

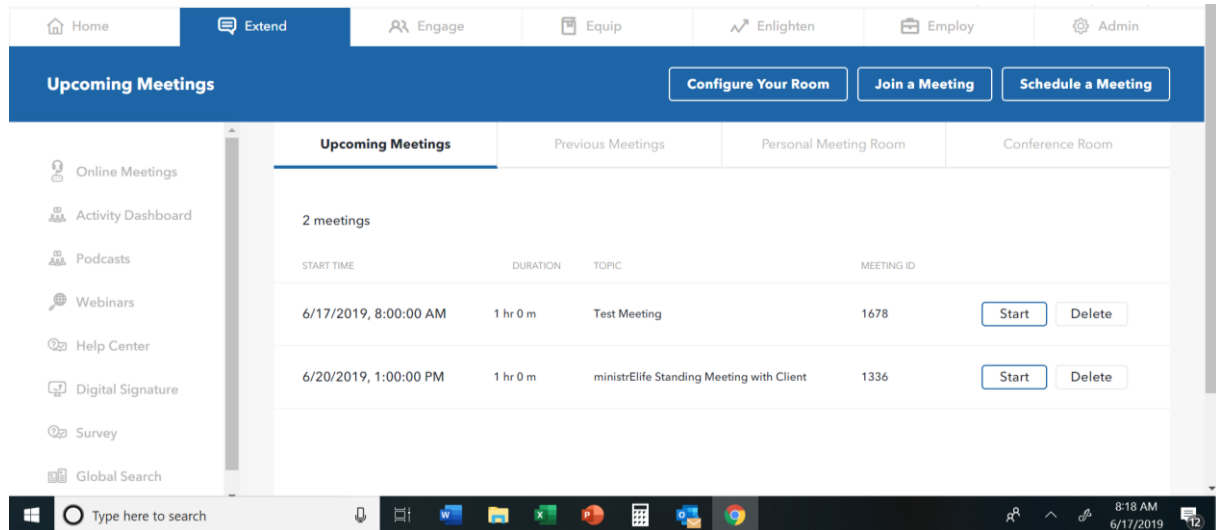
HOW TO USE
ministr **powered by zoom**
VIDEO MEETINGS
Getting Started Guide

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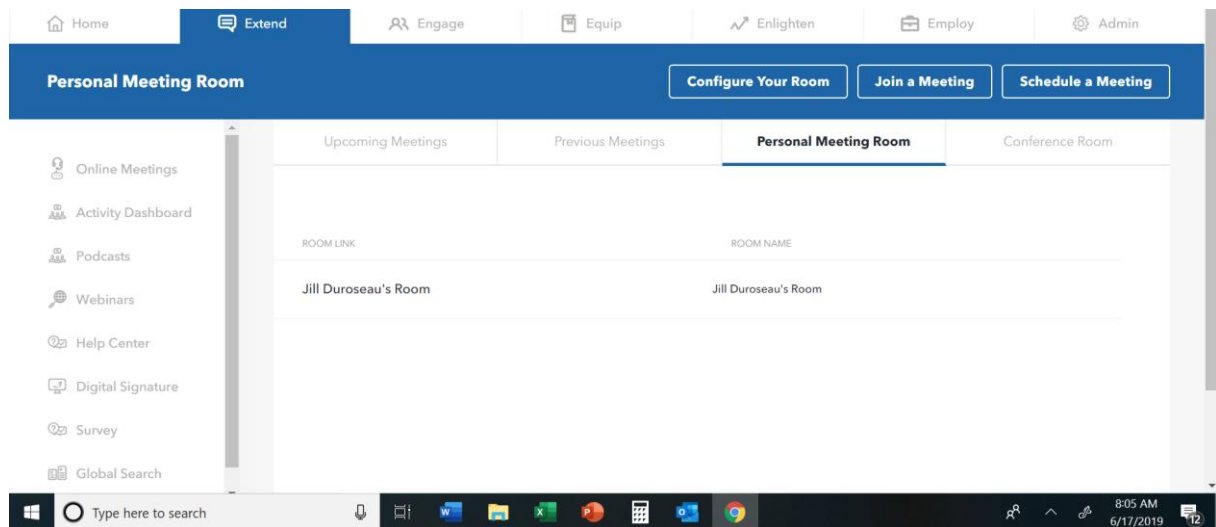
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Access Your Room From Within ministrElife

Log into ministrElife.org as usual. Click on the Extend Section. Now that you have a room, your initial page should look like this:



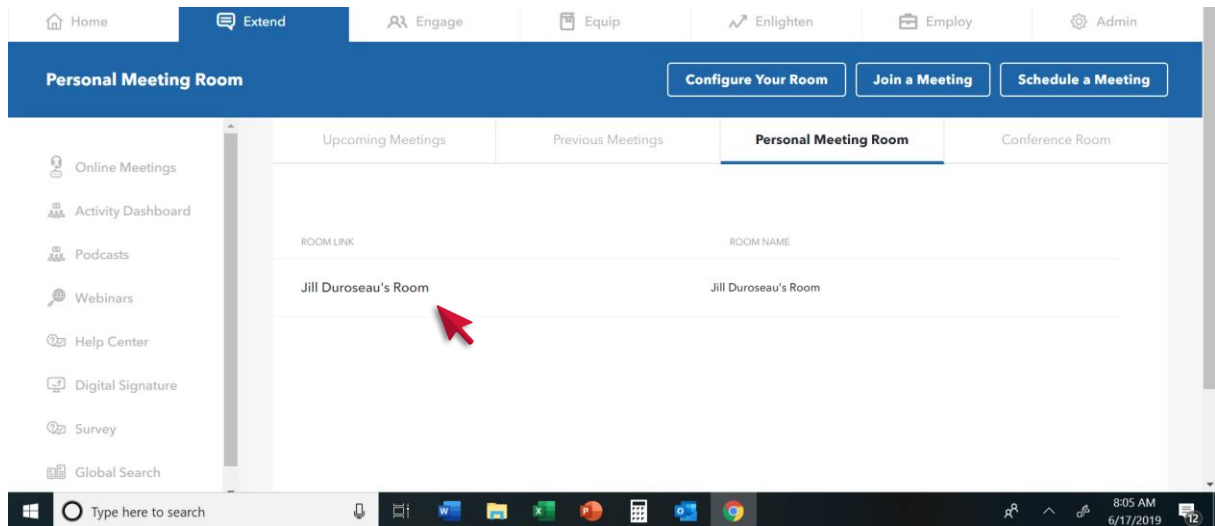
Your Personal Meeting Room has a home here under the Personal Meeting Room tab. This is a unique view. Only you can see your room.



The first instance of your room name is an actual direct link to your room. The second instance is simply the name of your room.

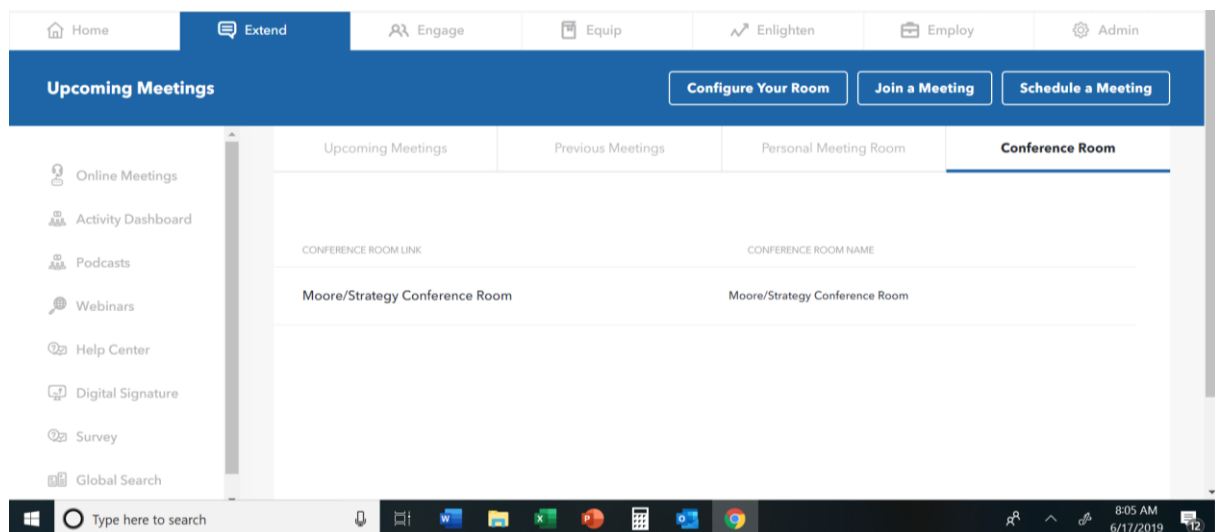
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Simply clicking here will open up your Personal Meeting Room. This is your private room. You alone are the host. The room holds up to **500** people. Those people can be members of ministrElife or outside guests.



Click the **x** at the top right to close the room.

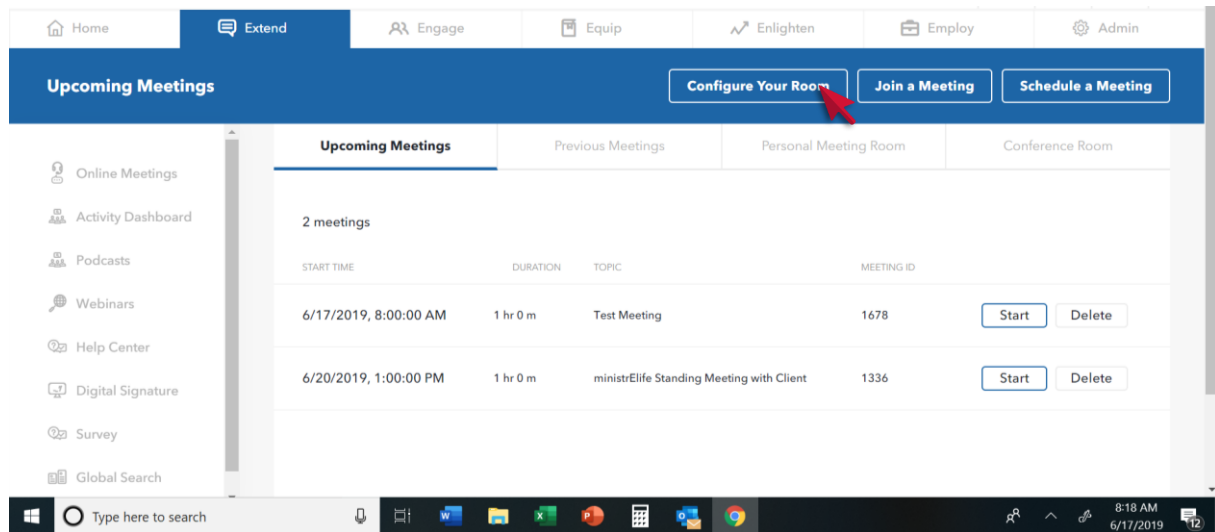
Any Conference Rooms assigned to you will be here under Conference Room. The first instance of the conference room name is an actual direct link to the room. The second instance is simply the name of the conference room.



You can choose to download the ZOOM app at this point to save it to your device now for **future** use. For your convenience we have housed that function here under Configure Your Room. Simply click on the Configure Your Room button.

Please note: You only have to do this once.

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Once this button is clicked, it will begin a download process. Please follow all prompts and allow the download to make the necessary changes to your computer. Make sure to run the .exe file at the bottom right section of the page and install it to your system. This process should take less than 5 minutes.

You should need just two pieces of information to have your Personal Meeting Room available to you in an instant, on or off the ministrElife platform - your **Personal Meeting ID** and your **password**. You received your Personal Meeting ID upon activation of your account. You, alone, know your password. You selected that upon activation of your Zoom account. If you forget it, you can reset it anywhere you are prompted to give your password.

Access Your Room From the New ministrElife Zoom Web Portal

You should need just two pieces of information to have your Personal Meeting Room available to you in an instant, on or off the ministrElife platform - your **Personal Meeting ID** and your **password**. You received your Personal Meeting ID upon activation of your account. You, alone, know your password. You selected that upon activation of your Zoom account. If you forget it, you can reset it anywhere you are prompted to give your password.

Visit the New ministrElife Zoom Web Portal:

Go to <http://ministrElife.zoom.us> from any web browser, from any device to set up your room on Zoom. Once there click Sign In and enter your email address and password. We have set up the system so that the email address you use to log into ministrElife is the same that you use to login here (unless you have changed it).

Upon sign in you will be taken to your **Profile** page.

Highlights of this page are:

- Setting your profile picture (persists through the Zoom platform).
- Editing your [Personal Meeting ID/Personal Link](#)
 - **VERY IMPORTANT: WE ARE ASKING YOU NOT TO EDIT YOUR PERSONAL MEETING ID. THIS ID TIES YOUR ZOOM ACCOUNT TO MINISTRELIFE. EDITING THIS NUMBER WILL STOP YOU FROM BEING ABLE TO ACCESS YOUR ROOM FROM THE MINISTRELIFE PLATFORM.**

This is your personal dedicated virtual meeting space. You can use it at any time or schedule it for future use.

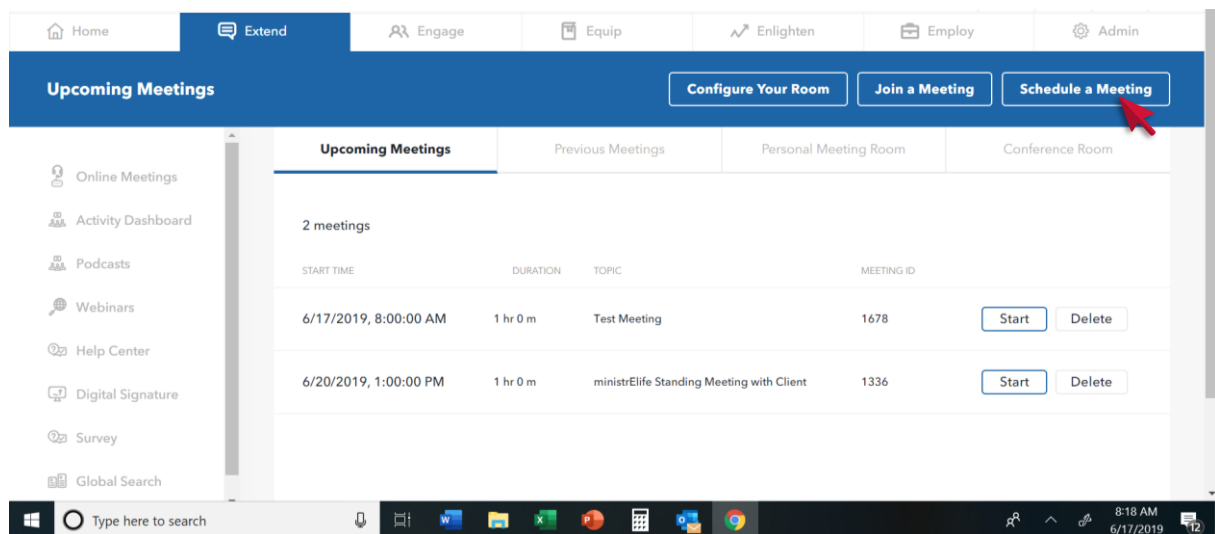
After configuring your profile, we recommend going to the **Meeting Settings** tab to configure your preferences based on how you would like to conduct meetings.

Inviting Others to a Personal Meeting Room

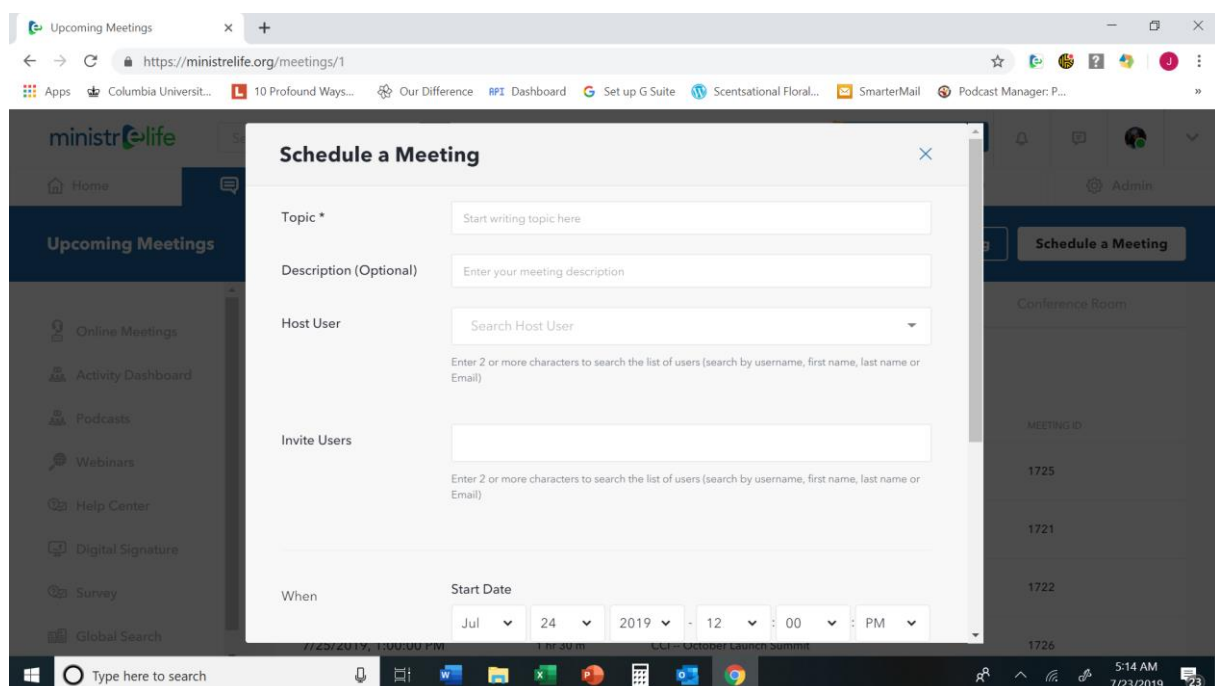
There are several ways that you can provide a direct link to your Personal Meeting Room. Through a ministrElife Meeting Invite, a Zoom Meeting Invite or simply sending the direct link.

ministrElife Meeting Invite:

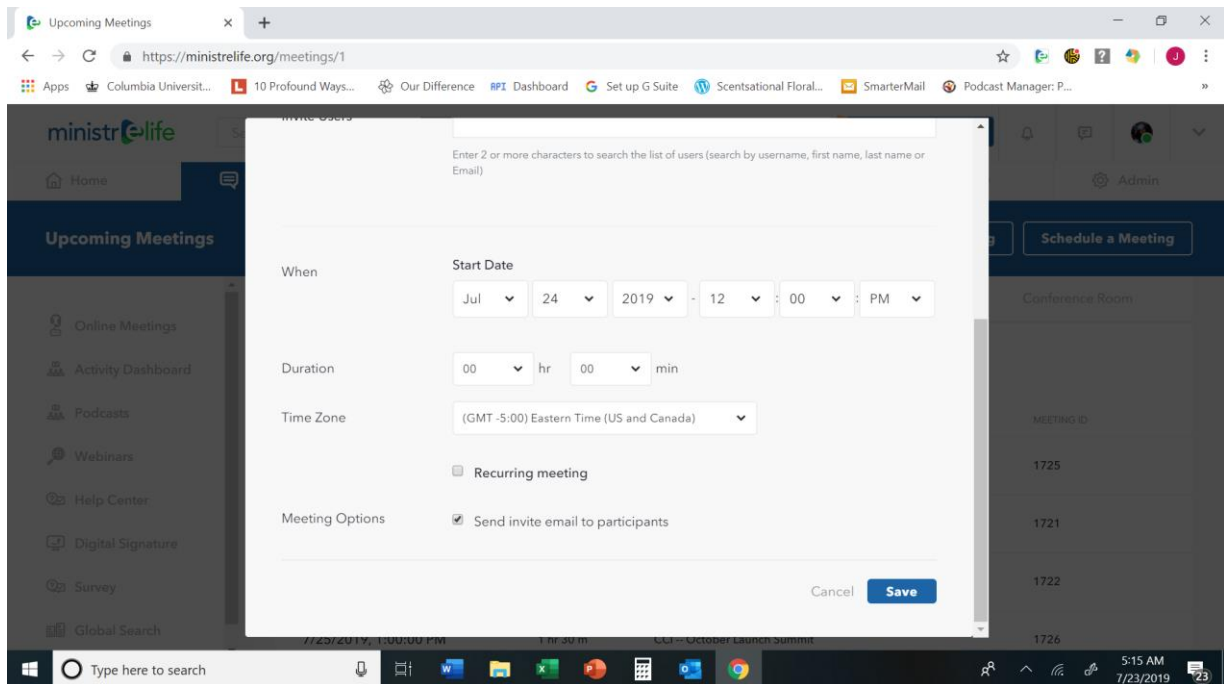
To send a meeting invite, click on Schedule a Meeting.



Then follow the same prompts inside the Schedule a Meeting pop up. Information inserted here will display in your ministrElife Meeting Invite.



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Topic: Type in the general topic of the meeting

Description: This is optional and will not display on the Meeting Invite

Host User: This is the designated host of the meeting. Slowly begin typing in the name of the host. Enter 2 or more characters to search the list of users. You can search by first name, last name or email address. This person must be a registered user of ministrE-life. PLEASE NOTE: In the Zoom Video Meeting solution, the host user here is simply a designation. This does not determine whose Personal Meeting Room will be used for the meeting. **The room location is determined by ministrE-life account that creates the invite.**

Invite Users: Slowly begin typing in the name of each of the users you want to invite. Enter 2 or more characters to search the list of users. You can search by first name, last name or email address. This person must be a registered user of ministrE-life. PLEASE NOTE: In the Zoom Video Meeting solution, the users list simply determines the persons that will receive an invite (via email and on ministrE-life). You no longer have to list all users for people to be allowed in a meeting.

When: Designate the date and time of the meeting.

Duration: Indicate how long the meeting will occur.

Time Zone: Indicate the time zone.

Recurring Meeting: Click this box to indicate future meeting times of this same meeting.

Meeting Options: Click this box if you want a Meeting Invite to be automatically emailed to listed meeting participants. If you do not click this box, a meeting notification will be sent to each participant on ministrE-life.

ministrElife Meeting Invite via Zoom

Of course, Zoom offers you several ways to schedule your ministrElife meetings. Now it is even easier through our exclusive ministrElife Zoom home.

Web Portal

1. Log in to <http://ministrelife.zoom.us>
2. You will see several options:
 - a. Join a Meeting: Allows you to join a meeting in progress. You will need the Meeting ID of the meeting you are joining. Once entered, you are in.
 - b. Host a Meeting: Allows you to start an instant meeting in your Personal Meeting Room. Log in and you are in.

Sending a direct meeting link:

This option to notify people of a meeting is the simplest.

The direct link to your Personal Meeting Room is always:

<https://ministrelife.zoom.us/j/xxxxxxxxxx>

(where the Xs are your 10 digit Personal Meeting ID)

Give this link out directly to your meeting participants to start a meeting whenever or wherever you want.

Features within Your ministrElife Zoom Meeting Room

Audio

When starting/joining a meeting, you can join the audio by phone or computer.

- Choose “Join Audio by Computer” to connect your computers mic and speakers to the Zoom Meeting. You can test you Audio sources by using the “Test Computer Audio” link when joining.
- Choose “Phone Call” and dial the number provided. Enter in the Meeting ID and make sure to input the “Participant ID”

Clicking on the Mic icon will let you mute and unmute your audio once connected

Video

Access Video settings before or during a meeting by clicking on the “Settings” icon on your Zoom Desktop Application. On the Video tab you can preview and change your camera source via the down arrow. Clicking on the Video icon will let you start and stop your video feed.

Invite Participants

During a meeting, click “Invite” to send meeting information to more participants by email, Zoom chat, phone, or room system.

Manage Participants

When hosting a Zoom meeting, you have additional controls available to help manage your participants. Attendees can only view the other participants.

Share Screen

1. Click Share Screen
2. Choose to share your; desktop, specific application, whiteboard, camera feed
3. All participants in your meeting can share their screen
4. During screen sharing you and your attendees can use the Annotation tools for drawing, pointing, highlighting, etc.

Chat

1. Click “Chat” to start an in-meeting message with participants in the meeting
2. The dropdown on the chat window will allow you to message Everyone, or a specific participant

Record

As a host you can record the meeting to either the Zoom cloud or your local machine.

1. Click on the “Record” icon in the toolbar
2. Choose to record to the Cloud or Local machine
3. Recording will process once the meeting ends

There are some great resources from Zoom’s Knowledge Base to take a deeper dive into using Zoom. Go to our ministrElife Home on Zoom ministrElife.zoom.us, click on Zoom Support in the footer to get access.

Best Practices

Before the Meeting:

- Test your Audio and Video
 - Make sure to choose the correct audio and video sources
- Have the content and applications that you intend to share open and prepared ahead of time
- Close applications that have pop ups

Hosting A Meeting:

- Mute your mic if others are presenting/speaking
- Use “Gallery View” for smaller group/team meetings
- Share your screen
 - Share specific Applications to control displayed content
 - Use “New Share” to seamlessly transition between shared applications.
- Use the Annotation tools to grab and direct attention

Turn the camera on!

- Put your webcam at eye level or higher – experiment for best angles
- Make Eye Contact - Try to look at your webcam versus the screen