

FJC Zoom Scheduling Protocols

To Book a Zoom Meeting From Your Own Desk

Step 1: Are you in a small group meeting with Briana?

- Yes! Contact Briana and she will set up the meeting with her dedicated account. That's it!
- 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 <i>OHC, Yashar, Family Camp, Loans, etc.</i>
Julie	Julie@jewishcamp.org	FJC2017	Leadership Development Programs <i>Cornerstone, Yitro, ELI, Hiddur, etc.</i>
Zoom	Zoom@jewishcamp.org	Fjc2019!	Marketing, Operations, Finance, Other
Avi	updates@jewishcamp.org	llovejewishcamp20	Avi primarily

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.

Registration Required

Video

Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from United States [Edit](#)

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 390-041-5228

Enable waiting room

Record the meeting automatically

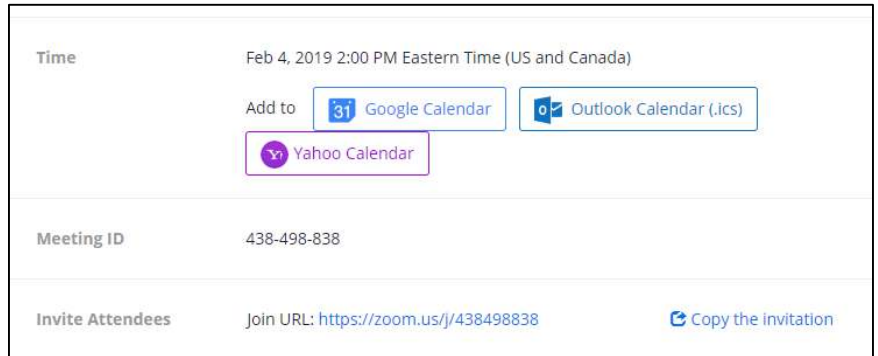
- You may want to turn participant video on automatically; especially for participants you anticipate having difficulty operating their own cameras.

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

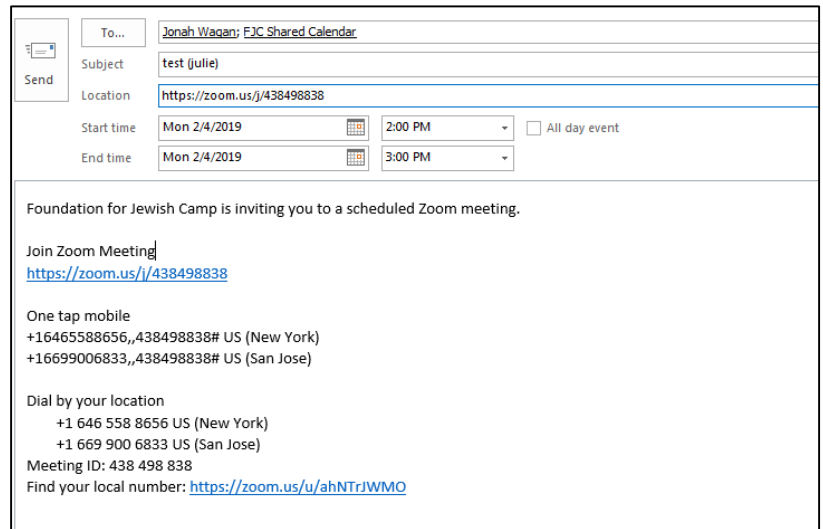
Option 2: Click “Copy the invitation” and manually copy and paste the meeting login details into a calendar invitation



The screenshot shows the Zoom meeting creation interface. At the top, the time is set to 'Feb 4, 2019 2:00 PM Eastern Time (US and Canada)'. Below this, there are three buttons for adding the meeting to a calendar: 'Google Calendar', 'Outlook Calendar (.ics)', and 'Yahoo Calendar'. The 'Meeting ID' is displayed as '438-498-838'. At the bottom, there is a field for 'Invite Attendees' with the 'Join URL: https://zoom.us/j/438498838' and a 'Copy the invitation' button.

Step 9: Add participants as usual to your Outlook Calendar Meeting invitation AND invite the FJC Shared Calendar

Step 10: Enjoy! Happy Zooming.



The screenshot shows an Outlook calendar invitation. The 'To...' field is 'Jonah Waqan; FJC Shared Calendar'. The 'Subject' is 'test (julie)'. The 'Location' is 'https://zoom.us/j/438498838'. The 'Start time' is 'Mon 2/4/2019 2:00 PM' and the 'End time' is 'Mon 2/4/2019 3:00 PM'. The invitation text reads: 'Foundation for Jewish Camp is inviting you to a scheduled Zoom meeting. Join Zoom Meeting https://zoom.us/j/438498838. One tap mobile: +1646588656,438498838# 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/j/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”

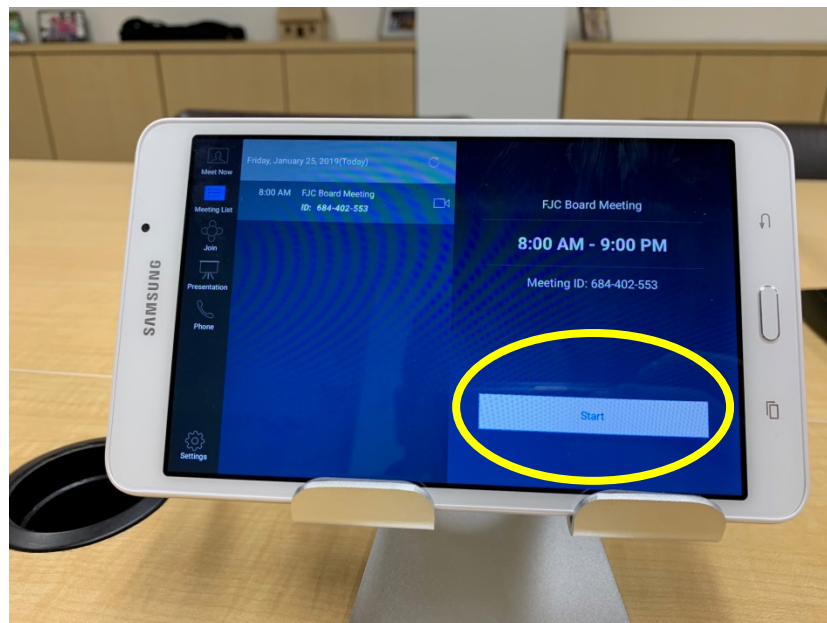
Step 4: Manually update the meeting location to include BOTH the physical location of the meeting AND the zoom link

Sample: VIC A and <https://zoom.us/j/438498838>

Sample: Marina’s office with the cart and <https://zoom.us/j/438498838>

Send	To...	Jonah Wagan; FJC Shared Calendar; vica		
	Subject	test (julie)		
	Location	VIC A and https://zoom.us/j/438498838		
	Start time	Mon 2/4/2019	2:00 PM	Eastern Time (US & Canada) <input type="checkbox"/> All day event
	End time	Mon 2/4/2019	3:00 PM	Eastern Time (US & Canada)

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!

