<u>FOR UUSF STAFF</u>

HOW TO USE ZOOM?

1. Setup Instructions on Google Cal and Zoom
2. Sharing Host Controls with Lay Leadership

SETUP INSTRUCTIONS FOR STAFF (google calendar & zoom application)

1. Get access to lectern and pulpit zoom Google Calendars.
2. If you don't see an account booked out, make your calendar invite and under "room" choose either "lectern" or "pulpit";
3. Then book the Zoom room.
4. Know that lectern can accommodate 100 people and Pulpit can accommodate 500.
5. Sign in to your Zoom Web Portal Account that you have booked the room for in Google Calendar
6. Click Meetings.
7. Click Schedule a Meeting.
8. Choose the date and time for your meeting.
9. Set host video on and participates video on.
10. You can either enable waiting room or allow people to join before the host enters.
11. Enable allow participants to join before the host.

CLAIM HOST CONTROLS FOR LAY LEADERSHIP

- **Zoom (Lectern) HOST KEY: 836656**
- **Zoom (Pulpit) HOST KEY: 728735**

1. Join a meeting.
2. In the meeting controls, click Participants icon .
3. The Participants panel will appear on the right side of the screen.
4. Click Claim Host at the bottom of the participants list.
5. Enter your host key.
6. Click Claim Host.
7. Once the host key is verified, you will have host controls in the meeting.

To find this information on Zoom go to https://bit.ly/claimhostuuzoom

(To Find this Information Go to: https://drive.google.com/drive/folders/1IW-BJIc_AsXW7PPJ_q9rDZO3r5XGqcSb?usp=share_link)

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1. TIPS AND WEBSITES

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1. **Screen sharing a PowerPoint presentation**

https://support.zoom.us/hc/en-us/articles/203395347-Screen-sharing-a-PowerPoint-presentation