



VIDEOCONFERENCING 101

Sandy Utah Crescent Stake

Last Update Date: March 30, 2020

The standard videoconferencing software being used for the Sandy Utah Crescent Stake virtual missionary effort is [Zoom](#).

Software Requirements

- If you are using an iOS or Android device, download the free Zoom app from the Apple App Store or the Google Play Store. If you don't already have a Zoom account, click [here](#) to register for a free account. You can participate as a guest without an account, but it's simpler to join meetings if you have an account.
- Well before the first scheduled meeting, each participant should make sure that they have created an account and installed the Zoom software. If using a computer, please click [here](#) to launch a test meeting. If you are using apps on a phone, you should just start a test meeting to make sure everything works fine.

Hardware Requirements

- Any iOS or Android smartphone or tablet
- A PC or Mac with a webcam
- A dial-in option is available for audio only (if a participant doesn't have video), but the experience is much richer with video. Also, at this time of heavy demand, Zoom does not guarantee that a dial-in option will be available.

Hosting

- To get beyond the 40-minute limit, the host needs to have a subscription, which costs \$15/month. Please discuss this cost with President Clark if you feel this is necessary. Participants do not need a paid subscription -- just one host.
- It is helpful if hosts are familiar with videoconferencing etiquette and can teach the participants to mute audio when not talking, be careful not to talk over others (easy to do because of time lags), avoid distracting background activities being visible on their camera, etc.

Support

- The Zoom support site (click [here](#)) has many helpful articles.
- If the support site doesn't answer questions, participants can contact Alan Brown at 801-718-7906 (call or text) or abrown@byu.net. I'm working from home, so may not be immediately available during business hours, but I am usually pretty flexible and will try to respond fairly quickly.