

Zoom options:

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When 

Duration hr min

Time Zone

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

Recurrence

Repeat every week

Occurs on Sun Mon Tue Wed Thu Fri Sat

End date By  After occurrences

Registration Required

Meeting Password Require meeting password

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

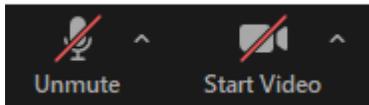
Alternative Hosts

Starting meeting

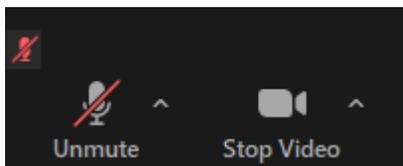
Here is the whole bar at the bottom when it is full screen



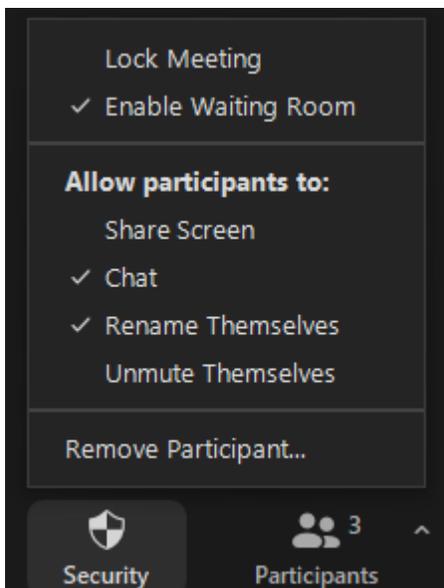
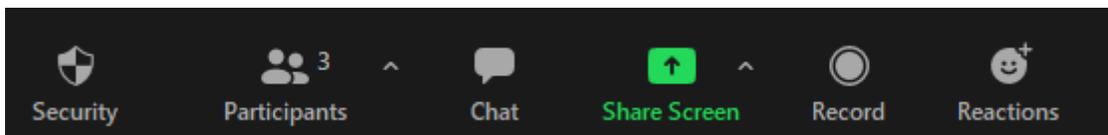
From here you will have to start your video by clicking on the button



Will now look like this.



Click on the Security icon

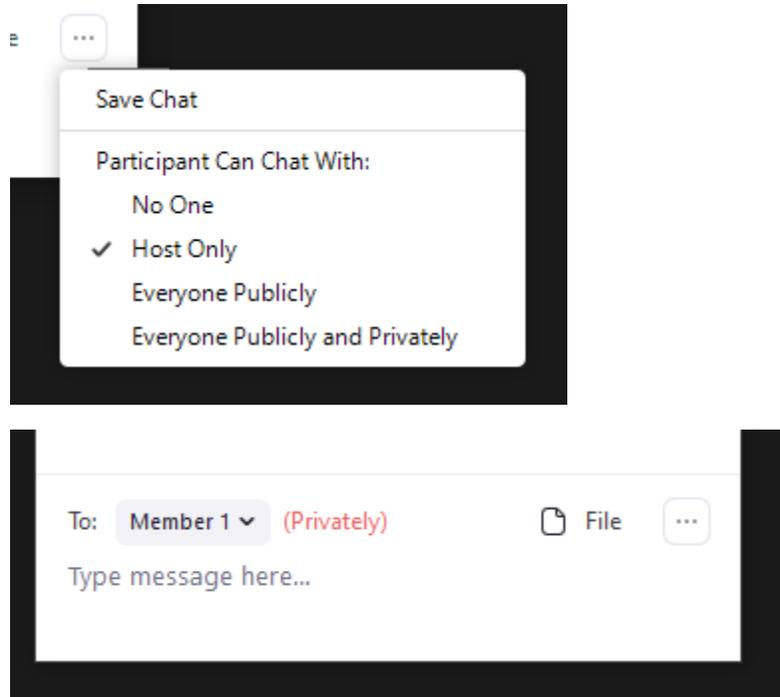


The Enable waiting room will be from setting up the meeting. This will allow only members into our virtual sacrament meeting.

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.

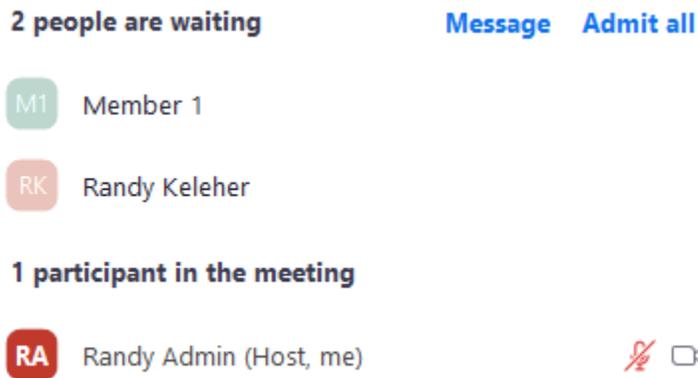
Make sure the chat is either unchecked so no one can chat or check it and then change chat settings by clicking on the three dots on the right hand side.

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](#) [...](#)

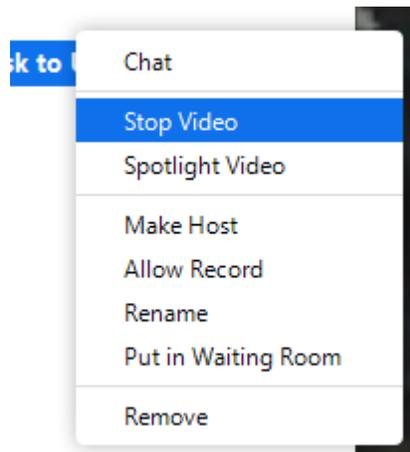
This is where you can turn off someone's video. Hover over their name and click more

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.

