FJC Zoom Scheduling Protocols

To Book a Zoom Meeting From Your Own Desk

Step 1: Are you in a small group meeting with Briana?
- o   Yes! Contact Briana and she will set up the meeting with her dedicated account. That's it!
- o   Sadly, No! Continue to Step 2

Step 2: Check the FJC Shared Calendar to if other Zoom meetings are already scheduled, then pick your account

Account Name	Login	Password	Who It's For
OHC	Rebeccak@jewishcamp.org	shmira1	All things Field Expansion Related *OHC, Yashar, Family Camp, Loans, etc.*
Julie	Julie@jewishcamp.org	FJC2017	Leadership Development Programs *Cornerstone, Yitro, ELI, Hiddur, etc.*
Zoom	Zoom@jewishcamp.org	Fjc2019!	Marketing, Operations, Finance, Other
Marina	Marina@jewishcamp.org	Verbier12	Marina and Avi primarily *Ask Randi if needed*

Step 3: Visit https://zoom.us/ and click "Sign In" on the top right navigation, Log In using the account information above.

Step 4: Click "My meetings" on the left vertical menu

Step 5: Scroll down to your desired date and time and confirm that this account is not already scheduled. If your time slot is available, click "Schedule a New Meeting"

Step 6: Add in the date and time details of your meeting. In the title of your meeting, add both the meeting name AND your name

>   *Sample: Hiddur Coach Call (Julie)*
>   *Sample: Taking Over the Universe (Avi)*

Step 7: Scroll down and make sure
- "Registration" is NOT required,
- "Audio" can be accessed by both phone and computer
- "Enable Join before Host" feature is on
- "Waiting Room" feature is turned off.

- You may want to turn participant video on automatically; especially for participants you anticipate having difficulty operating their own cameras.
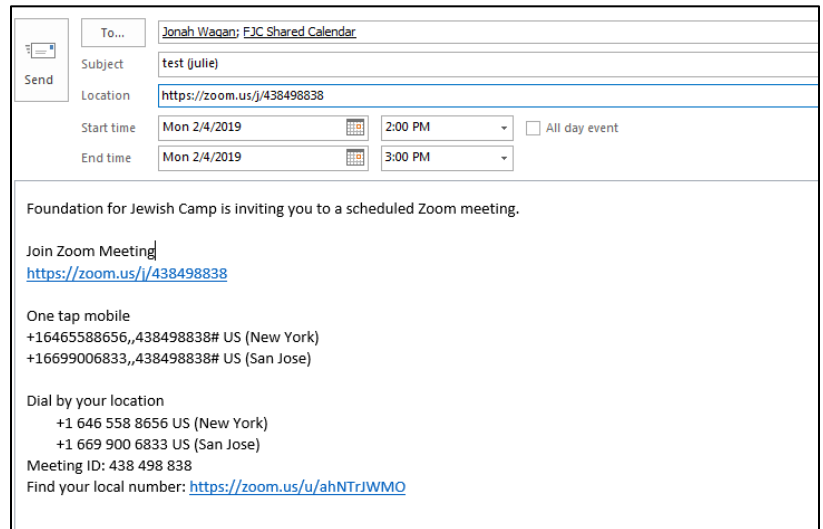
Click Save!

Step 8: Invite your Participants
Option 1: Click the Outlook Calendar button which will download a file and create the calendar invitation for you
Option 2: Click "Copy the invitation" and manually copy and paste the meeting login details into a calendar invitation

Time	Feb 4, 2019 2:00 PM Eastern Time (US and Canada)
Add to	31 Google Calendar 0✓ Outlook Calendar (.ics) Yahoo Calendar
Meeting ID	438-498-838
Invite Attendees	Join URL: https://zoom.us/j/438498838 Copy the invitation
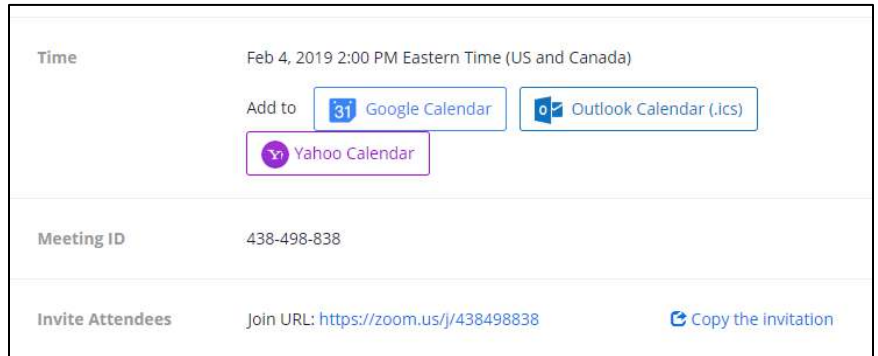
Step 9: Add participants as usual to your Outlook Calendar Meeting invitation AND invite the FJC Shared Calendar

Step 10: Enjoy! Happy Zooming.

Send	To...	Jonah Wagan; FJC Shared Calendar
	Subject	test (julie)
	Location	https://zoom.us/j/438498838
	Start time	Mon 2/4/2019 2:00 PM ☐ All day event
	End time	Mon 2/4/2019 3:00 PM

Foundation for Jewish Camp is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
https://zoom.us/j/438498838

One tap mobile
+16465588656,,438498838# US (New York)
+16699006833,,438498838# US (San Jose)

Dial by your location
        +1 646 558 8656 US (New York)
        +1 669 900 6833 US (San Jose)
Meeting ID: 438 498 838
Find your local number: https://zoom.us/u/ahNTrJWMO

To Book a Zoom Meeting using Zoom in VIC A or the Cart

Step 1: Repeat Steps 1-9 above as usual (you got this!)

Step 2: Once you have generated an Outlook Calendar invite for your meeting, invite your participants AND the FJC Shared Calendar AND "vica" or "cart" to your meeting.
> *If this is the first time you are inviting "vica" or "cart" click on the "To:" button to populate your address book and search for those accounts.*

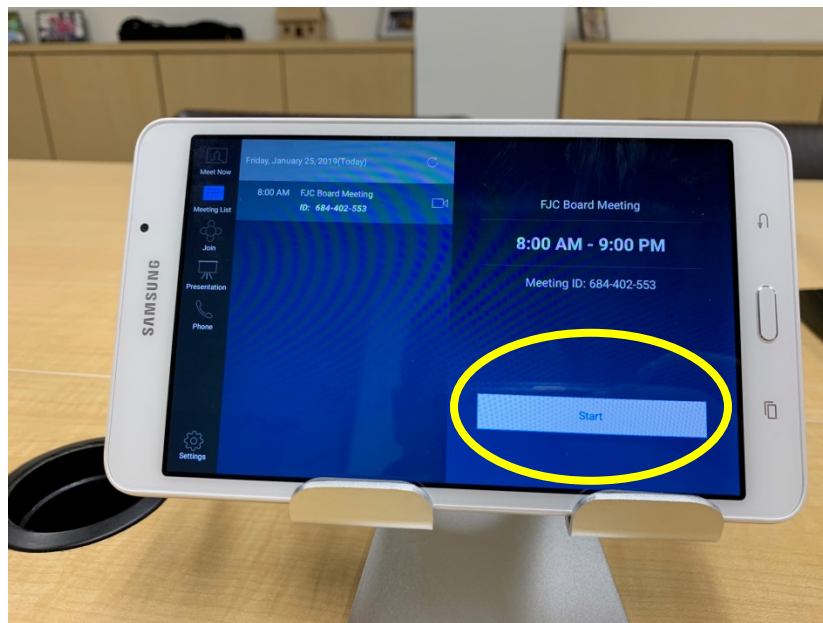Step 3: When prompted – decline to update the meeting location to "vica" or "cart"

Step 4: Manually update the meeting location to include BOTH the physical location of the meeting AND the zoom link

> *Sample: VIC A and https://zoom.us/j/438498838*
> *Sample: Marina's office with the cart and https://zoom.us/j/438498838*

Step 5: When you are ready for your meeting, find the corresponding meeting name use the tablet to start the meeting:

To Book a Zoom Meeting using Zoom in VIC B

Step 1: Repeat Steps 1-9 above as usual (you still got this!)

Step 2: Manually update the meeting location to include BOTH the physical location of the meeting AND the zoom link
> *Sample: VIC B &*
https://zoom.us/j/438498838

Step 3: On the home/desktop screen of the TV in VIC B, click the Zoom Icon

Step 4: Log in as usual and start your meeting!

Step 5: Please log out of your account at the end of your meeting!