

# Zoom: CFC Checklist to Schedule Zoom Conference Room for Video Meetings.

## 1) Schedule Meeting on the CFC Zoom Calendar

a) NLT 24 hrs. Send email to

[CFCzoomconference@gmail.com](mailto:CFCzoomconference@gmail.com)

i) Include

- (1) **Ministry leader**, return email address, and phone number
- (2) Name of **Elder** authorizing meeting
- (3) Requested **Date, Time, and length** of meeting
- (4) **Back up date and time** if above is not available.
- (5) Does the meeting need to be **password protected**?

b) **Click below and verify the event is on the calendar prior to date of event**

i) [CFC Zoom Calendar](#)

\*\*\* You will receive an email with the scheduled meeting within the first 24 hrs. That email will include information you need to log on and conduct your meeting. You can forward this to the other participating members

\*\*\* if you add your scheduled participants on your return email we will send out invites per your request.\*\*\*

## 2) Below are training videos for using CFC Zoom Conference

- All Participants
  - <https://youtu.be/2lp7FwSxb-E>
- Zoom Meeting controls
  - <https://youtu.be/ycy-ARU6e6E>
- Zoom Breakout Rooms
  - <https://youtu.be/dbuqv5LvWpg>