

Zoom options:

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Your Sacrament Meeting

Description (Optional)

Enter your meeting description

When

07/11/2020



11:00



AM



Duration

1



hr

0



min

Time Zone

(GMT-7:00) Pacific Time (US and Canada)



☒ Recurring meeting Every week on Sun, until Aug 22, 2020, 6 occurrence(s)

Recurrence

Weekly



Repeat every

1



week

Occurs on



Sun



Mon



Tue



Wed



Thu



Fri



Sat

End date



By

08/22/2020



After

7



occurrences

Registration

☐ Required

Meeting Password

☒ Require meeting password

487341

Video

Host

☒ on ☐ off

Participant

☐ on ☒ off

Audio

☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry ⓘ

☒ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save

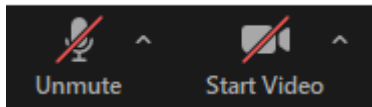
Cancel

Starting meeting

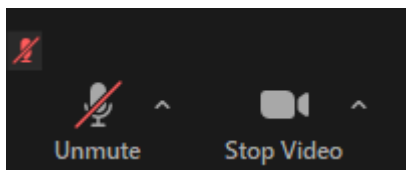
Here is the whole bar at the bottom when it is full screen



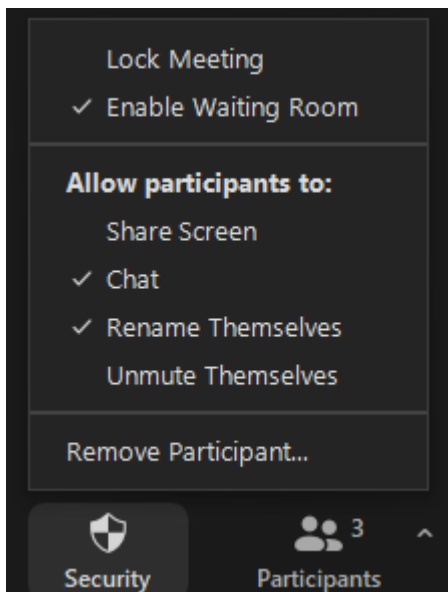
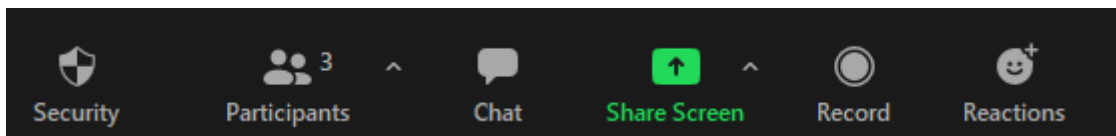
From here you will have to start your video by clicking on the button



Will now look like this.



Click on the Security icon

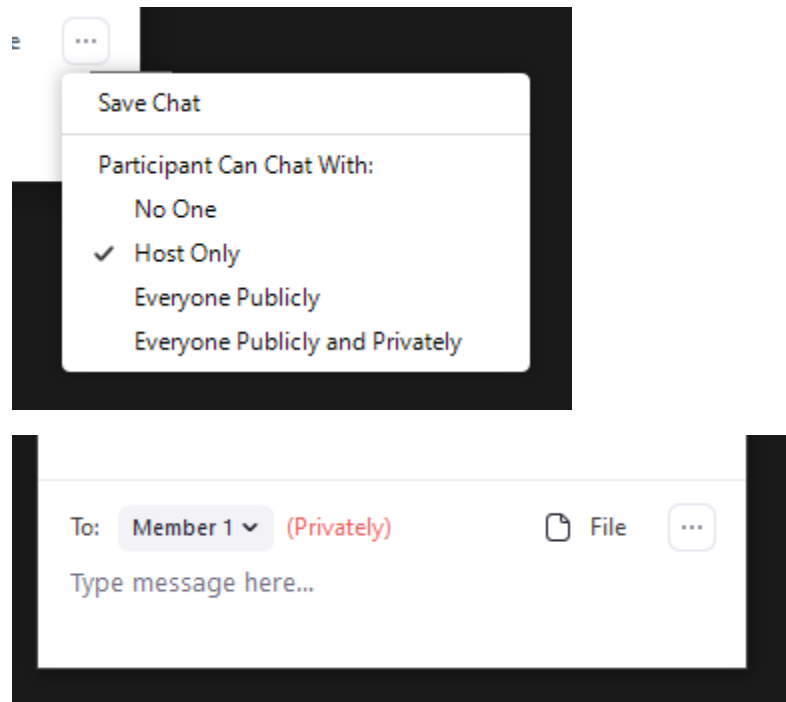


The Enable waiting room will be from setting up the meeting. This will allow only members into our virtual sacrament meeting.

Make sure the participants cannot share their screen. This will not stop them from starting their video but you can always turn that off later.

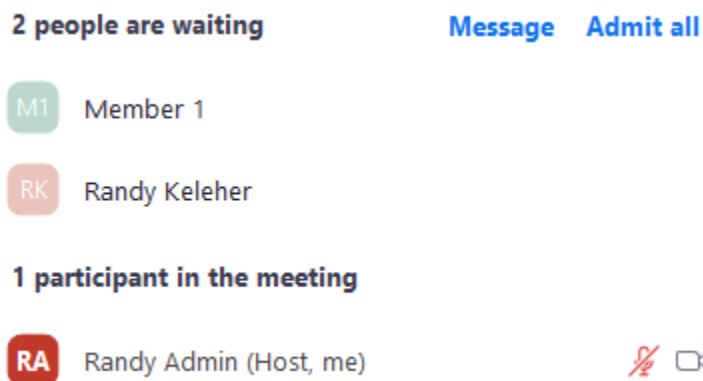
Make sure the chat is either unchecked so no one can chat or check it and then change chat settings by clicking on the three dots on the right hand side.

Then check so that they can only chat with the host, in case they might need some technical assistance.



Click on the Participants icon at the bottom and a box will come up.

This is where you will admit ward members to the meeting



You can admit all or admit one by one. Just hover over the name and click admit.

Participants (1)

2 people are waiting

[Message](#)

[Admit all](#)

M1

Member 1

RK

Randy Keleher

[Admit](#)

[Remove](#)

1 participant in the meeting

RA

Randy Admin (Host, me)

Once everyone is admitted it could look like this.

Participants (3)

RA

Randy Admin (Host, me)

M1

Member 1

RK

Randy Keleher

[Invite](#)

[Mute All](#)

[...](#)

This is where you can turn off someone's video. Hover over their name and click more

RA

Randy Admin (Host, me)

M1

Member 1

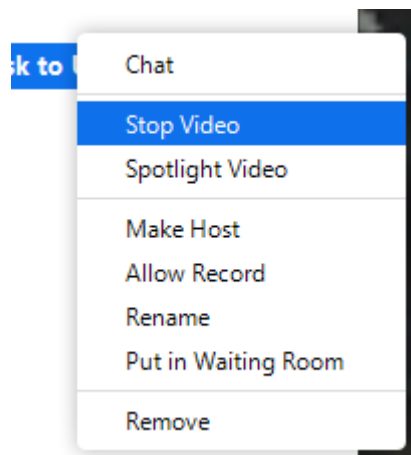
[Ask to Unmute](#)

[More >](#)

RK

Randy Keleher

Then click Stop Video



Once you stop their video they cannot restart.

