

# Zoom Online Videoconferencing and Meetings

## Table of Contents

- Overview of Zoom 1
- Downloading Zoom 2-4
- Creating an Account 5
- Organizing a Zoom Meeting 6-8
- Joining a Meeting 9-13
- Audio/Video Support 14-21
- Chairman 22-23
- Conductor, Reader, and Commenter 24-26
- Student Assignment 27

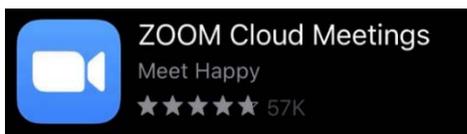
## OVERVIEW OF ZOOM

1. Zoom is a commercial online videoconferencing tool that can support the needs of congregation meetings. Zoom features enable individuals to connect to an online meeting using a phone, tablet, or computer. The benefits of using Zoom include the following:

- (1) Any attendee connected to the meeting on a device that has a microphone (with or without a video camera or webcam) can participate in the meeting from his location.
- (2) Multiple attendees can be shown on one screen.
- (3) When sharing your screen with others, *JW Library* can be used as the source of videos, songs, and pictures. Pictures for public talks can be shown with any photo viewer software.

## DOWNLOADING ZOOM

2. **iPad/iPhone:** Go to the App Store and search for **ZOOM Cloud Meetings**.



3. **Android:** Go to the Google Play Store and search for **ZOOM Cloud Meetings**.



4. **Desktop (Windows or Mac):** Go to <https://zoom.us/download>, and download **Zoom Client for Meetings**.

## CREATING AN ACCOUNT

5. Zoom offers a free version as well as various paid versions. The instructions in this document apply to all versions unless otherwise indicated. To schedule a meeting in Zoom, a capable elder or ministerial servant needs to select “Sign Up” to create an account that can be used for congregation purposes.—See [paragraph 9](#).

## ORGANIZING A ZOOM MEETING

6. An elder or a ministerial servant should be designated to schedule the meetings using the account that was created. This brother is referred to as the meeting organizer. Of course, the assigning of parts on the midweek meeting is handled by the coordinator of the body of elders and the Life and Ministry Meeting overseer. It may be helpful to schedule a brief rehearsal prior to using Zoom for the first meeting. This may help those presenting parts and providing audio/video support to get more familiar with the system.

7. **Scheduling a Meeting:** When setting up a Zoom meeting, we recommend enabling the “Mute participants upon entry” setting.

**IMPORTANT:** To ensure the security of the meeting, the option allowing attendees to share their screens should be disabled. The option allowing attendees to record the meeting should also be disabled.—See paragraph 15.

8. **Inviting to a Meeting:** Once a meeting is scheduled in Zoom, the meeting organizer should send the meeting invitation to the attendees. This link is commonly sent by e-mail or text message.

## JOINING A MEETING

9. It is best for each attendee to download the appropriate app or desktop client to his device or computer before joining a Zoom meeting for the first time. *It is not necessary for individuals to create an account with Zoom to join a meeting.* There are multiple ways to join a meeting. The following two options are the most common:

- (1) **Use a Link:** Select the meeting invitation link that was received from the meeting organizer. Then enter the password, if provided.
- (2) **Enter the Meeting ID and Password:** Select “Join a Meeting” from the installed app or desktop client or navigate to <https://zoom.us/join> in a web browser. Then follow the prompts to enter the meeting ID and password provided in the meeting invitation that was received from the meeting organizer.

10. **Audio and Video:** After joining the meeting, the attendee may enable audio and video on his device. If tying in to a congregation meeting, it is appropriate to dress as one would if attending a meeting at the Kingdom Hall.—*jl* lesson 8.

11. **Attendance:** The coordinator of the body of elders may determine the most practical way of taking a count of all those in attendance at the meeting.

12. **Mute:** The attendee’s microphone should be muted when he is not speaking.

13. **End of Meeting:** When the meeting is over, the attendee may exit by selecting “Leave Meeting.”

## AUDIO/VIDEO SUPPORT

14. An exemplary brother should be assigned to care for audio/video support for each Zoom meeting. This role is known in Zoom as the host. Depending on the version of Zoom that is used, it is possible to allow other attendees to be designated as co-hosts. This feature can be used to share the responsibilities during a meeting as well as to provide training.

15. **Overview of Responsibilities:** The audio/video support brother provides technical support to the meeting organizer, chairman, program participants, and meeting attenders as

needed. He mutes attendees who are not speaking to reduce distractions and unmutes others as necessary. He plays the songs and videos and displays pictures.

**IMPORTANT:** If someone joins the meeting and intentionally causes a disruption, the audio/video support brother should quickly remove the person from the meeting and report the matter to the coordinator of the body of elders.

16. **Technical Requirements:** The audio/video support brother should, when possible, use the desktop version of the Zoom application (Windows or Mac). He should log in to the meeting using the Zoom account username and password. The account username and password may be shared with more than one brother, if necessary. However, only one brother at a time can be signed in to the account.

17. **Before the Meeting:** The audio/video support brother should join the meeting before the start time of the meeting and work with each program participant to test his setup.

**IMPORTANT:** The audio/video support brother should always ensure that the option allowing attendees to share their screens is disabled.

18. **During the Meeting:** The audio/video support brother should have *JW Library* open and ready to play songs or other scheduled videos or to display pictures. Content can be played from JW Stream as well. It is best to download all video content in advance rather than trying to stream the content. When the video is being introduced by the chairman or the conductor, the audio/video support brother should begin to share his screen. When playing videos, we recommend the option “Optimize screen sharing for video clip.” The setting “Share computer sound” should also be selected. The videos should be played full screen if possible. As soon as the video ends, he should stop sharing his screen. Good judgment should be used when deciding how long to display a picture during a part with audience participation, since the conductor may need to see the audience.

19. During the reading of paragraphs, the audio/video support brother could select the option “Lower All Hands” if some attendees forgot to select “Lower Hand” after the previous paragraph was discussed.—See [paragraphs 24](#) and [26](#).

20. There is a 40-minute time limit when using the Zoom Basic (free) version. If this version is used, the audio/video support brother should end the Zoom meeting at the start of a predetermined intermission. He should restart the meeting immediately afterward. Once the Zoom meeting is restarted, the attendees will need to rejoin on their own.

21. **After the Meeting:** The body of elders may choose to allow the Zoom meeting to continue for a period of time after the congregation meeting to allow the friends to associate with one another. (Heb. 10:24, 25) Once the designated period concludes, the audio/video support brother may end the meeting.

## CHAIRMAN

22. **Before the Meeting:** The chairman should join the meeting early to resolve any technical issues before the meeting begins. A minute or so before the meeting, the chairman should make a brief announcement that the meeting is about to begin. He should remind attendees of the need to mute their microphones when they are not speaking. He should also remind them that if their camera is turned on, they can be seen by others in attendance.

23. **During the Meeting:** When the chairman is not speaking, he should mute his microphone. The audio/video support brother can assist with this as necessary.—See [paragraph 15](#).

## **CONDUCTOR, READER, AND COMMENTER**

24. **Conducting:** When the chairman introduces the next part, the conductor should unmute his microphone and begin speaking. During audience participation, the conductor should watch for participants who have either raised their physical hand or used the Raise Hand feature if the elders decide to use the feature. (See [paragraph 26](#).) As an alternative, the commenters could be assigned in advance. When using the Raise Hand feature, a blue hand icon will show next to each person. When the conductor's part ends, he should mute his microphone. For the best experience when conducting a meeting part, use the desktop version of the Zoom app (Windows or Mac). This will allow the maximum number of thumbnail images to be visible on the screen.

25. **Reading:** When the conductor calls for the reading, the reader should unmute his microphone and begin speaking. When he is not reading, he should mute his microphone.

26. **Commenting:** When an attendee would like to comment, he may either raise his physical hand or use the Raise Hand feature if the elders decide to use the feature. (Depending on the device used, the feature may be found after selecting "More" or "Participants.") When called on by the conductor, the commenter should unmute his microphone and begin speaking. Commenters may need to speak loudly or move closer to their microphone so that they can be heard by all in attendance. Thereafter, the commenter should mute his microphone and then select "Lower Hand" if that feature was used.

## **STUDENT ASSIGNMENT**

27. Before the student's assignment begins, he should make sure his video is enabled and that he can see his assistant on the screen. When the chairman introduces the part, both the student and his assistant should unmute their microphones and begin speaking. If the student is instructed to play a video, the audio/video support brother will play the video. When the student assignment is completed, the participants should mute their microphones.