Enter Your Name	Put your 1st & Last Name in
"Zoom" would like access to your camera	OK
Video Preview	Select "Join with Video"
"Zoom" would like access to your Microphone	ОК
"Zoom" would like to send you Notifications	Allow

What will it look like when you're using A <u>Phone / Tablet</u>?

Here's some of the general things you will use when you participate in a meeting.





Here's some other tips if you're using a <u>Phone/Tablet</u>

- Put your phone/tablet in a stand / cradle etc. If you hold it in your hand the whole time, even the slight movement of your hand might make people at the other end seasick!
- Don't sit with your back against a window the camera in your phone/tablet doesn't like the light that comes in through the window.
- Make sure your device is charged or plugged in !







You might get asked these on your <u>Laptop / Computer</u>

These pop-ups may appear when you 1st use Zoom:

Download Zoom	You can either download Zoom, or just click "Join from your Browser".
Your Name	Put your 1st & Last Name in here & "Join"
us04web.zoom wants access to your microphone	Allow
"Zoom" would like access to your camera	Allow
Join Audio by Computer	Select "Join Audio by Computer"

What will it look like when you're using a Laptop or Computer?

Here's some of the general things you will use when you participate in a meeting.



off - you will use this more than any other



Security provides you with the ability to change your meeting security settings during a call. You should **NOT** need to do this if you have applied the right settings to your Profile (see further in this document). Do not "Lock" the meeting after it has started, as you will deny the ability for your people to join if they come late.



Here's some other tips if you're using a Laptop/Computer

- Make sure the camera is around your eye height. If it's too low, we might end up looking up your nose!
- Don't sit with your back against a window the camera doesn't like the light that comes in through the window.
- Make sure it is charged or plugged in !





(Continued)

The Checklist for Success

Make sure you can say 🗹 to each of the items below BEFORE you book your 1st group meeting





So, you're all Set!

Go to the Next Page for how to run your 1st Meeting







6. **GO !!!!!**

Done. You're all set. Time to do the meeting thing.

The Waiting Room

When people dial in to your meeting, they will arrive into the "waiting room". They won't be seen/heard, or see/hear, until you you or your Tech Operator "Admits" them. This is a VERY important security element to our meetings (see the *Step-by-Step Guide for Tech Operators*" for more detail.

Think of it like a physical venue. You're standing in the foyer of your Church Hall & as people arrive, you decide whether to let them into the main hall. If they are "*unwanted*" guests, you don't let them in. There are many cases around the world where people aren't using this feature & unknown guests are "dropping" into Zoom meetings & showing "**not so wholesome**" things on the screen for all to see. We do not want to subject our people to this.

Start the Zoom call early...but the meeting on time.

This allows people time to dial in, have a chat with each other before the meeting starts (& saints love to chat!). You will also need to make sure you have made your Tech Operator a "**Host/Co-Host**" so they can "admit" people from the Waiting Room.



Get the call up **at least 15 mins** early...more if you can.

When people connect, they will go into a Waiting Room (this is to prevent "unknown" people from randomly coming in without your knowledge). Your Tech Operator (or yourself) will **let people in** from the Waiting Room. Select to "*Participants / Manage Participants*" to see who is on the call & who is in the Waiting Room.

For detail instructions, refer to "Step-by-Step guide for Tech Operators".

At your **regular start time**, commence your choruses as per normal.

NOTE: The following are <u>SUGGESTIONS only</u> on how to run the various Meeting Elements you may find something different that works for you, based on your group size, your people experience etc.



Choruses

Interesting times ahead here. You will find that if everyone's microphone is on, then what they will all hear will be out of time with each other (this is due to the slight delays between locations, speeds etc - it's called *latency*).

Suggestion 1: Have a chorus leader who can sing.

- Suggestion 2: If they have music as well (instrument or recorded), perfect.
- **Suggestion 3**: When asking for choruses, ask the person who wants a chorus to un-mute their mic
- **Suggestion 4**: As the Chorus Leader counts in, the Tech Operator needs to make sure all mics are on mute, except for the Chorus Leader.
- **Suggestion 5:** Others Pre-recorded Choruses? Show the Chorus words using <u>http://revivalapps.com/choruses/</u>

Testimonies

You (MC) can have these pre-arranged (maybe to start with), but once everyone is familiar you could ask for volunteers. The person giving the testimony should be able to un-mute their microphone themselves, and the Tech Operator can place everyone else on Mute (if they're not already).





Opening in Prayer / Prayer Requests

You have a couple of options for Prayer Requests.

Suggestion 1: People turn on their mic when they want to ask for a prayer request, replicating what might normally happen in a small meeting.

Suggestion 2: They put their request in the Chat during the choruses & you read these out.

You can also ask for someone to open in prayer, just like you would do normally. It's nice to have everyone un-muted during the prayer (make sure you tell people to remain quiet while the prayer is on).





Video Meetings for "Leaders"

(Continued)

The Spiritual Gifts

There's a couple of suggestions here, depending on your numbers, how quiet people can be etc. **Suggestion 1.** Same as prayer, everyone unmutes their mic at the beginning of the gifts (some may need to mute/be muted based on their noisy environments). Similar to a usual meeting, people need to be a little more conscious about others who have started operating a gift. If two start & neither stop, the Tech Operator can mute one. **Suggestion 2.** Everyone is muted and the person un-mutes themselves if they are about to operate a gift.



The Talk

Pretty straight forward. Whomever is giving the talk should have their mic un-muted, while all others are muted. A presentation can even be done (via Share screen by the Presenter). The Tech Operator will need to make the person presenting a "co-host". You can also give the presentation to the Tech Operator in advance and have them present from their computer for you.

If you are doing a presentation for the 1st time, make sure you have tested this well in advance & all your other apps/programs are closed on your computer.

Encourage your folk to have their **"Physical Bibles"**, otherwise they won't be able to see the Zoom meeting and read an electronic bible on the same device.

Prayer Time

Idea 1: People un-mute their mics and you all pray in the Spirit together.



Idea 2: Mics are muted (off) and the Leader turns their mic back on when calling prayer to a close



Announcements

Run these like you would normally do, with everyone's mic on so they can ask questions, chime in with other announcements if needed

Closing in Prayer

At this time, people should un-mute their mics and you can also ask for



someone to close in prayer, just like you would do normally.



Leave the call up for 15 mins

If you leave the call open for a while, you might find your folk would like to spend some time chatting with each other. This won't be everyone, just like in real life if everyone starts talking at once it will be noisy jumble...but give it a try!

Break Out Rooms

Coming soon to a Zoom Room near you...stay tuned for details.





Recording

While our "Hall style" meetings are recorded, our House Meetings, Prayer Meetings, Bible Studies and other small gatherings are **NOT to be recorded** under any circumstances.

Congratulations!

You've just run your 1st Zoom Meeting







7. Your <u>Personal</u> Meeting Room

Zoom provides you with a Personal Meeting ID you can use for ad-hoc chats with your folk (1-1 fellowship calls / follow up etc). We do not recommend this is used for your regular meetings (see previous section, 4. Setting up Regular Meetings)

You can find your Personal Meeting ID details below - you can copy & send these to them via whatever method works for you/them (text, WhatsApp, email etc). They can then click on the link you've sent to join.



Have you setup your Security Settings? If not, do not proceed, not not Pass Go, do not collect \$200 and go to SECURITY SETTINGS NOW at the end of the document.

8. Telephone <u>Dial in?</u>



Telephone Only? If any of your folk **only** have a Telephone (mobile/home) & no internet, you can provide an option for them to dial into the meeting (they just won't see anyone & you won't be able to see them). You will need to change a setting to allow this. See below.

NOTE - this will change the dial-in experience for ALL your users, who will now be prompted to "Join Audio" for all meetings, via Dial In (which is for Telephone only) or Device/Computer Audio. This adds a layer of complexity for <u>all</u> users.

Go into **Settings**, and then select "<u>Telephone</u>" at the top of the page. Make sure ALL these settings match

Show international numbers link on the invitation email

Show the link for Zoom International Dial-in Numbers on email invitations

Toll Call

Include the selected numbers in the Zoom client and the email invitation via the international numbers link. Participants can dial into meeting with the numbers

Argentina +54 341 512 2188 Argentina +54 343 414 5968 Australia +61 2 8015 6011 Australia +61 3 7018 2005 Australia +61 8 7150 1149 +43 12 535 501 Austria Austria +43 12 535 502 +43 670 309 0165 Austria +43 72 011 5988 Austria +973 1619 7601 Bahrain See all numbers

3rd Party Audio

Users can join the meeting using the existing 3rd party audio configuration

Mask phone number in the participant list

Phone numbers of users dialing into a meeting will be masked in the participant list. For example: 888****666

Global Dial-in Countries/Regions

Click the Edit icon to choose countries/regions that frequently have participants who need to dial into meetings. The dial-in phone numbers of these locations appear in the email invitation, and can be used by participants dialing in from those locations.

Australia 🧨

You will need to tell them the number to call (ie 81701469), and then they will be asked to enter the Meeting ID (ie 123456789) followed by #, and password followed by #. They enter these numbers via the number dial buttons on their phone. lt may also ask for their name so you know who has dialed in (as you won't be able to see them!

**NOTE the above numbers are not real numbers to use









Video Meetings for "Leaders"

(Continued)

9. Security - the <u>Important</u> Stuff

DO NOT miss this step. Just like we ensure the security of our physical premises and safety of our people, we need to do the same here. The instructions below are for the PRO (paid) account only. If you haven't signed up yet for your PRO account, do that <u>NOW</u>.





	Add your photo by selecting "change" below the person outline
Date Format:	Select "Edit" on the right, & change the date format to Australian.
All other settings:	Most other settings should be OK and won't need changing

Settings

Please ensure that all your settings match the following.





Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client

Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a password for instant meetings

A random password will be generated when starting an instant meeting

Require a password for Personal Meeting ID (PMI)

Only meetings with Join Before Host enabled

All meetings using PMI

Password

Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

Mute participants upon entry

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.

Upcoming meeting reminder

Receive desktop notification for upcoming meetings. Reminder time can be configured in the Zoom Desktop Client.

In Meeting (Basic)

Require Encryption for 3rd Party Endpoints (H323/SIP)

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).

meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. 😥

Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

Polling

Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

Always show meeting control toolbar

Always show meeting controls during a meeting (7)

Show Zoom windows during screen share 🗵

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?



All Participants (2)

Who can start sharing when someone else is sharing?

Host Only

All Participants (?)

Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications.

Annotation

Allow participants to use annotation tools to add information to shared screens [7]

Whiteboard

Allow participants to share whiteboard during a meeting (v)

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

Nonverbal feedback

Participants in a meeting can provide nonverbal feedback and express opinions by clicking on icons in the Participants panel. (7)

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin [v]



This document is designed for the needs of the Adelaide Fellowships For help contact local Leader, tech support or https://support.zoom.us/



























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Video Meetings for "Leaders" (Continued)



Settings (Continued)

rename themselves. [7]

In Meeting (Advanced)

when scheduling

Remote support

another participant

Closed captioning

Breakout room

smaller rooms

1

Please ensure that **all** your settings match the following.

Allow participants to rename themselves permanently deleted from trash Allow meeting participants and webinar panelists to permanently deleted from trash Other Blur snapshot on iOS task switcher Allow host to split meeting participants into separate, Invitation Email Allow host to assign participants to breakout rooms content in to edit. Choose email in language to edit Allow meeting host to provide 1:1 remote support to 1 Schedule Privilege Allow host to type closed captions or assign a participant/third party device to add closed captions within the same account. Assign scheduling privilege to + No one I can schedule for No one Integration Authentication key: Z-tln3m6RRO6RAqGukZ5Lg Regenerate Meeting Recording Recording Local recording local file Cloud recording the cloud Automatic recording IP Address Access Control address ranges recordings recording recordings for newly generated recordings only. specified number of days and only admin can delete them. Recording disclaimer recording starts 🕼



Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants t

Save Captions Allow participants to save fully closed captions or transcripts Far end camera control Allow another user to take control of your camera during a meeting Group HD video Activate higher quality video for host and participants. (This will use more bandwidth.) Virtual background Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings. Identify guest participants in the meeting/webinar Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. 🐑 Auto-answer group in chat Enable users to see and add contacts to 'auto-answer group' in the contact list on chat. Any call from members of this group will be automatically answered. Only show default email when sending email

Allow users to invite participants by email only by using the default email program selected on their computer

Use HTML format email for Outlook plugin

Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin

Allow users to select stereo audio in their client settings

Allow users to select stereo audio during a meeting

Allow users to select original sound in their client settings

Allow users to select original sound during a meeting

Waiting room

invites

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the

meeting before the host arrives is automatically disabled. 🐑

Choose which participants to place in the waiting room:

All participants

Guest participants only (2)

Customize the title, logo, and description

Add a custom message like "Welcome to our fellowship online meeting. Please let us know your name & location via the chat panel. Our operator will bring you into the meeting shortly.

If you are new to our meeting, welcome! We look forward to you observing our meeting & chatting to you afterwards. God bless!

Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Allow live streaming meetings



When a cloud recording is available

Notify host when cloud recording is available

Send a copy to the person who scheduled the meeting/webinar for the host

When attendees join meeting before host

Notify host when participants join the meeting before them

When a meeting is cancelled

Notify host and participants when the meeting is cancelled

When an alternative host is set or removed from a meeting

Notify the alternative host who is set or removed

When someone scheduled a meeting for a host

Notify the host there is a meeting is scheduled, rescheduled, or cancelled

the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting.

Add a custom message like "Welcome to the Black Stump fellowship online meeting. Please let us know your name & location via the chat panel. Our operator will bring you into the meeting shortly.

you are new to our meeting, welcome! We look forward to you observing our meeting & chatting to you afterwards. God bless!

> Meeting Recording

Telephone

Show international numbers link on the invitation email

Show the link for Zoom International Dial-In Numbers on email invitations

Toll Call

Include the selected numbers in the Zoom client and the email invitation via the international numbers link. Participants can dial into meeting with the numbers

Argentina	+54 112 040 0447
Argentina	+54 341 512 2188
Argentina	+54 343 414 5986
Australia	+61 2 8015 6011
Australia	+61 3 7018 2005
Australia	+61 731 853 730
Australia	+61 861 193 900
Australia	+61 8 7150 1149
Austria	+43 12 535 501
Austria	+43 12 535 502

See all numbers

3rd Party Audio

Users can join the meeting using the existing 3rd party audio configuration

Mask phone number in the participant list

Phone numbers of users dialing into a meeting will be masked in the participant list. For example: 888****666

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Australia 🥜

The END - Phew!!!







