



Paso Robles

Community Church

How to start a Zoom Meeting

1. Everyone that wants to attend a Zoom Meeting must have access to a computer or phone. In order to have video, your computer must have a camera.
2. The church has created a Zoom account but you will still need to create one for yourself and download Zoom on your computer or get the App for your phone. Click to create your own account by following the prompts.
3. If you are wanting to lead a Zoom Small Group meeting, contact the church office and let us know the day and time and we will set up the meeting for you. Through our account you can have a 0-24 hour meeting in comparison to your free Zoom account that only allows a 45 minute meeting. (Note: There can only be one meeting going on at a time through our account. If someone logs on to our Zoom account while another meeting is going it will bump that meeting off.)
4. **If you want to host a Zoom Small Group meeting on your computer:**
 - Sign in to our account with our email address office@pasochurch.com and password: Zoom4PRCC.
 - On the left side of your screen is a number of items. Click on “Meetings”
 - A window will open with all of our scheduled meetings. Find your meeting and click the “Start” button located to the far right.
 - A window will open and will ask if you want to open zoom.us? Click on “Open zoom.us”
 - A window will open with you on the video screen. A window will pop up with you in the video.
 - Click on the button underneath your video marked “Participants”. It will open up a side window where you can push the button “Invite” and it will open another window with options of email services to use to invite

others to your meeting. You can also text the meeting id number which is located at the top of that same window in gray and the meeting password which is in the right hand corner of that same window.

- When someone signs on to your meeting they will be placed in a waiting room. You will see they are waiting to join your meeting as you look on the bar at the bottom of your video where it says “Participants”. Click on participants and it will open a window again on the right side of your screen. It will show your guest waiting. You will need to click on the “Accept” button to allow them into your meeting. If you are unable to see them, notice the two icons, a microphone and a video camera, where you clicked to “Accept”. If there is a line through either one of those, click on them to notify them to enable video or audio on their end.
- If you want to share something from your desktop, i.e. document, video, etc., Click on Share Screen. A window will open that will give you choices on what or where you want to share. The most used will be the first one, “Desktop 1”. Anything on your desktop will now be seen by everyone in your group.
- When you, the host, are done with the meeting, press the leave button. Hosts need to make sure that they also completely sign out of the church’s Zoom account. If when you leave the meeting it completely closes out Zoom, open another window and and go to [zoom.com](https://zoom.us). If you are still logged in to our account it will show “My Account.” When it goes to the next window, click on the PRCC logo and then click on “Sign Out.”

If you are using a smartphone:

Follow similar directions, as above. The buttons may be in different places but the concept is the same. Make sure to sign out at the end of your meeting by going to settings. Swipe to the left the box that has the PRCC logo in it. Then swipe up the next page and then hit “Sign Out”.