

## St John's HowTo No 1:- Zoom and Sunday meetings

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### 2 See also

See other documents in the St Johns Church series of How To. These can be found in the church sharepoint Projection & Visual subsite here: (Permission needed.)

(<https://stjohnschurch809.sharepoint.com/Projection/Shared%20Documents/Forms/AllItems.aspx> )

These can also be found on the public website ([www.benrhydding.org.uk](http://www.benrhydding.org.uk) ) in pdf format.

As of today 29/6/2020 the following documents exist:

1. How to No1. Zoom meetings
2. How to No2. Recording and streaming tips and tricks for computer audio and video
3. How to No3. Recording talks, prayers and readings.
4. How to No 4. Video Montages
5. How to No 5. Including videos in church service sheets
6. How to No 6. Using OBS for streaming and broadcasting

### 3 Summary

Since the Covid lockdown started in March 2020 we have been using Zoom for our Sunday services as well as other meetings such as PCC and Ark etc. We have looked at other ideas such as Youtube or Facebook streaming but Zoom provides a good blend of webinar and face to face participation unavailable using the latter options.

We include a link to the Sunday morning zoom service in the weekly emails and have been having 50 or more households joining us in those meetings by clicking the link. The Zoom session is opened by the host (usually the vicar) around a quarter of an hour before the service start time to give folk chance to join and chat.

At the start of the session the host usually makes one or two other participants into co-hosts. This is partly to share the load in case of internet glitches but also a way of providing seamless video broadcasting – see Andy's Videos section below.

Once the service proper starts, the leader will mute all participants initially and lead from the service sheet. In some places in the service pre-recorded videos will be used, at other times the leader will share his screen so we can all see the liturgy. The pre-recorded items are usually announced by the leader and then broadcast from one of the co-hosts systems. Occasionally the leader will suggest that participants unmute themselves for a communal blessing or to join together for discussion in small groups (called Zoom Rooms).

### 4 Joining a zoom meeting

#### 4.1 Join by link

We usually send out an invite link in an email such as the weekly notices emails. Clicking on that link is the easiest way to join. It will start Zoom on your device and join the meeting. You may be asked if you want to join with Video and also if you wish to join with audio. The usual answer to these would be yes.

The link contains the meeting ID and password embedded, there is no need to enter them if you click the link..

#### 4.2 Join by Password and Id

We sometimes also include the meeting id and password though most folk will not need these if they have the meeting link.

#### 4.3 Using dial up audio

For those that don't have access to a tablet or computer device with audio, it is possible to dial in on a land or mobile number and join the meeting that way. The info to do this is also usually attached to the invite

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email. Using a device with audio such as tablet or computer is much better experience and we do not recommend dial up.

#### 4.4 Co-Hosts

The host is the person whose account is used to start the meeting. If the host is using a paid Zoom account once the meeting has started the host can assign one or more participants to be Co-Hosts.

Co hosts are very useful. They have the same rights as the host and do things like mute all or mute selected participants. If the host account has screen sharing setup, Co-hosts can take over on screen sharing. They can lock or unlock the meeting, admit participants from the waiting rooms. It is a very good way of sharing the load or helping with running a meeting.

### 5 Multiple devices in the same room – Don't!

If you have two or more devices in the same room joined to the same Zoom meeting you will have problems with audio feedback – whistles etc. Either move one to another room or turn its sound down and mute its microphone.

### 6 Zoom screen sharing

The host(s) and also all participants (only if host has allowed) can share their screen. This allows the sharer to talk over something they are leading on - such as the liturgy. In other words – their camera image is replaced by whichever bit of the screen they have selected.

#### 6.1 Host enabling screen share

In order for meeting participants to share screens the host needs to have enabled the option in the online account settings. If this has not been done before the meeting – the screen share button does not appear on the Zoom screens.

#### 6.2 Starting screen share

Each time you click on the share screen option, you have to look around for the bit of screen you want to share choose and click on it. This is a little clunky and makes transition from camera to screen share a little slow and tedious.

#### 6.3 Optimise for video?

As part of the screen share startup process – there is also an option that needs to be selected correctly – optimise screen share for video Yes or No?

If **optimised** for video, the viewers will see a slightly out of focus image but it will work better/smoothen with videos.

If **NOT optimised** for video, the viewers will see a crisp image of your screen but it will only be updated once or twice a second. A video would appear to be very jumpy.

If you are going to share videos using screen share you also **must setup up the audio** to work correctly – see below. Without doing this the sound will be broken up and tinny.

## 6.4 Screen share priority

A screen share appears to take precedence over ANY camera images. Eg if participant one shares their screen, it remains in focus whoever talks. This is important in cases such as our method of sharing videos. If Peter was to leave screen share on – when I play a video you would hear the video track – but see Peter's screen share still.

## 7 Zoom Audio and Music – Use original sound etc

### 7.1 Zoom audio settings

Using its default settings, Zoom is very poor at sending music as it heavily processes the sound for a speech sharing setup. Those listening will get a very broken and tinny sound.

The full details on these settings are in the How To Guide no 2. The most important option is turn On original sound. See How to No2 for details.

### 7.2 Other computer audio settings – disable sound enhancements

Some computers, especially those that have built in microphones such as laptops, also implement special sound 'enhancements' that turn you into a Dalek with a sore throat. It is essential that these be disabled if you wish to play music to other meeting participants.

The enhancements are usually something you turn off once and leave off for ever.

The full details on these settings are in the How To Guide no 2.

## 8 Zoom muting and unmuting

Any Host in a zoom meeting has more controls than ordinary participants and one of these is the ability to MUTE ALL. Peter uses this when leading the service and I use it when playing videos. Somewhere around the end of may, Zoom removed/disabled the complementary UNMUTE ALL button. This means the host has to ask you to unmute yourselves as he can no longer do this directly.

### 8.1 Mute all – key an eye open for Unmutes!

Most of the time, during the service all participants other than the current leader will be muted by the leader or co-host. This is typically the case during leading of liturgy or music videos.

If a participant does unmute themselves Zoom will shift focus to the unmuted participant making the most 'noise'. We do need to control this as it is possible for background noise from an unmuted participant will interrupt a music video.

**WARNING: In** a meeting with 30 or more participants it is common for one or more to unmute themselves at awkward times, such as during a music video. It is useful if you assign at least one co-host and task them that they keep an eye out for unexpected 'Unmutes'.

## 9 Gallery versus Speaker view

All devices have some form of gallery and speaker view choice.

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The gallery shows as many faces as you have screen space for. (On a PC this is around 50 per screen, on a small tablet it is typically 4 faces.). The speaker view has an enlarged window focused on the participant making the most 'noise' with a few smaller windows around it for some of the other participants.

When someone is sharing a screen or playing a video, the most useful view is the speaker view. When we are all joining in on something such as a blessing, the gallery view is nice choice. It is easy to switch back and forth between gallery and speaker view.

## 10 Andys Videos

During the week leading up to the service, videos are recorded for talk, reading, communion and intercessions. Youtube videos are trawled to find suitable versions and these are downloaded and the adverts trimmed off. Very occasionally we will record a music piece, either as a single video of a song or a more complex montage with multiple participants.

The videos are then uploaded to the St Johns Sharepoint cloud storage and links put into the service sheet. This allows folk to click the links in the service sheet and play the videos on tablet/phone or PC.

In addition to this, for the Sunday service, a playlist of the videos is created on my PC using a piece of software called VLC (Video Lan Convertor). Although I join the meeting using Zoom as does everyone else, I trick Zoom into accepting output from a package called OBS (open broadcast Studio) running on my PC. (Zoom 'thinks' OBS is my camera.). I can then use OBS to switch between my real camera or other sources such as the video being played in VLC or still images of church etc. It is OBS that allows me to do things such as appear to be on the notice board outside church or halfway up the tower!

When the leader introduces a hymn, I simply switch OBS to the VLC scene and press play. Zoom 'thinks' I am talking and on camera when in actual fact – it is the video it is being fed.

## 11 More on Zoom accounts

Zoom is available for Android and Apple tablets and smartphones as well as a desktop client for windows PCs. They all have basically the same set of features but the control buttons tend to be implemented differently on the different clients. For example on the desktop windows client, the button to switch between gallery and speaker view is top right of screen, On the android tablet client – a left or right swipe achieves this selection. It seems that the Ipad version does not have some of the setting options available on android devices etc.

In any Zoom meeting, the Host has to hold a Zoom account (free or paid) but the participants don't need an account. The host is the person who schedules and/or starts the meeting. Free zoom accounts are limited on features and also have a time limit of 40 minutes per meeting. St Johns has a paid license (held by the Vicar) allowing up to 250 participants and meetings of unlimited length.

It is possible once a meeting has started for the host to pass 'Hostship' to another participant and himself leave the meeting. If the host starting the meeting has a paid account, his privileges are passed onto the new host when he leaves. (Eg unlimited time meeting).

If the account is a paid one, after the meeting is under way, it is also possible for the host to make other participants into co-hosts. A co host has almost the same privileges as the 'real' host and this is a very useful feature that we use on Sundays.

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