ADSJ Zoom Guide

Facebook

Streaming Worship Services

1. Go to https://www.facebook.com/live/create.
2. Click Create Live Stream.
3. Click the button on the top of the screen that says camera to use your own computer's camera.
4. On the right hand side of the screen select where you want the stream to be broadcast. This should automatically go to your personal facebook page.
5. Write a description and title for your live stream.
6. Click Go Live. If you want to schedule your broadcast for later, click Schedule.

Zoom

Uses for Zoom

Zoom can be used when people can't attend meetings at church in person. People can participate with video and audio or with audio only. Zoom can be used for formal meetings, Bible studies, and even prayer and worship among a small group.

Signing Up

You will need to set up a free account to use Zoom if you do not already have one. To set up your free account

1. Go to https://zoom.us.

2. Click on **SIGN UP, IT'S FREE**, in the upper righthand corner of the screen and follow the on screen instructions. A free trial allows you to host meetings that last up to 45 minutes.

If you need to host a meeting longer than 45 minutes you'll need to upgrade your Zoom account and start paying a monthly fee. It's important to note that Zoom only allows you to host one meeting at a time. If you have a group in your church that has regularly meetings that coincide with other meetings you should have them sign up for their own Zoom account.

Downloading Zoom

You will need to download the Zoom Meetings Client from https://zoom.us/download#client_4meeting.

Logging In

1. Open the Zoom Meetings Client
2. Click the sign in button
3. Enter your username and password
4. Click the log in button

Setting Up Meetings

1. Click on Schedule A Meeting in the upper right corner of the page.
2. Enter a Topic for the meeting title
3. Set your time, date, and meeting duration
4. Make sure registration required isn't checked, meeting ID is generated automatically, require meeting password is unchecked
5. Video should be set to on for host and participant, audio should be set to both.
6. Make sure you have join before host checked.
7. Click the save button
8. You will be taken to the new page for the meeting. Click the link on the right that says copy the invitation.
9. Paste the invitation in email you send to people so they can connect to your meeting.