



Zoom for Streaming Services Guide

Before you start the service:

- [Sign up](#) and send out an email link ahead of time – it should include the web url link and a phone number link for members who want to call instead.
- In your message provide the steps for logging in and some best practices. For example, ask everyone using computers to mute their audio.
- For members who are new to using online platforms, it may be smart to do a test run on Friday (maybe a prayer call) so people get the hang of it before Sunday.
- Practice your order of service beforehand. If you have the free version there is a 40-minute time limit.
 - Make sure your internet is stable (for example no other devices are streaming from or using your bandwidth)
 - If you plan to use worship songs, make sure you have a CCLI license for the service.
 - Have your online giving information ready to share on your screen or in the chat section.

Zoom Basic - Personal Meeting – Free:

- Host up to 100 participants
- 40 mins limit on group meetings
- Unlimited number of meetings
- Online support

Video Conferencing Features:

- Active speaker view
- Full screen and gallery view
- Simultaneous Screen Share (any document or presentation)
- Join by telephone call-in

For more information on Zoom: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>