Computer Steps and tips:

1. Turn on laptop power (circular button to the right of the keyboard)
2. Click anywhere. Log in using password: 221Columbia (make sure C is upper-case)
3. If asked to “continue set-up”, choose skip for now. If a message comes up asking about OneDrive, click “Close”.
4. Plug in the camera to the back of the laptop
5. Once the laptop is open: choose the icon on the main screen that says “WORSHIP – OPEN THIS”. Double-click the icon. Let the Presentation open.
6. If the Presentation asks to “Activate” just use the upper right corner “X” to get out of this screen. If another box pops up, hit cancel or “X” out again.
7. Open Zoom (blue square with white camera in the middle)
8. Turn the Camera on – it should automatically select the camera at this point
9. On the top bar of Zoom, choose the “Meetings” button and click it. On the left side of the zoom window, now choose “Sunday Worship” and click it. Click on the blue button that says “Start”. When the Audio button comes up, choose “Join with Computer Audio” and click the button. Maximize the zoom window using the square next to the X in the upper right corner.
10. At bottom of Zoom screen – choose “Share Screen”. This is a Green button with an arrow pointing up. Click with mouse on “WORSHIP – OPEN THIS”. Click “Share Sound” so that the blue checkmark appears. Then click “Share”. Click the presentation in the bottom of the screen (the orange “P” icon), then click the F5 key, or the start button at the top of the PowerPoint window.
11. The zoom presentation for those joining remotely should now be ready.

Open “participants” list before worship to admit folks to worship. Keep watching for people to join meeting and “ADMIT” them when they join.

To assign a co-host:

1. Put your mouse over their name.
2. A blue “More” button will appear. Click this button.
3. Choose “Assign co-host”. This person can now help to admit people and run the meeting.

If you assign a co-host they should be aware of the participants list.

To run the presentation:

Use the right and left arrow key. The right arrow key will help to move slides forward, and run hymn videos.

When done with the presentation:

1. Use the right arrow key to advance slides until it goes back to the “working” Powerpoint screen.
2. Exit PowerPoint by using the “X” in the upper-right corner.
3. This will stop the “share screen” on zoom.
4. When most people have left the online meeting, end the meeting using the red “END” button on the lower right. Then click the red button that says “End meeting for all”.

To shut down the computer:

1. Click on the “window” in the lower left corner of the screen. This is the “START” menu.
2. Click the circle with a line through the top of it.
3. Choose “Shut Down”.
4. Turn off the camera – press and hold the top button on the camera until all lights turn off (a red or green light just means that it’s charging so it’s still connected).