



**Quarterly Conference
Zoom Meetings
Workshop**

Monday, June 15, 2020

11:00 a.m.

Rev. Michele Goodloe, *Presiding Elder*
CPEC President

Facilitator:

Rev. Johnny R. Calhoun, *Presiding Elder*
CPEC Director of Media & Public Relations

A Word of Greetings From The President



Presiding Elder Michele Goodloe



**AME Connectional
Presiding Elders
Council**

@amecpec





Agenda

- **Greetings From The President - *Presiding Elder Michele Goodloe***
 - **Opening Prayer - *Presiding Elder Chester Morris***
 - **Review Agenda – *Presiding Elder Johnny R. Calhoun***
 - **What Is Zoom?**
- **What Are The Features & Benefits To A Presiding Elder?**
 - **How Do We Access Zoom?**
- **How To Set Up & Conduct A Zoom Quarterly Conference**
 - **Q & A**
 - **For The Good Of The Cause**
 - **Closing Prayer - *Presiding Elder Evelyn G. Dunn***



Virtual meetings

The closest thing to being together

Video and audio

Real time interaction





Basic Account

- Free Account
- Unlimited 1 to 1 meetings
- Group meetings limited to 40 minutes
- Limit of 100 participants per meeting

PRO Account (Recommended)

- \$14.99 per month/ per host
- 24 hour meeting time limit
- User management
- up to 100 participants (add on's optional)
- Custom meeting id assigned
- Audio & Video meeting recording available
- Reporting on participants



Benefits

- Holding meetings virtually (no travel or facility expenses)
- Document Sharing allows everyone to see more efficiently
 - Increased Participation (all devices, anywhere, etc.)
 - Automatically Record meetings and attendance
 - Distribute flyers and printed announcements
 - Conduct public or private meetings

Signing up

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Zoom Meeting Plans for Your Business

<p>Basic Personal Meeting</p> <p>Free</p> <p>Sign Up, It's Free</p>	<p>Pro Great for Small Teams</p> <p>\$14.99 /mo/host ⓘ</p> <p>Purchase up to 9 hosts per account</p> <p>Buy Now</p>
---	---



Signing up

1. Select a plan 2. Registration 3. Payment

Pro ▾ 1 ▾ host Currency US Dollars \$ ▾

Monthly

\$14.99

/mo/host

Billed monthly

Annual

\$12.49

/mo/host

\$149.90 Billed annually

Save \$30

A host can have unlimited meetings.
Each meeting supports up to 100 participants.
Questions? [Contact Sales.](#)

Order Summary	
Pro 1 host \$149.90/yr/host	\$149.90 annual
Today's Charge	\$149.90 before taxes
Recurring annual charge Start next year	\$149.90 before taxes

Continue

Signing up



1. Select a plan

2. Registration

Create your account

All fields required

First Name

Last Name

Email

Create your password here

Confirm Password

[Check out our Privacy Policy.](#)

Continue

Presiding Elder

John Doe

PEJohndoe@gmail.com

.....

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

.....

[Check out our Privacy Policy.](#)

Continue

Signing up

Billing Contact

John Doe

PEJohndoe@gmail.com

Company/Organization Name Select total employee count

Address

Apt/Suite

City Select State

Sold To Contact

Same as Bill To Contact

Payment Method

    **PayPal**

John Doe

Credit Card Number CVV

Expiration Date 2021

Full Address Same as Bill To Contact

Subscribe



SETTINGS

Settings - Meetings

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

ADMIN

Meeting Recording Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video

Start meetings with host video on

Participants video

Start meetings with participant video on. Participants can change this during the meeting.

Settings - Meetings

- **Schedule Meeting**

- HOST VIDEO – ON
- PARTICIPANTS – ON
- AUDIO TYPE – TELEPHONE & COMPUTER AUDIO
- JOIN BEFORE HOST – OPTIONAL

- **In Meeting (*Basic*)**

- Chat – allow participants to send a message to all
- Who can Share – Host Only/All participants

- **In Meeting (*Advanced*)**

- Breakout rooms - on
- Virtual backgrounds – on
- Waiting Room – optional
 - Set up waiting room message
- Join from your browser link – on
- Allow Live streaming meetings
 - *Facebook*
 - *Workplace by facebook*
 - *YouTube*
 - *Custom live streaming service*

Settings - Recording

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

Meeting **Recording** Telephone

Recording

Local recording

Allow hosts and participants to record the meeting to a local file

- Hosts can give participants the permission to record locally

Settings - *Recording*

- Local recording – on
 - Host can give participants permission to record – check box
- Cloud recording – on
 - Record active speaker with shared screen
 - Record audio only file
 - Save chat from meeting
 - Display participants names in recording
- Automatic recording - optional



Scheduling Your Meeting

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced



My Meetings > Schedule a Meeting

Schedule a Meeting



Topic

Church Name - 1st Quarterly Conference

Description (Optional)

Enter your meeting description

When

06/15/2020



7:00



PM



Duration

1



hr

0



min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)



Recurring meeting

1 hr 0 min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

4

Recurring meeting

Use if the same time and same participants

Registration

Required

email of each attendee

Meeting ID

Generate Automatically Personal Meeting ID 410 320 4268

Unique log in for each Quarterly Conference

Meeting Password

Require meeting password

454513

Random number

Video

Host on off

Participant on off

PE 's option Attendees may opt out

Audio



- Telephone
- Computer Audio
- Telephone and Computer Audio
- 3rd Party Audio

Dial from United States of America [Edit](#)

Meeting Options

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically

Allows both audio & computer/tablet/smartphone

Mute participants upon entry

Enable waiting room



Only authenticated users can join

Breakout Room pre-assign

Record the meeting automatically On the local computer In the cloud

Alternative Hosts

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

Set to record automatically IF you choose

Save

Cancel

Click Save



Review meeting details,
add to calendar, copy
invitation

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

My Meetings > Manage "Church Name - 1st Quarterly Conference"

Start this Meeting

Topic Church Name - 1st Quarterly Conference

Time Jun 15, 2020 07:00 PM Eastern Time (US and Canada)

Add to

Google Calendar

Outlook Calendar (.ics)

Yahoo Calendar

Meeting ID 839 0204 2472

Meeting Password ***** Show

Invite Link <https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYvWkovZDFualFvdExYUT09>

Copy Invitation

Video Host On





PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

My Meetings > Manage "Church Name - 1st Quarterly Conference"

Start this Meeting

Topic Church Name - 1st Quarterly Conference

Time Jun 15, 2020 07:00 PM Eastern Time (US and Canada)



Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 839 0204 2472

Meeting Password ***** Show

Invite Link <https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYVWkovZDFualFvdExYUT09>

Copy Invitation

Video Host On

Add event to your calendar by picking your carrier



 Sign in with Google



Choose an account
to continue to **Zoom**



Presiding Elder Calhoun
capitaldistrictelder@gmail.com

You already gave **Zoom** access to:

- View and edit events on all your calendars

Make sure you trust Zoom

You may be sharing sensitive info with this site or app.
Learn about how Zoom will handle your data by reviewing
its [terms of service](#) and [privacy policies](#). You can always
see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

Allow

Temporary approval to
access email account

June 2020

MON
Jun 1

Whit Monday

● 7pm Bethel Dale City 1s

8

15

● 7pm Church Name - 1st

22

29



Church Name - 1st Quarterly Conference

Monday, June 15 · 7:00 – 8:00pm

 <https://us02web.zoom.us/j/83902042472?pwd=VEZ...>

 Presiding Elder Calhoun is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYvVkovZDFualFvdExYUT09>

Meeting ID: 839 0204 2472

Password: 454513

One tap mobile

+13017158592,,83902042472#,,1#,454513# US
(Germantown)

+13126266799,,83902042472#,,1#,454513# US
(Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)



PERSONAL

[Profile](#)[Meetings](#)[Webinars](#)[Recordings](#)[Settings](#)

ADMIN

[> User Management](#)[> Room Management](#)[> Account Management](#)[> Advanced](#)[My Meetings](#) > Manage "Church Name - 1st Quarterly Conference"[Start this Meeting](#)

Topic Church Name - 1st Quarterly Conference

Time Jun 15, 2020 07:00 PM Eastern Time (US and Canada)

Add to



Google Calendar



Outlook Calendar (.ics)



Yahoo Calendar

Meeting ID 839 0204 2472

Click to copy the meeting invitationMeeting Password ***** [Show](#)Invite Link <https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYvWkovZDFualFvdExYUT09>[Copy Invitation](#)

Video Host On



Copy Meeting Invitation

Meeting Invitation

Presiding Elder Calhoun is inviting you to a scheduled Zoom meeting.

Topic: Church Name - 1st Quarterly Conference

Time: Jun 15, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://us02web.zoom.us/j/83902042472?](https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYvVkovZDFualFvdExYUT09)

[pwd=VEZIL0YvdEYvVkovZDFualFvdExYUT09](https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYvVkovZDFualFvdExYUT09)

Meeting ID: 839 0204 2472

Password: 454513

One tap mobile

+13017158592,,83902042472#,,1#,454513# US (Germantown)

+13126266799,,83902042472#,,1#,454513# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

Copy Meeting Invitation

Cancel

New Message

Recipients

Subject

Presiding Elder Calhoun is inviting you to a scheduled Zoom meeting.

Topic: Church Name - 1st Quarterly Conference

Time: Jun 15, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://us02web.zoom.us/j/83902042472?](https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYvVkovZDFualFvdExYUT09)

[pwd=VEZIL0YvdEYvVkovZDFualFvdExYUT09](https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYvVkovZDFualFvdExYUT09)

Meeting ID: 839 0204 2472

Password: 454513

One tap mobile

+13017158592,,83902042472#,,1#,454513# US (Germantown)

+13126266799,,83902042472#,,1#,454513# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

Send



Copy invitation to an email
Using CTRL V OR Right
Click - Paste





Invite Link

https://us12web.zoom.us/j/83902042472?pwd=VFZlUkVlEXh0YkxZDFlFbnE5UjUUTz

Copy Invitation

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Video Host On

Participant On

Audio Telephone and Computer Audio

Dial from United States of America

Meeting Options

× Enable join before host

✓ Mute participants upon entry

✓ Enable waiting room

× Only authenticated users can join

✓ Record the meeting automatically on the local computer

Review remaining details,
create a template, edit/delete or
start the meeting

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting





Invite Link

https://us02web.zoom.us/j/83902042472?pwd=VEZlOYVndEYVWkovZDFuallFvdEYUT09

Copy Invitation

Video Host On

Participant On

Audio Telephone and Computer Audio

Dial from United States of America

Meeting Options

× Enable join before host

✓ Mute participants upon entry

✓ Enable waiting room

× Only authenticated users can join

✓ Record the meeting automatically on the local computer

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting



Edit details of the meeting and re-save

Save this meeting as a template

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings



Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

Get Training

Schedule a New Meeting

Start Time ↓

Topic ⇅

Meeting ID

Mon, Jun 15
07:00 PM

Church Name - 1st Quarterly Conference

839 0204 2472

Start

Delete

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

Get Training

You have saved 1 template(s) so far. You can save up to 40 templates.

Template Name

Modify Time

Action

Church Name - 1st Quarterly Conference

May 29, 2020 04:29 PM

Schedule Meeting with this Template

Delete



Using the template – update church name and meeting date and time





Hosting Your Quarterly Conference

Start Your Meeting

Option #1 – click the link from your calendar

Option #2 – Log into your Zoom account

Navigate to Meetings

Upcoming Meetings

Click Start

Join Zoom Meeting

<https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYvVkovZDFualFvdExYUT09>

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates [Get Training](#)

Schedule a New Meeting

Start Time ↓	Topic ↕	Meeting ID	
Mon, Jun 15 07:00 PM	Church Name - 1st Quarterly Conference	839 0204 2472	Start Delete

Start Your Meeting

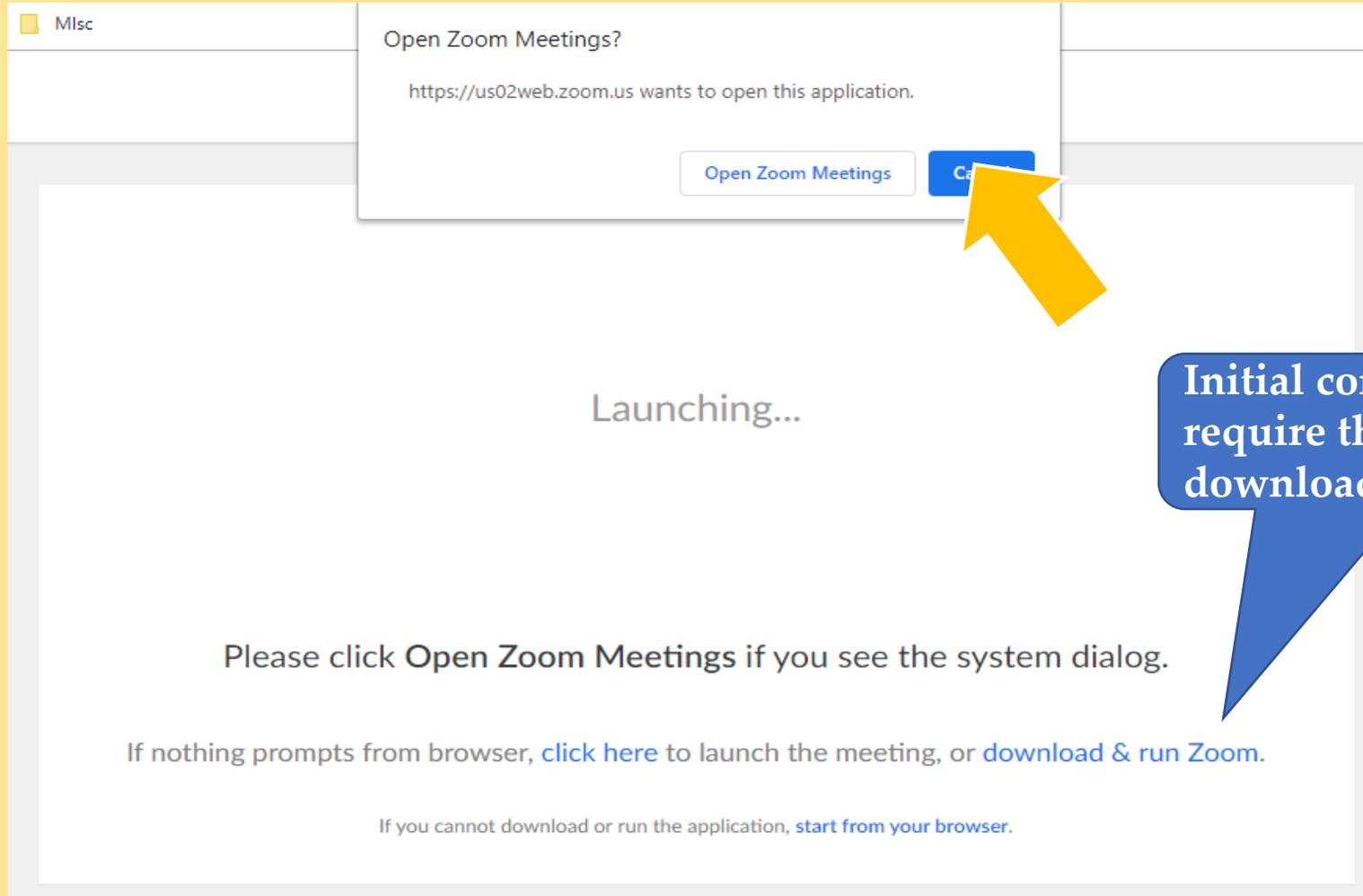
Redirect Notice



The previous page is sending you to <https://us02web.zoom.us/j/83902042472?pwd=VEZIL0YvdEYvVkovZDFualFvdExYUT09>.

If you do not want to visit that page, you can [return to the previous page](#).

Start Your Meeting



The image shows a browser window with a white background. At the top left, there is a tab labeled "Misc". A system dialog box is open, titled "Open Zoom Meetings?". Below the title, it says "https://us02web.zoom.us wants to open this application." There are two buttons: "Open Zoom Meetings" and "Cancel". A large yellow arrow points to the "Cancel" button. Below the dialog box, the text "Launching..." is centered. Further down, there is a paragraph of instructions: "Please click **Open Zoom Meetings** if you see the system dialog." followed by "If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#)." and "If you cannot download or run the application, [start from your browser](#)."

Open Zoom Meetings?

https://us02web.zoom.us wants to open this application.

Open Zoom Meetings Cancel

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

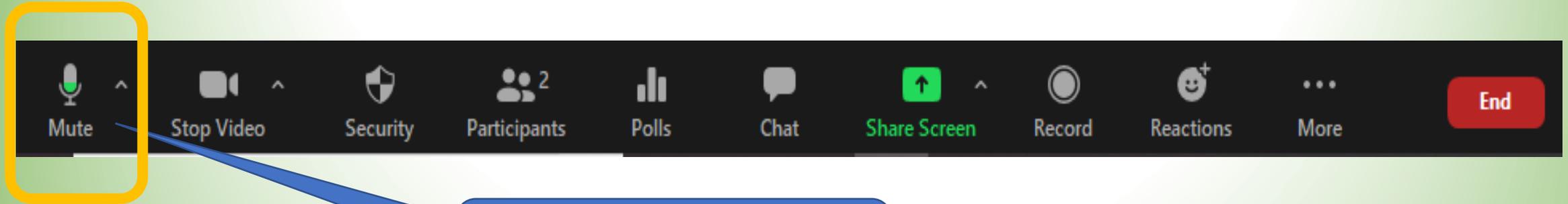
If you cannot download or run the application, [start from your browser](#).

Initial computer use will require that Zoom is downloaded

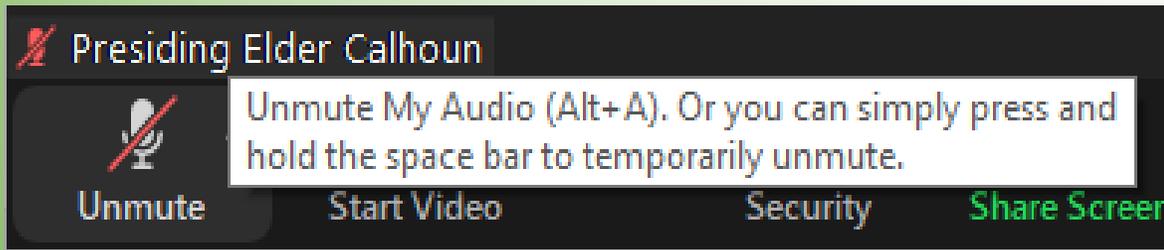
How to Set Up and Conduct A *zQuarter*

- Establishing a schedule to electronically receive reports by email
- Have the report sent in the order of your quarter reporting
- Set up the meeting
- Send out the meeting invitation
- Save the report to your computer desktop
- Begin your Quarter as you normally would
- Share Screen with Cover Page; Roll Call; Agenda; Minutes
- Share the Questions & Reports on the screen
- Stop Sharing after the Last Literary Report Presented
- Printed announcements or flyers can be shared as well
- Maintain gallery view for the rest of the quarter

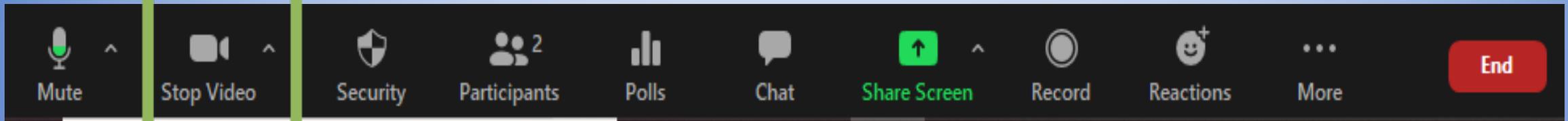
Hosting Your Meeting



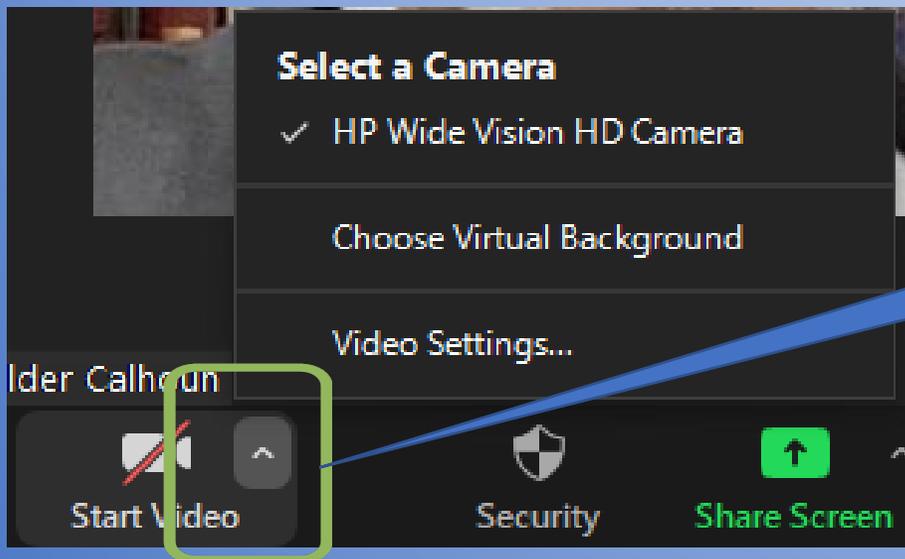
Click to mute and unmute



Hosting Your Meeting

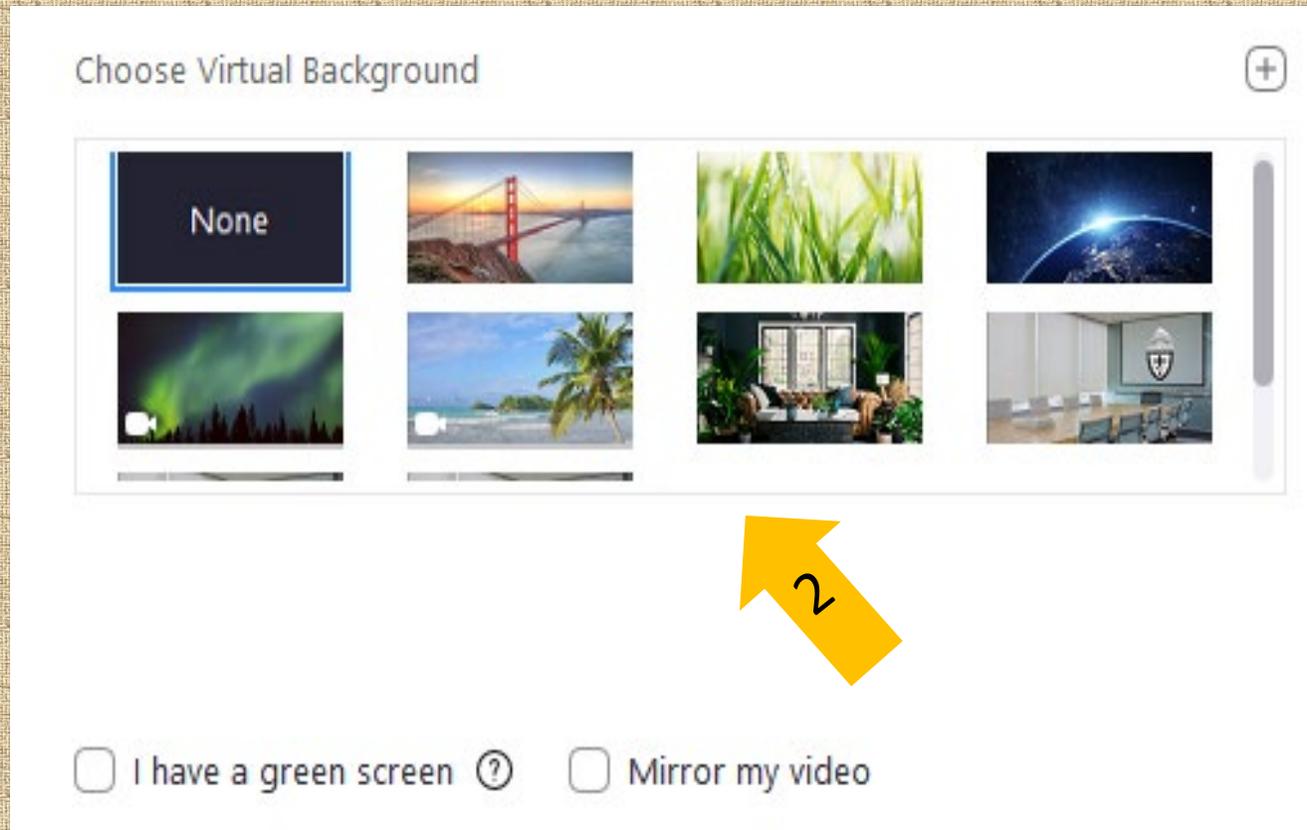
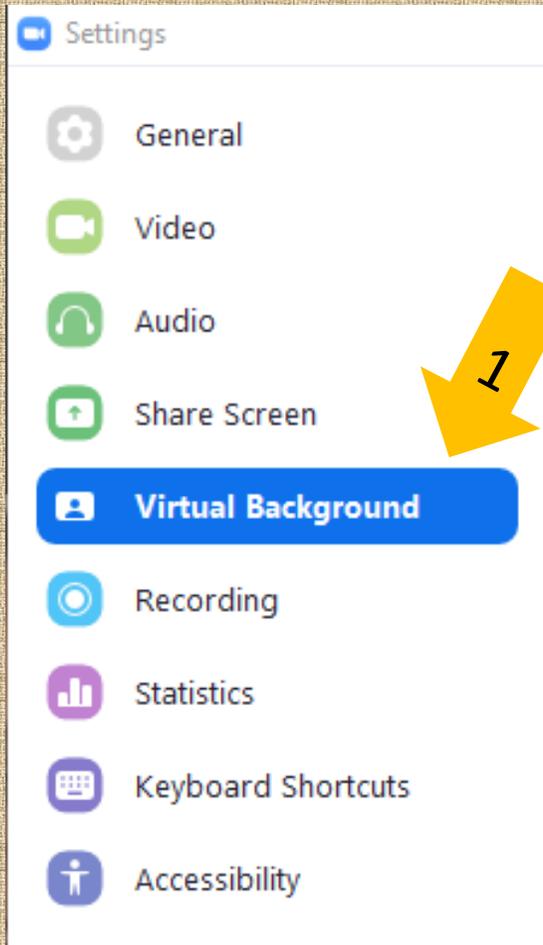


Click video camera to start and stop the video of yourself

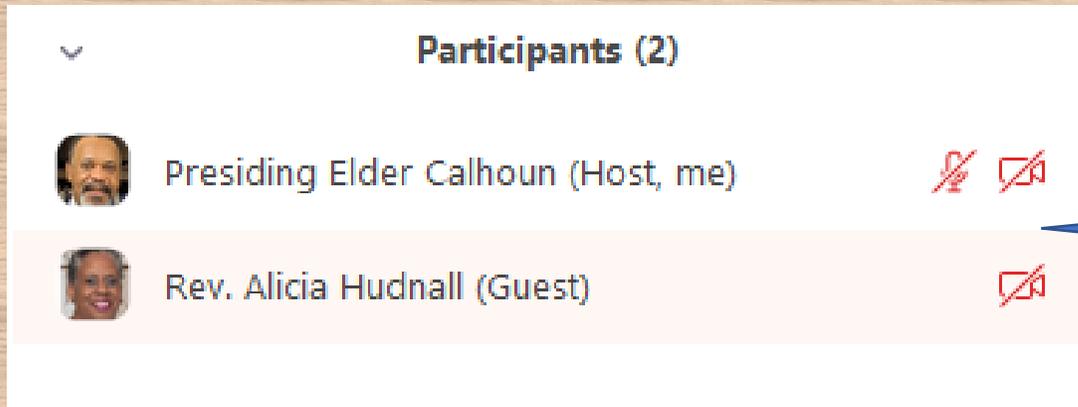
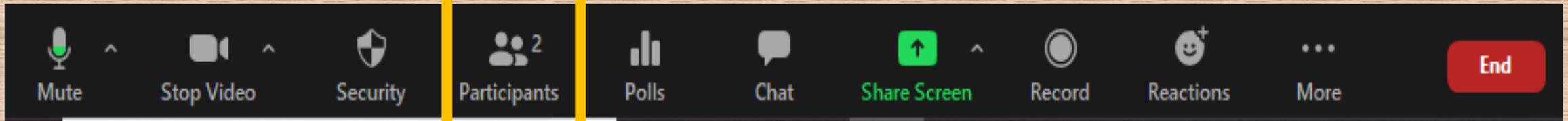


Click up arrow to select a camera and use virtual backgrounds

Hosting Your Meeting

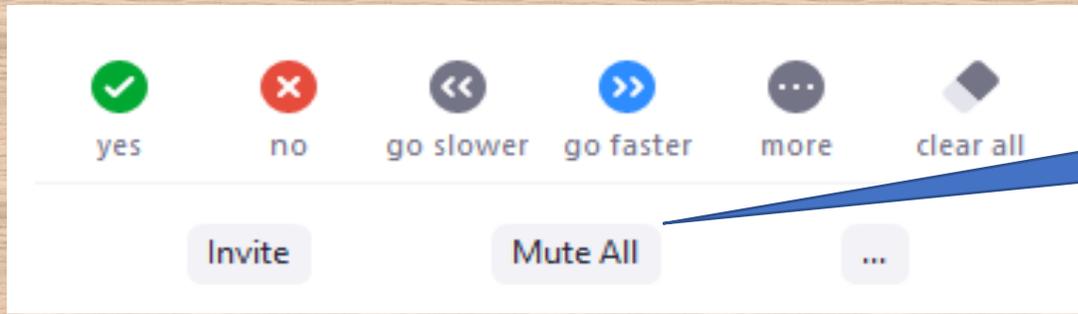


Hosting Your Meeting



Click on participants to see the list as well as number

Participants status: audio, video, hand raised, emojis



Used to mute all participants

Hosting Your Meeting

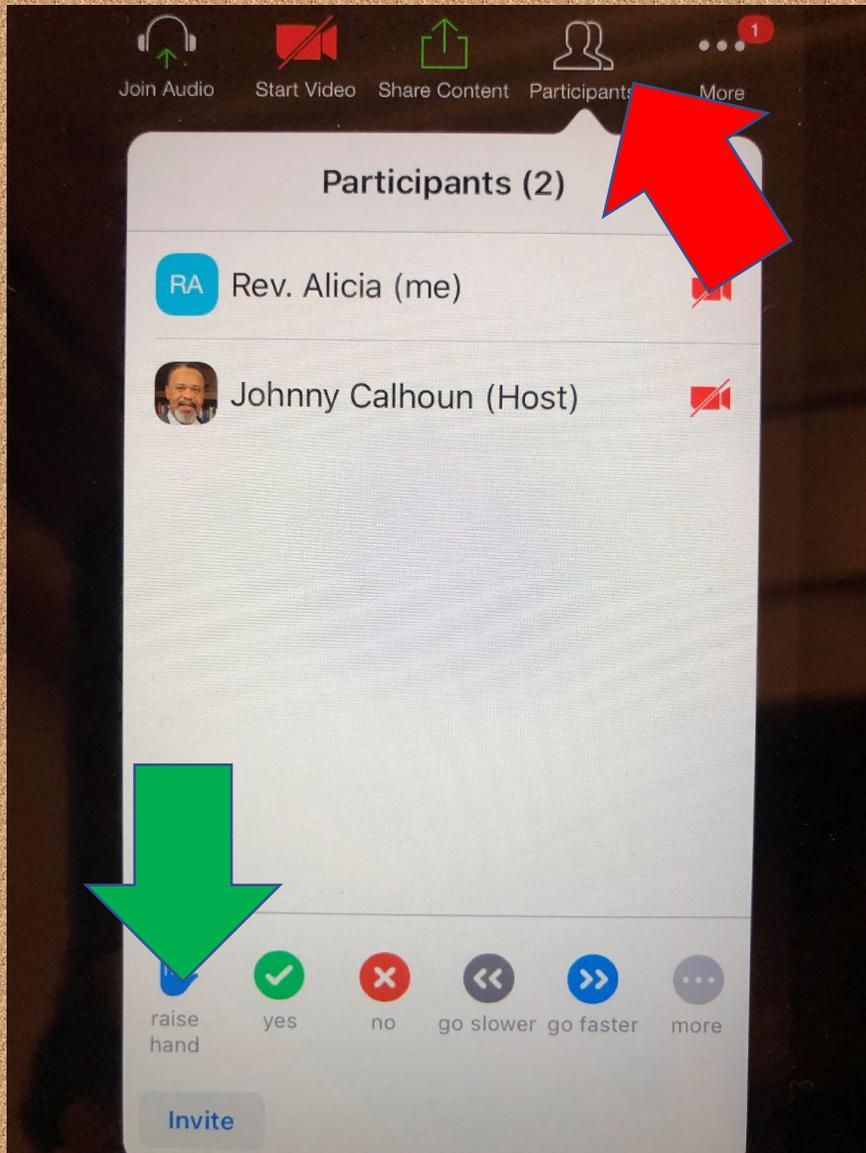
The image shows a meeting control interface. At the top is a dark bar with icons for Mute, Stop Video, Security, Participants (highlighted with a yellow box), Polls, Chat, Share Screen, Record, Reactions, More, and End. Below this is a white panel titled 'Participants (2)' listing 'Presiding Elder Calhoun (Host, me)' and 'Rev. Alicia Hudnall (Guest)'. At the bottom of the participants list are buttons for 'yes', 'no', 'go slower', 'go faster', 'more', and 'clear all'. Below these are 'Invite' and 'Mute All' buttons, with a three-dot menu icon (highlighted with a yellow box) to the right of 'Mute All'. A blue callout box points to the three-dot icon, and another blue callout box points to the 'Participants' icon in the top bar.

- ✓ Mute Participants upon Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- Play sound when someone joins or leaves
- ✓ Enable Waiting Room

Lock Meeting

Impacts all meeting participants – mute upon entry, control meeting chimes, waiting room status, lock meeting

Choose the three dots to open the above options

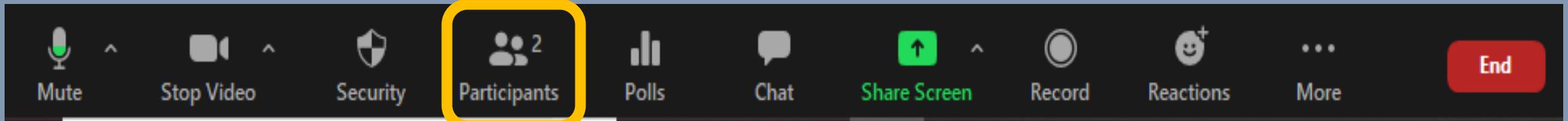


Participant Raising Hand for Acknowledgement

Step 1 – click on participants

Step 2 – click on blue hand

Hosting Your Meeting



- ✓ Mute Participants upon Entry
- ✓ Allow Participants to Unmute Themselves
- ✓ Allow Participants to Rename Themselves
- Play sound when someone joins or leaves
- ✓ **Enable Waiting Room**
- Lock Meeting

Enable/disable the waiting room during the meeting

Participants (1)

1 person is waiting [Message](#)

 Rev. Alicia Hudnall (Guest) [Admit](#) [Remove](#)

1 participant in the meeting

 Presiding Elder Calhoun (Host, me)  

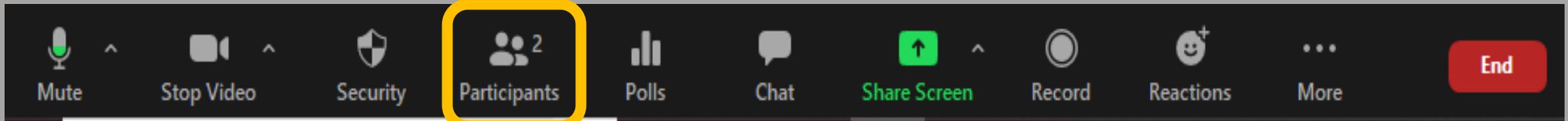
Enabled Waiting Room

- Send a chat message
- Admit
- Remove from meeting

Disabled

- All arriving attendees will bypass the waiting room

Hosting Your Meeting



The Capital District meeting will begin soon.



Church Name - 1st Quarterly Conference

Thank you for joining The Capital District Zoom meeting room. Your host will admit you as soon as possible.

Have a Capital Day!

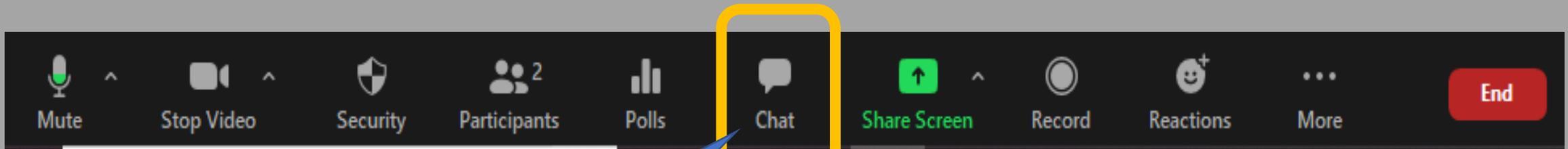
Path to change message

1. Settings on left menu
2. Meetings top menu
3. In Meeting (Advanced)

Update waiting room

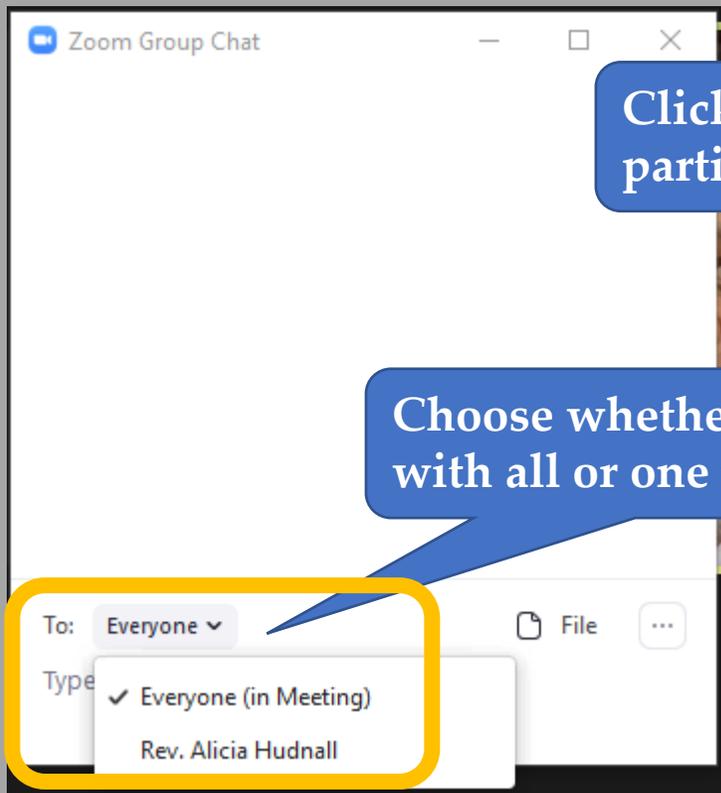
- Add logo
- Write message
- Name of meeting will auto populate

Hosting Your Meeting

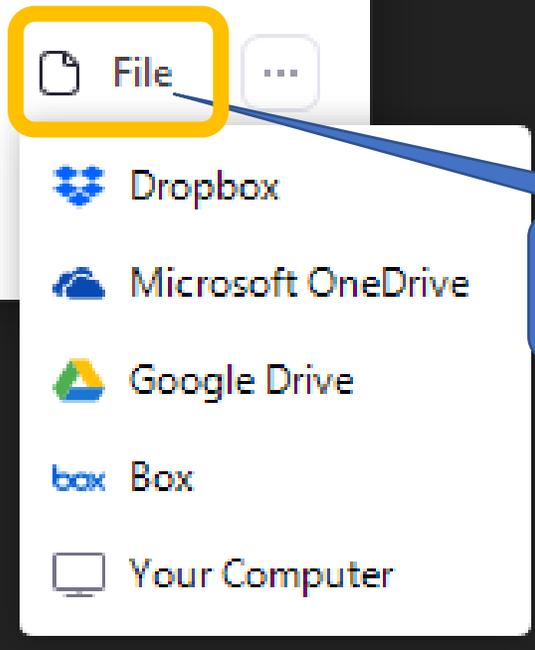
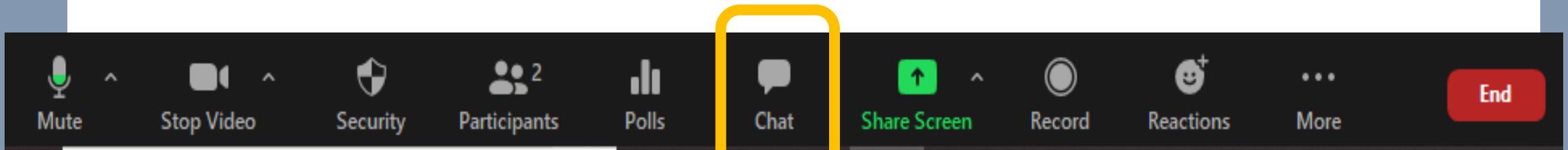


Click to chat with participants

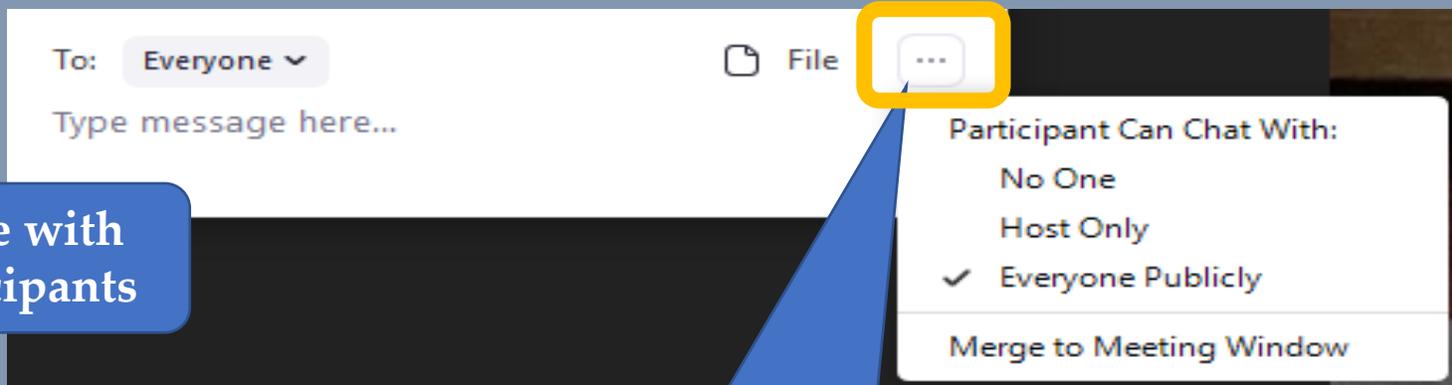
Choose whether to chat with all or one participant



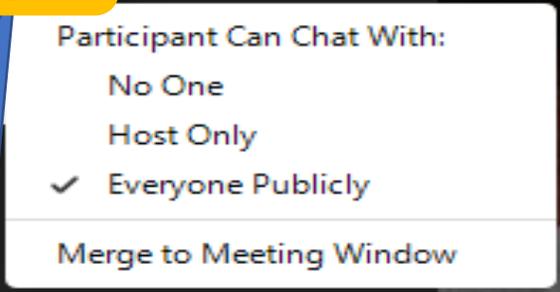
Hosting Your Meeting



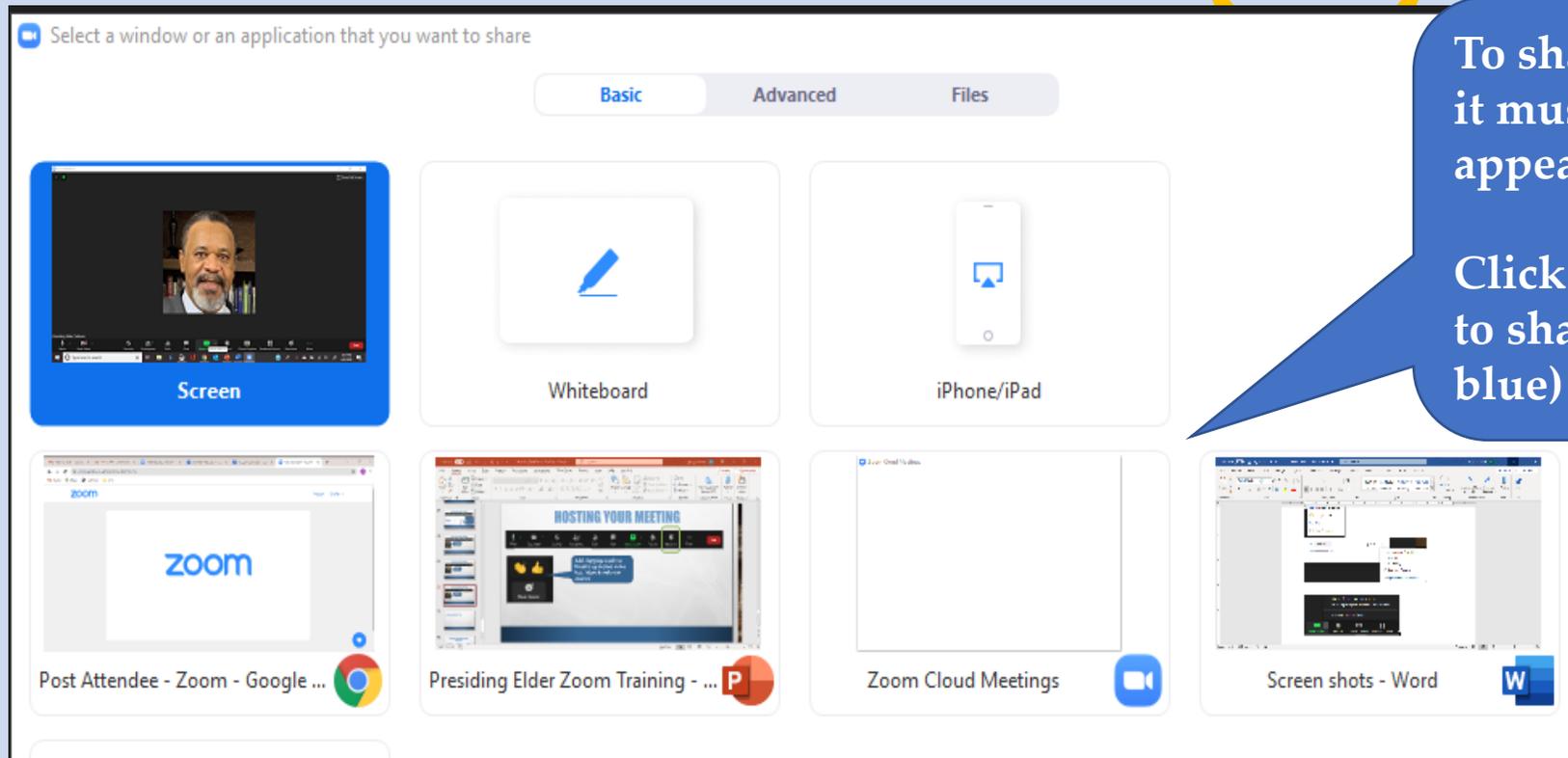
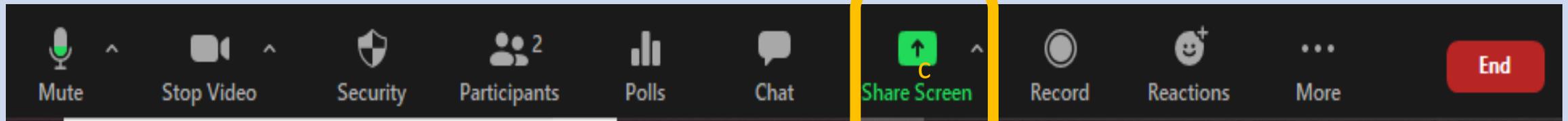
Share a file with your participants



Control with whom your participants can chat with

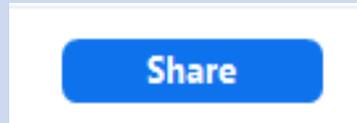


Hosting Your Meeting

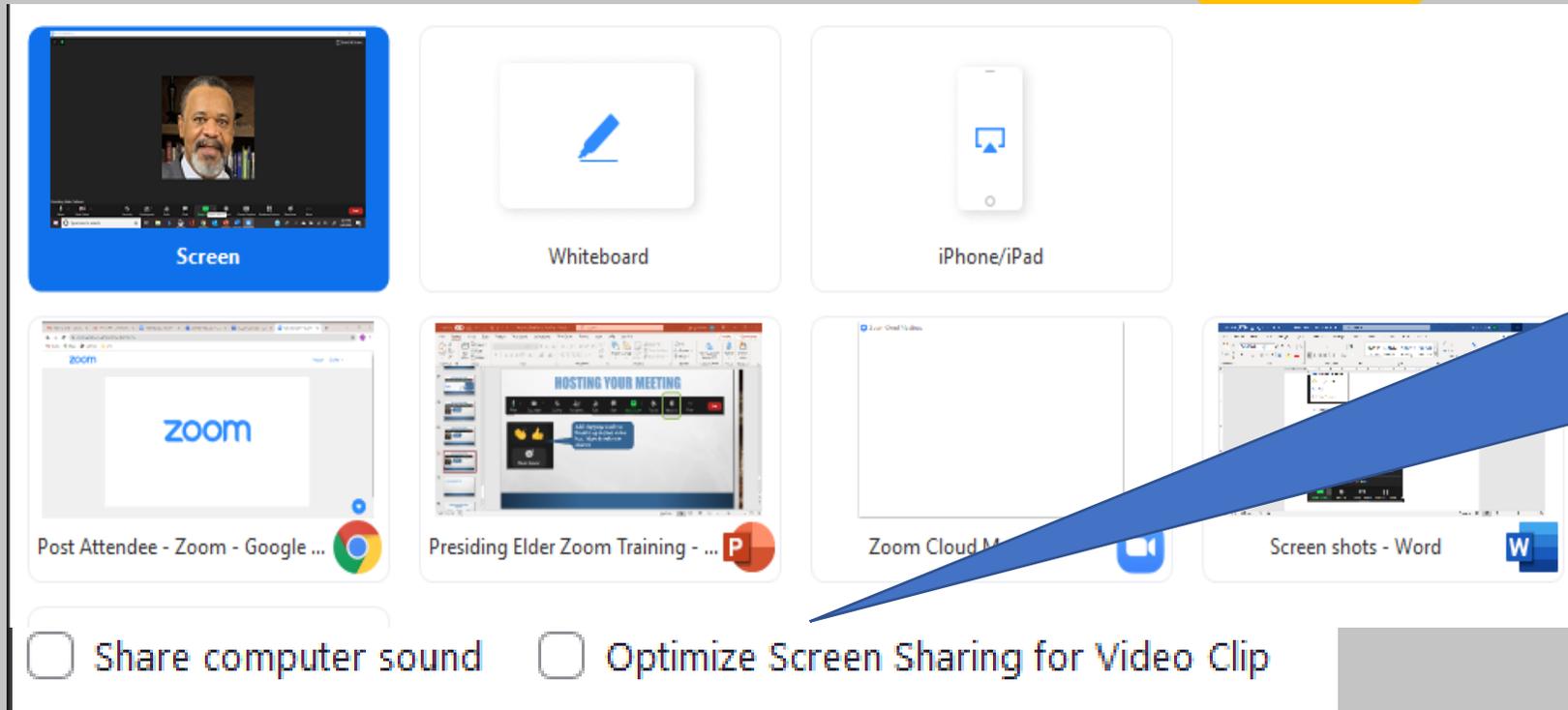
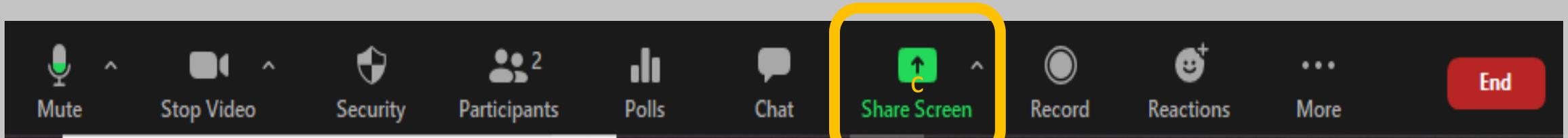


To share a document on your screen it must be open, and it should appear in the optional screens

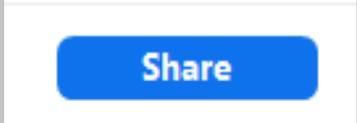
Click on the screen you would like to share (it will be highlighted in blue)



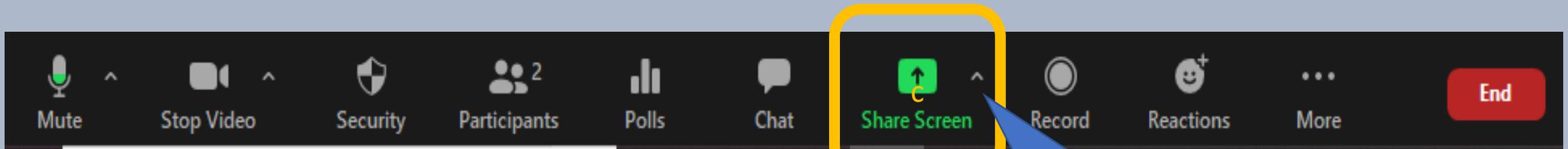
Hosting Your Meeting



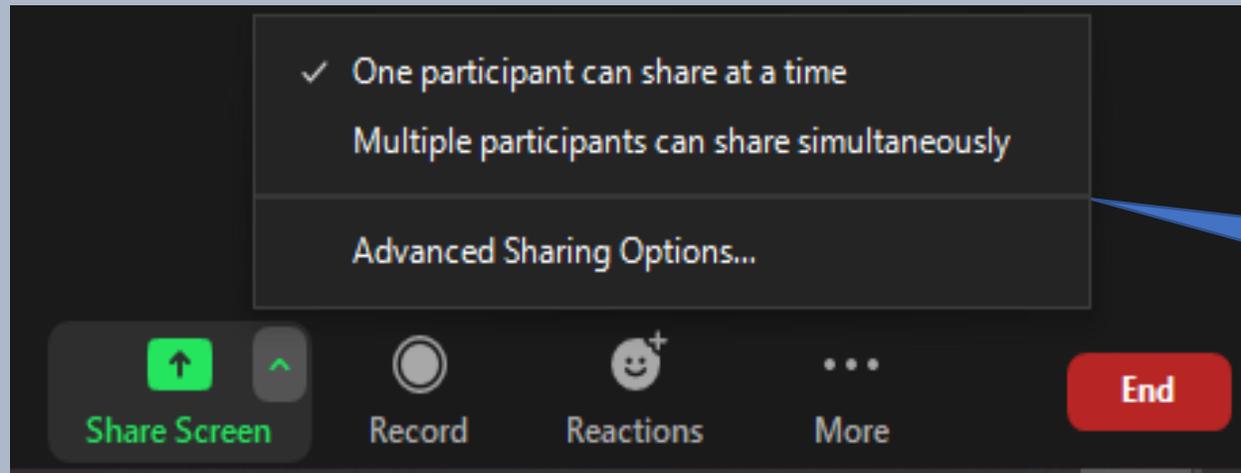
In addition to selecting the screen - to share a video with sound or audio from your computer the radio buttons at the bottom of the screen should be selected



Hosting Your Meeting

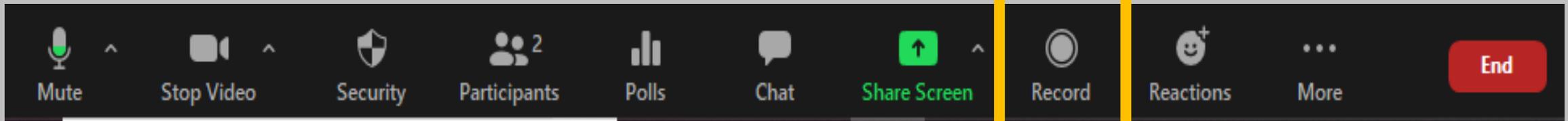


Clicking the up arrow produces this pop-up

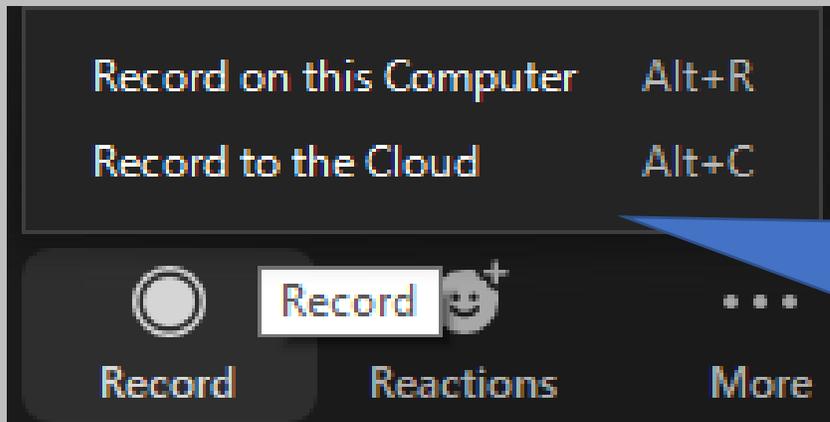


The host controls whether other participants can share their screens

Hosting Your Meeting

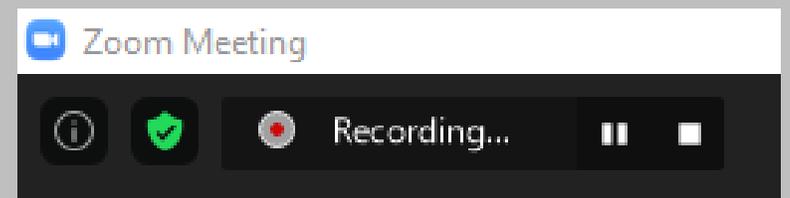
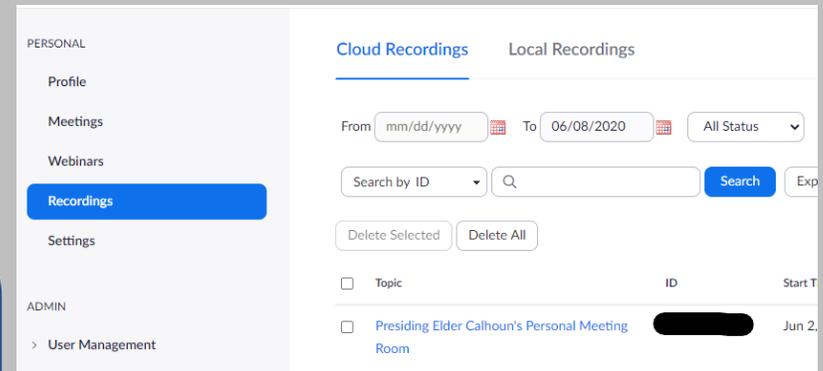


Click record to start or stop recording. A red recording icon will appear top left of all screens

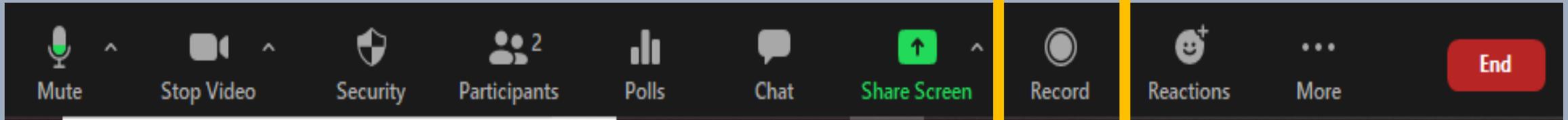


Cloud recording appears on Zoom website (1GB maximum storage)

Local recording appears on your local computer



Hosting Your Meeting



PERSONAL

- Profile
- Meetings
- Webinars
- Recordings**
- Settings

ADMIN

- > User Management

Cloud Recordings Local Recordings

From To All Status

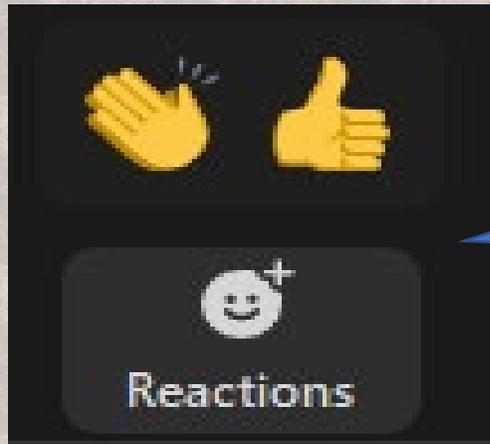
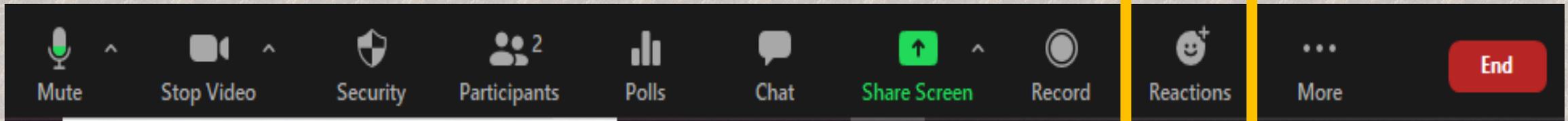
Search by ID

<input type="checkbox"/>	Topic	ID	Start Time
<input type="checkbox"/>	Presiding Elder Calhoun's Personal Meeting Room	[REDACTED]	Jun 2, 2020 06:16 PM

Access cloud recordings

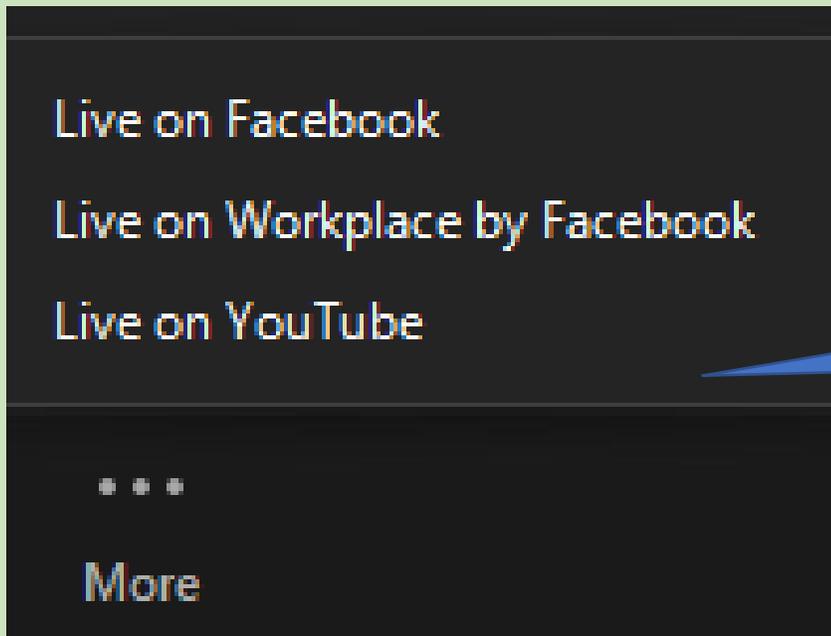
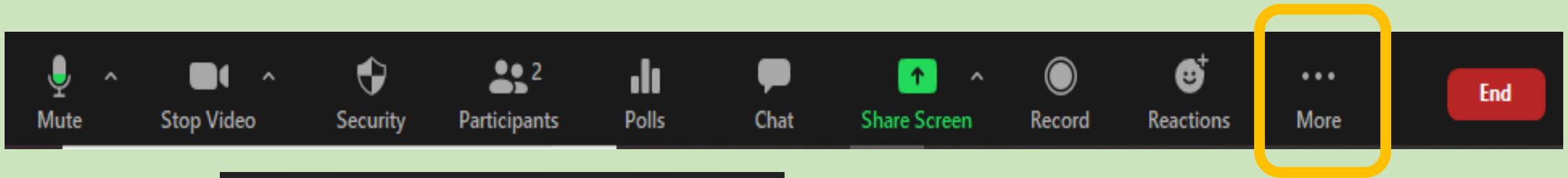
1. Recordings on left menu
2. Cloud Recordings top menu
3. Locate by meeting name

Hosting Your Meeting



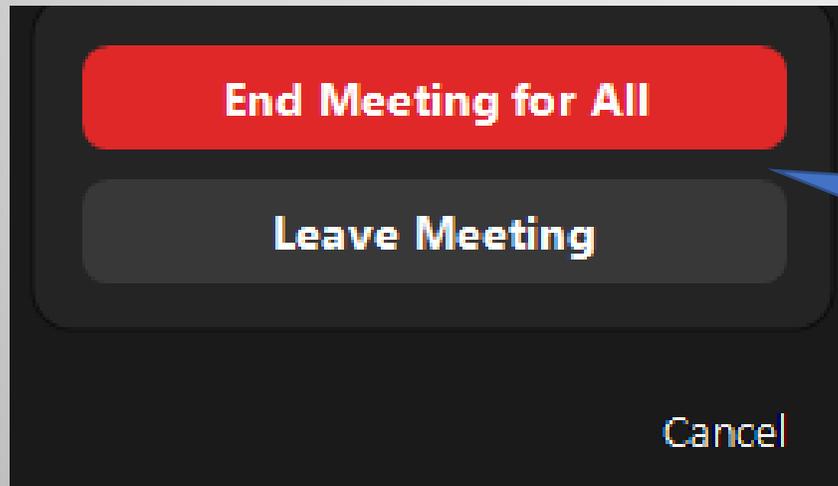
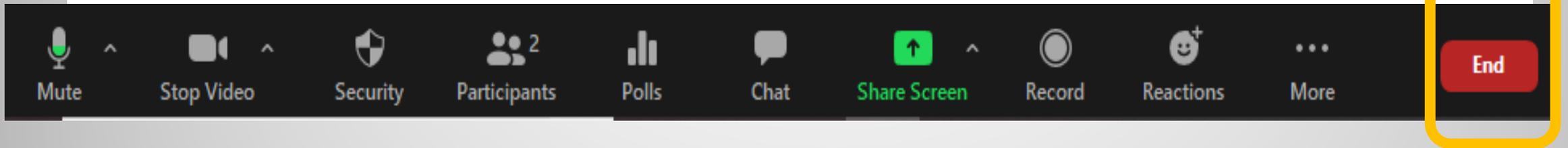
Add clapping hands or thumbs up to your video box. Must de-select to remove

Hosting Your Meeting



Zoom meeting can be live streamed to Facebook, YouTube and other live stream carriers

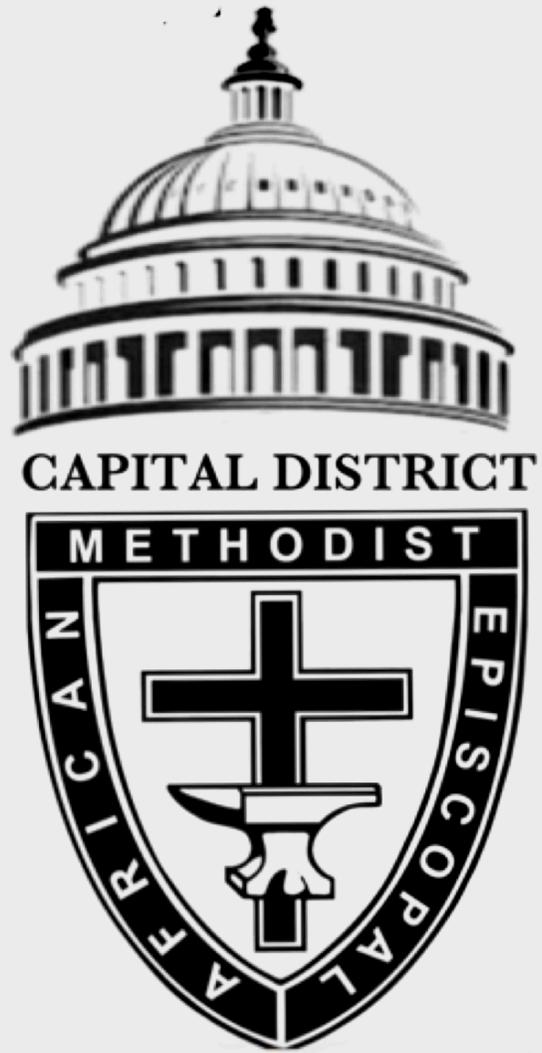
Hosting Your Meeting



The host can end the meeting for All

OR

Leave the meeting
(assign host privileges to another participant)



Washington Conference



Quarterly Conference Zoom Protocols

All Lines Muted

Once the quarterly conference begins all lines will be muted

Only the Presiding Elder and the pastor will be un-muted

Reading Reports

Pastors – Identify member(s) that will be reading reports so that they can be un-muted at the appropriate time

Questions

Tonight – use Chat to send a message that will be displayed to either Everyone or Johnny Calhoun

On quarterly conference calls use the raise hand feature to gain the hosts attention -
Unmute

Zoom Training & Tutorial Resources

ZOOM TUTORIALS:

A variety of videos from A-Z - <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

YOUTUBE:

- Zoom for beginners - <https://youtu.be/FnFSBjFvK2o>
- Zoom Full Tutorial & Overview - <https://youtu.be/bTSJ0YDoF7o>
- Seven Zoom Meeting Tips - <https://youtu.be/UNxhkq9jjVo>

Q & A

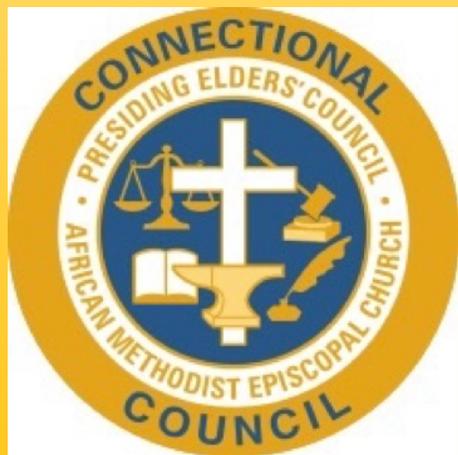




For The Good of the Cause

- ❖ *Announcements*
- ❖ *Closing Remarks*





Closing Prayer

**Aluta Continuua:
*The Struggle Continues!***



Rev. Michele Goodloe - 8th
President

Rev. Conrad Pridgen - 2nd
Vice-President

Rev. Dr. Betty Holley - 3rd
2nd Vice-President

Rev. Dr. Janet Sturdivant - 1st
Recording Secretary

Rev. Brenda Payne - 10th
Asst. Recording Secretary

Rev. Dwight Dillard - 9th
Treasurer

Rev. Sidney Bryant - 13th
Corresponding Secretary

Rev. Johnny Calhoun - 2nd
Director of Media & Public Relations

Rev. Judy Richardson - 7th
Chaplain

Rev. William Easley, Jr. - 13th
Parliamentarian

At-Large Members:

Rev. Vincent Mitchell - 11th

Rev. Larry Hudson - 6th

Rev. Willem Burger - 15th



Thanks for the opportunity to serve!