Zoom Training Instructions

- Preface: this training is very easy to do. Very low stakes, nothing to worry about if you're nervous about teaching! The church members are *extremely* nice and they are here to learn as much as they can about Zoom for their personal use!
- The table below has an outline of the concepts to cover. The zoom training lasts one hour exactly, so try to cover everything in that amount of time.
- For the topics with numbers, those numbers correlate to YOUR number on the APO sign ups.
    - Please do a quick refresher of what you're covering before the meeting starts. Make sure to check out the SETTINGS options in the Zoom profile area.
- The event coordinator will make introductions for everyone and then take a step back! Let's go team!
- As a general rule, **ask if there are any questions** after going over a topic. Usually there are questions.

***bring conversation back to Zoom when necessary. Sometimes tangents occur.

Join Zoom Meeting
https://us02web.zoom.us/j/83580852668?pwd=OFFYQm94K2RpZmZVSWhpKzYwNllidz09

Meeting ID: 835 8085 2668
Passcode: tech lab

Lois email 11/2: **I think there are some of us who still need a little help on recording. I know I was able to record our session but after I downloaded it I could only open it in my computer app that is Viddy I use for YouTube, (this may be my only way), I could not save it in the Zoom account so others could call it up. I am letting people know this is our main topic for Monday when I send out the invite however we are doing our first Zoom worship today and afterwards we may have questions from our first attempt at using Zoom for its real purpose.**
I will use the same session recurring session we set up to send out the invitation to whoever would like to join us. I do know Carole and Ken said they would join.

Sorry about the late note. I have been spending lots of time helping three people with no computer skills try to get them ready to be able to join our worship today. It is a struggle helping by phone. I have two out of the three that might be able to get on later today. However I could not have done this without the training I have had on Zoom, thank you.

Concept	Information	Time (min)
Review of Previous Concepts (Natasha)	Lois email Questions (11/1): ● help with recording a session.	10-20

	● When I shared my screen and started the video there was no volume other than on my computer. I did learn that I had to go into the menu and find a tab to share my computer speaker so we did get to hear and see the video. Is there a way to set that up earlier? ● Second, is there a way to make the screen go to the speaker view without each one having to do it manually? ● <u>Screen Sharing with Sound</u> <u>Recording</u> ● Where to download it to, how to open it, how to share it	
Host abilities(person 2)	● Muting people, waiting room, changing host, co-hosts, etc.	10-15
Zoom on different platforms (person 3)	● App on phone, tablets, laptops	10-15
Questions/Requests (person 4)	● Lois's request to cover recording more in depth? If more time is needed	10-15
Time for questions	● Keep track of questions that can be addressed at the end and put them here:	Whatever time is left

Notes for next time: