

Councils should use video conference capabilities for now

Background:

With the current restrictions we've been asked to follow:

- We urge councils to follow all governmental recommendations.
- We also don't want councils to shut down. Your members, communities and parishes need you now more than ever.
- Instead of meeting "in person", meet via video conferencing. Hold council meetings via conference calls (general meetings, officer meetings and any planning meetings)

Options for video (and/or audio) conferencing:

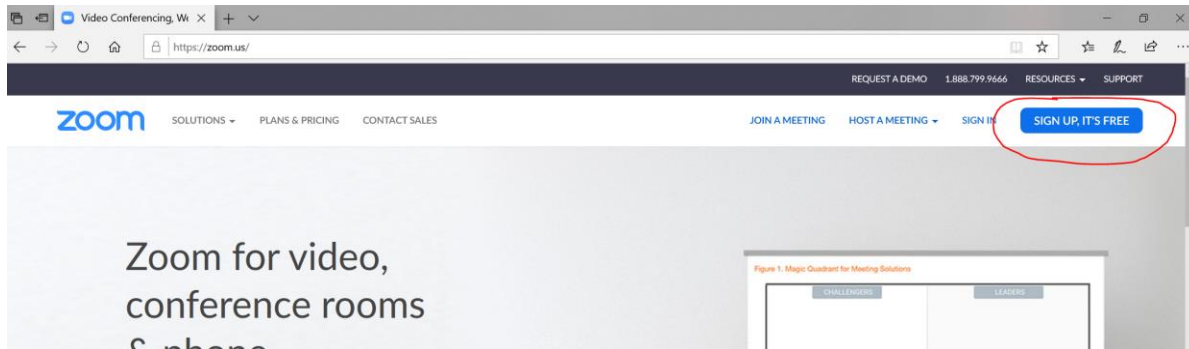
Feel free to use whatever software you feel comfortable with. There is no need for us all to standardize. So, use what you like to use. But... for the purposes of this document, we've chosen "Zoom" to provide instructions for several reasons:

1. It's free (but there are limits)
2. It provides both video and audio-conferencing capabilities

Section 1

Each District needs an account. You can have an account for each Council but since you'll only use it once or twice a month, it might be best to share one account across your district. Plus, while there is a "free" version, it is rather limited. If you pay for "Zoom Pro" (I think it's \$15/month), you can share the cost between 4-5 councils. Be careful, if 2 councils both have their meeting on the same day/time, you cannot use the same account. In this case you'll need 2 accounts. Here are the instructions to obtain an account:

1. Go to <https://zoom.us> and click on "SIGN UP, ITS FREE"



2. Enter email address and click "Sign Up". I know it says "Your work email address". But, please use either your personal email address or your Knights of Columbus email address (i.e. GK12345@MIKOF.C.ORG).

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

3. This message will appear in Zoom. Go to the email used and click link in email to setup.

We've sent an email to J.escott@mikofc.org.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

4. This is the email you will receive. Click on " Activate Account "

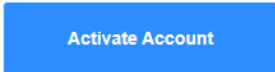


Sign In

Hello J.escott@mikofc.org,

Welcome to Zoom!

To activate your account please click the button below to verify your email address:



Or paste this link into your browser:

https://zoom.us/activate?code=UPQhh29cG1fgq66RkgC1L3S_k-ddRDiddVgE2UcMgUE.BQgAAAFw7nfCBQAnjQATSi5lc2NvdHRAbWlrb2ZjLm9yZwEAAZAAAFnpaSi1CR0VYVHJxRFBzUHd4cUdSbUEAAAAAAAAAAAA&fr=signup

5. Enter your First Name, Last Name and Password (twice) and click Continue. Note: You'll need to submit your password twice. All passwords need to be at least 8 characters long, and needs to contain both lowercase and uppercase letters as well as at least one number.



Welcome to Zoom

Hi, J.escott@mikofc.org. Your account has been successfully created. Please list your name and create a password to continue.

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

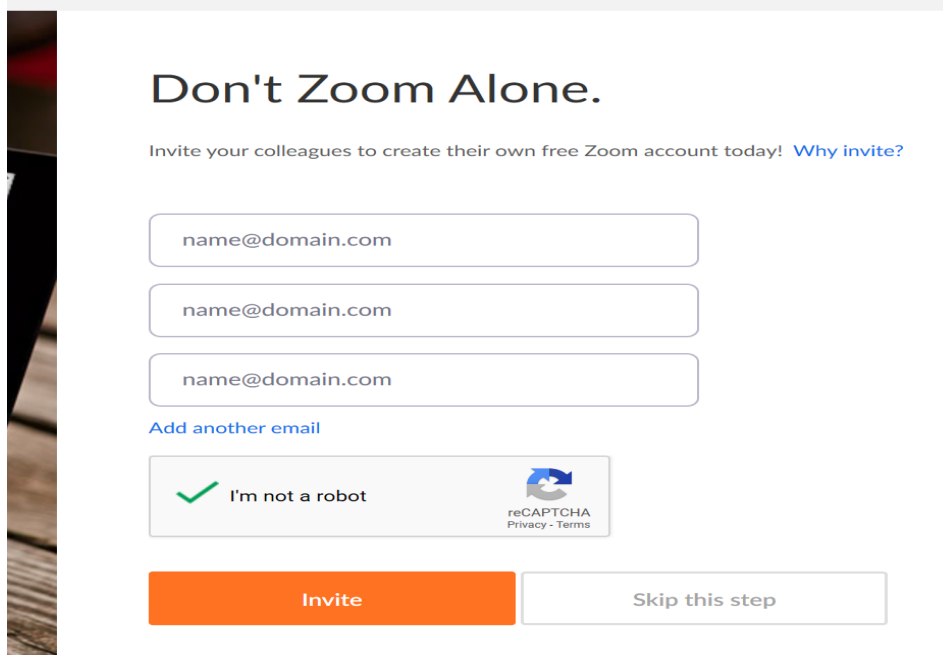
Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

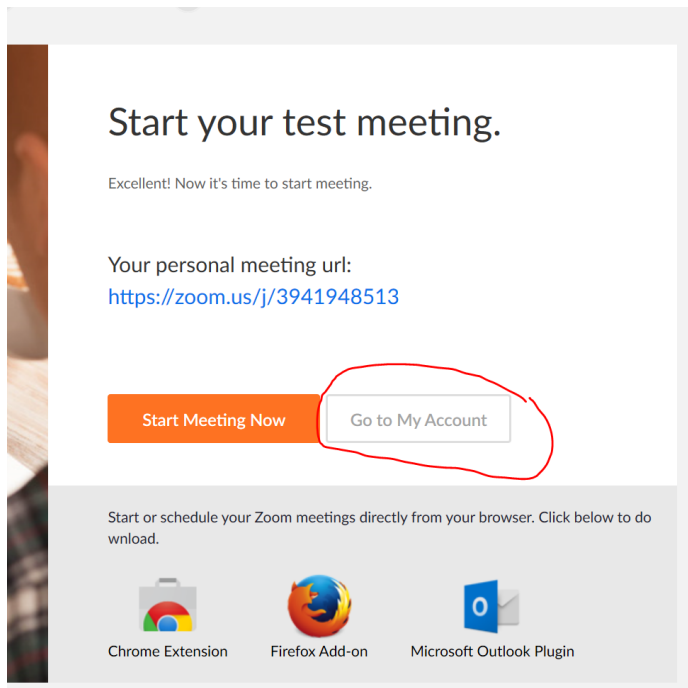
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).



6. Click I'm not a robot and "Skip this step".



7. Click Go to My Account.



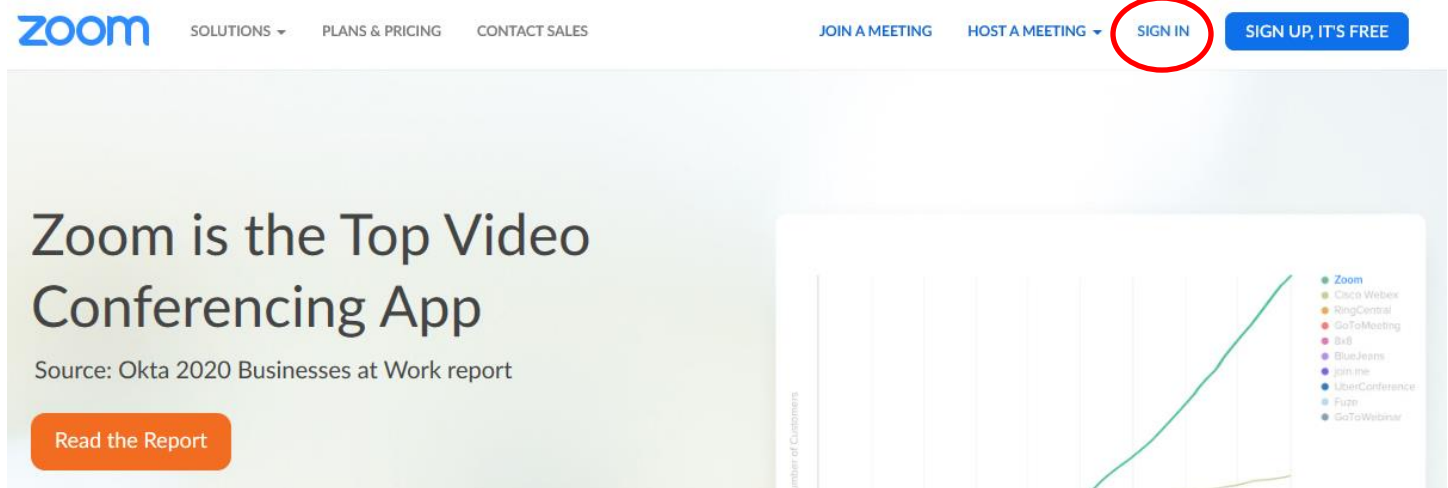
At his point, your account is all set up and you can schedule meetings. See the next section which explains how to schedule and host a meeting.

Section 2

Scheduling a meeting:

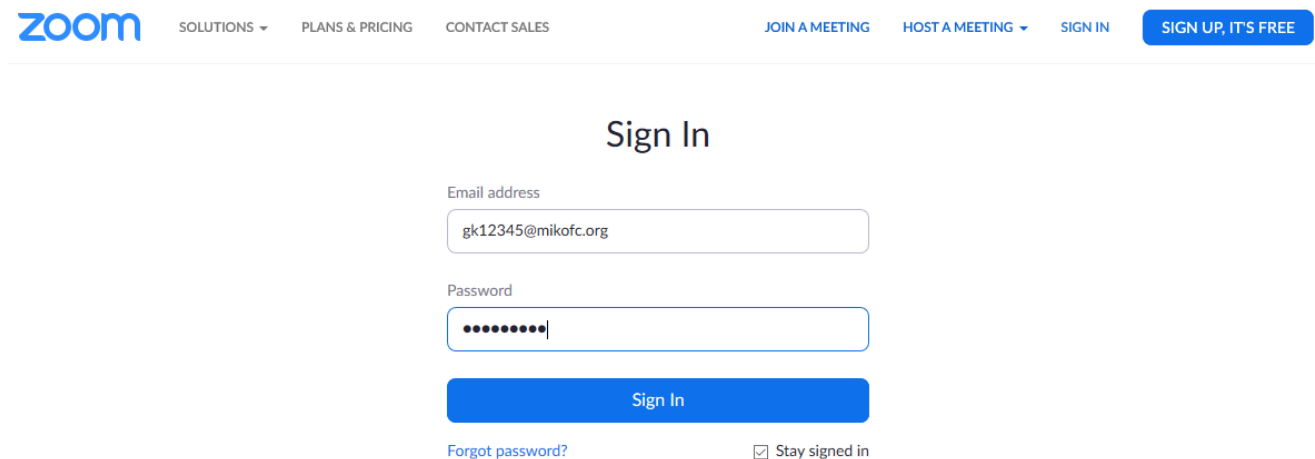
Now that you have an account, here is the process to schedule (and host) a meeting:

1. Log into your account. Go to <https://zoom.us> and click on "SIGN IN"



2. Enter your email address and password and click on " Sign In "

 - Please use the email address you used to create your account
 - Use the password you set up when you created your account. If you forgot your password, you can click on "Forgot password?" and they'll help you reset it.



3. Click on "SCHEDULE A MEETING"

The screenshot shows the Zoom user interface. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES' are in the center. On the right, there are buttons for 'SCHEDULE A MEETING' (circled in red), 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. Below the navigation is a green banner with an 'Important Notice' about dial-in capabilities. The main content area shows the user's profile for 'Jim Escott'. On the left is a sidebar with 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', 'Profile' is selected. The profile includes a placeholder for a profile picture with a 'Change' link. Below that, the 'Personal Meeting ID' is displayed as '364-346-4374' with an 'Edit' link and a URL 'https://zoom.us/j/3643464374'. A note below the ID says 'Use this ID for instant meetings'.

4. Fill in the blanks and click "Save". Here is a quick description of each field:

- **Topic** = This is the name of your meeting. Type in something like... Council General Meeting, Council Officer Meeting or Council Exemplification.
- **Description** = This is optional so you can leave this blank if you want. If you want to add more detail, say "Council General Meeting for April".
- **When** = This is where you enter the date and start time for the meeting.
- **Duration** = This is where you enter how long the meeting is expected to last. With your "Free" account, you can schedule meetings up to 40 minutes long. My suggestion is to schedule your meeting for 40 minutes. If you need to go longer, everyone can just logout and log back in and it will start a new 40 minute meeting.
- **Time Zone** = This is defaulted to Eastern time so you should be able to just leave this as it is. Also, don't check recurring meeting.
- **Recurring Meeting** = Your council meetings to reoccur every month. So, I'd check this box and then enter the following information
 - i. Recurrence = Monthly
 - ii. Repeat every 1 month
 - iii. Occurs on (don't check Day. Check the second option and pick the week & day of the week for your meeting)
 - iv. End date: I'd schedule these through May (May 31st) just to ensure the coronavirus lockdown is over by then.
- **Meeting ID** = This is a personal choice but I would recommend checking the box for personal meeting ID. When you set up an account (section 1) you were given a personal meeting ID. If you use this every time, people will know & use the same meeting ID for every meeting.
 - i. Generate automatically – This will generate a new, unique meeting ID for each meeting you schedule.
 - ii. Personal meeting ID – This will use your personal meeting ID for every meeting you hold and your council will more easily remember it.

- **Meeting password** = It's best to leave this box NOT checked. If you require a meeting password, it's just one more thing for members to remember. You might later decide to use a meeting password if you suspect non-members of joining your meeting.
- **Video** = Please turn this ON for Host and OFF for Participants. It allows the host (typically the Grand Knight) to be seen and also to present things. Typically, there is little/no need for participants to be seen. But, if your meeting does need this, then turn them both ON.
- **Audio** = While the best option is to choose both telephone AND computer audio, it is my understanding that with the high demand for Zoom, the telephone option may not be available on the "free" version. Still, check the box for both but know the telephone option may not work.
- **Meeting options**
 - i. **Enable join before host** – Check this box. This allows your members to join the call before the host (Typically Grand Knight),
 - ii. **Mute participants upon entry** – This is your option. Sometimes you may choose to mute everyone from the start and then individuals can unmute themselves if/when they wish to speak. This is best for larger meetings. But, for a small meeting, it's less important and you can not mute people from the start.
 - iii. **Enable waiting room** – Check this box. This allows those who call in BEFORE the Host to have a place to wait (be on hold) before the meeting starts.
 - iv. **Record the meeting automatically on the local computer** – Do NOT check this box. If you check the box, it will make a recording of your entire meeting. This will take up a very large amount of space on your computer.

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)
 Do not show this message again

Time Zone

Recurring meeting

Meeting ID Generate Automatically Personal Meeting ID 394-194-8513

Meeting Password Require meeting password

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

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

Meeting Options Enable join before host

Mute participants upon entry

Enable waiting room

Record the meeting automatically on the local computer

5. At this point you can click Start this Meeting or Copy the invitation.

The screenshot shows a Zoom meeting creation interface. At the top right is a blue button labeled "Start this Meeting". The meeting details are as follows:

- Topic:** My Meeting
- Time:** Dec 8, 2019 04:00 PM Eastern Time (US and Canada)
- Add to:** Three buttons for "Google Calendar", "Outlook Calendar (.ics)", and "Yahoo Calendar".
- Meeting ID:** 192-475-284 (circled in red)
- Meeting Password:** Require meeting password
- Join URL:** <https://zoom.us/j/192475284> (circled in red)
- Action:** A blue button labeled "Copy the invitation" with a copy icon (circled in red).

6. Meeting Id and Join link are on this page. If you click Copy the Invitation you get this.

The screenshot shows a "Copy Meeting Invitation" dialog box with a close button (X) in the top right corner. The content of the invitation is as follows:

Meeting Invitation

Martin Brown is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Dec 8, 2019 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/192475284>

Meeting ID: 192 475 284

One tap mobile
+16465588656,,192475284# US (New York)
+14086380968,,192475284# US (San Jose)

Dial by your location
+1 646 558 8656 US (New York)
+1 408 638 0968 US (San Jose)

Meeting ID: 192 475 284
Find your local number: <https://zoom.us/u/aoiGekLIWI>

At the bottom of the dialog are two buttons: a blue "Copy Meeting Invitation" button and a white "Cancel" button.

7. Click Copy Meeting Invitation. Then you can create email and paste details of meeting. Send the meeting invitation to your entire council (or whomever you want to attend). Most councils should already have an email distribution list for sending emails to the council.

New Message — ↗ ✕

Recipients

Subject

Martin Brown is inviting you to a scheduled Zoom meeting.

Topic: My Meeting
Time: Dec 8, 2019 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/192475284>

Meeting ID: 192 475 284

One tap mobile
+16465588656,,192475284# US (New York)
+14086380968,,192475284# US (San Jose)

Dial by your location
+1 646 558 8656 US (New York)
+1 408 638 0968 US (San Jose)

Meeting ID: 192 475 284
Find your local number: <https://zoom.us/u/aojGgkUWL>

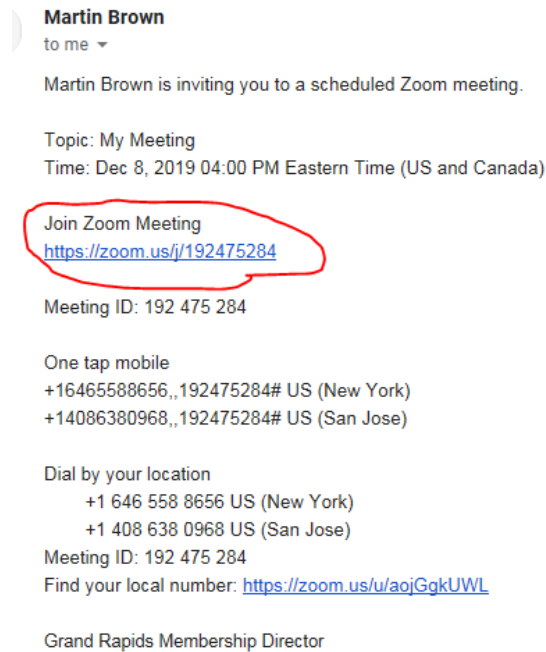
|

Section 3

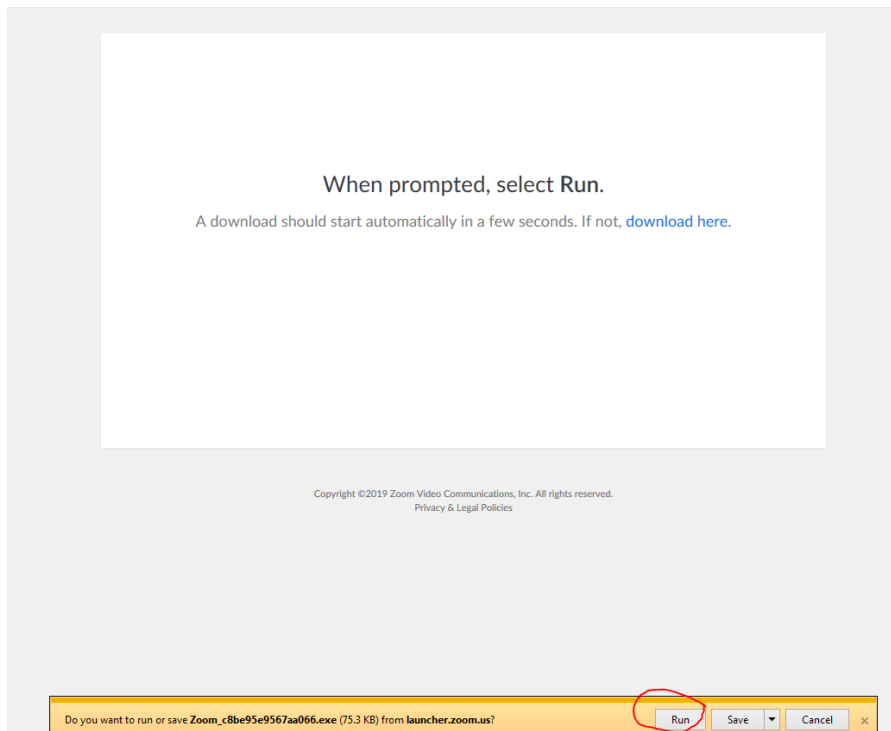
Hosting and Participating in a meeting:

This section is for council members and what they need to do to participate in the meeting:

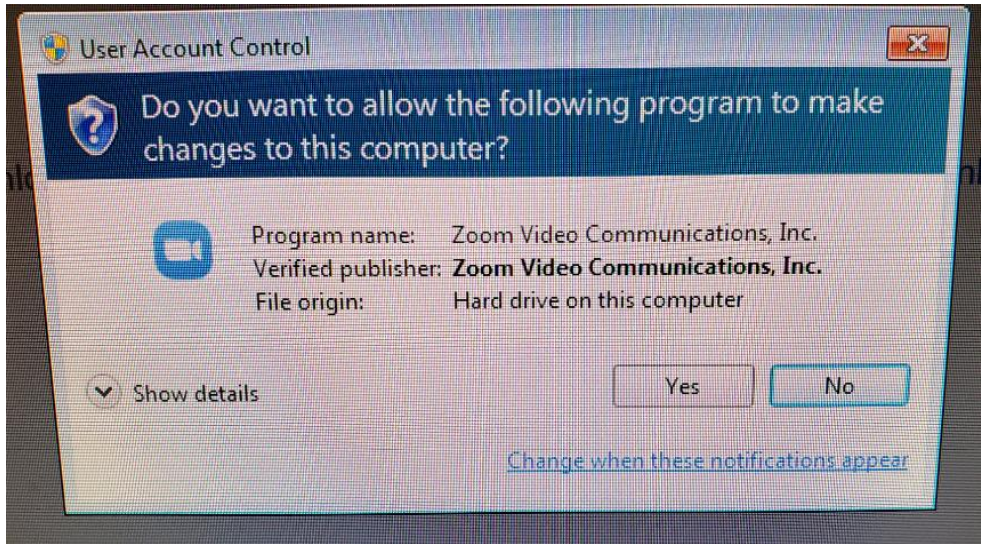
1. **Participants:** An email will be sent to each council member. It looks like the screen shot below. Click on the blue line underneath where it says "Join Zoom Meeting."



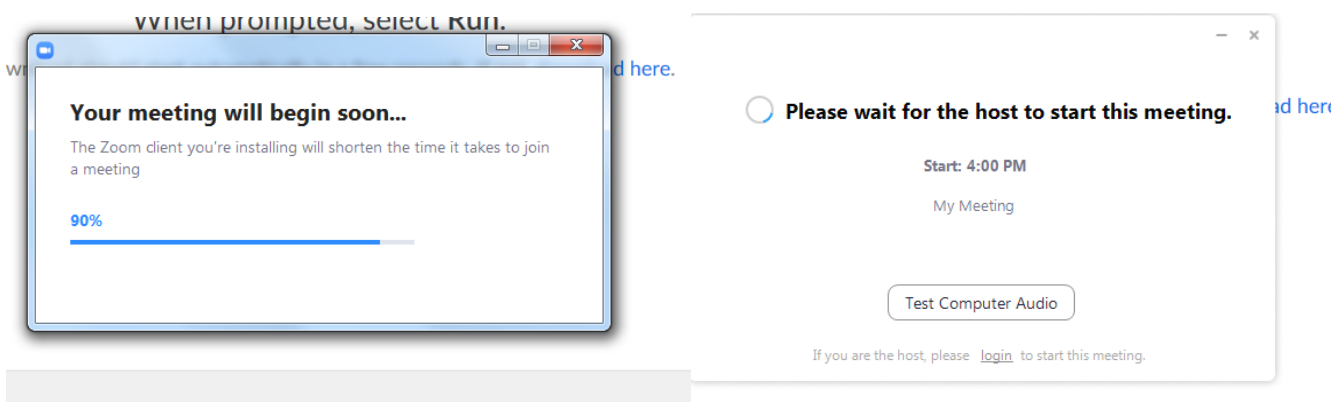
2. **Participants:** If Attendee has not used Zoom, they will see this screen, Click Run.



3. **Participants:** If User Account Control warning pops up, click Yes.



4. **Participants:** These text boxes will appear.



5. **Host:** Meeting host will get email telling him participants are ready to join meeting. If he is has not logged into meeting already.

Your meeting attendees are waiting!  Inbox x

Zoom <no-reply@zoom.us>
to me ▾

Hi there,

Please click this URL to start your Zoom meeting: My Meeting, <https://zoom.us/j/192475284> as your participants are waiting.

6. **Host:** This is Host's meeting screen.

