



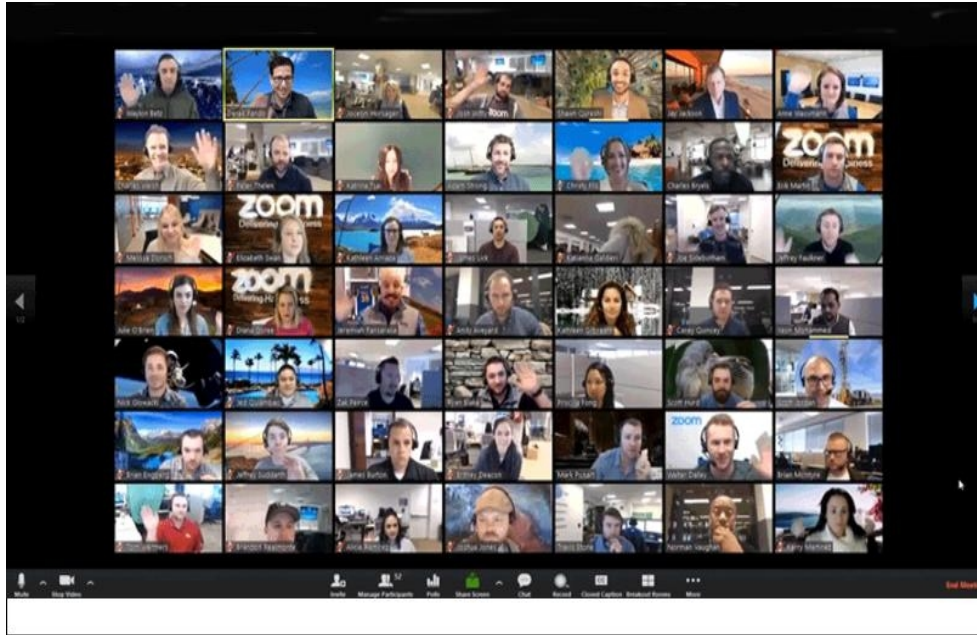
Provincial Communications Team



Coordinating Zoom for your Lodge

Advice and support for lodge members organising and hosting Zoom meetings on behalf of their lodge.

General Tips



- Ensure all members have received the Provincial guide to installing Zoom.
- Plan for supporting members who may be unfamiliar with the technology or who have disabilities requiring additional support.
- Start simple – one to one sessions with members may be easier to demonstrate how to use the system.
- New situations take time to become accepted – allow members time to become comfortable with the new method of communication.
- **ALWAYS** ensure that your meetings have a password, not just an ID number



Securing your zoom meeting



- The rest of the slide are suggestions about how to secure your Zoom meeting to ensure only members of your lodge are able to participate.
- At all times members should be reminded of the advice sent out from UGLE about conductions an Lol over any online conferencing system.
- Remind all members that Masonic principles and conduct apply to online communications as much as real life events.



Basic Security Actions



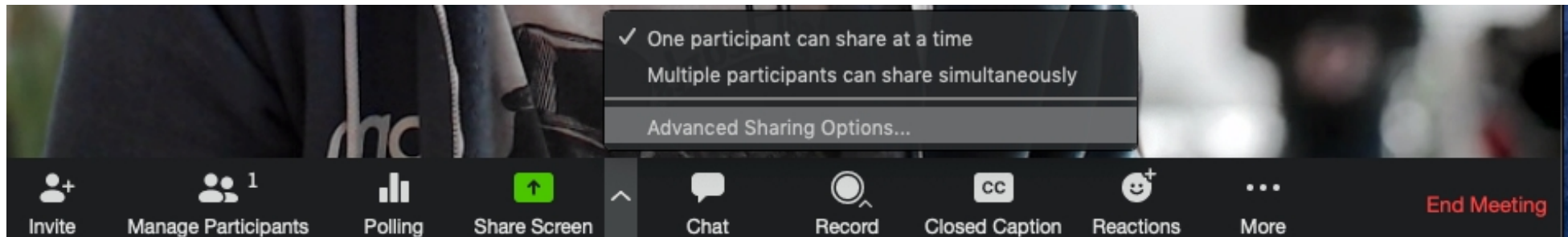
- Always use a password for each Zoom meeting
- Use a different password for each meeting
- Do not publish your meeting ID via social media.
- Ideally share your meeting ID and password via secure messaging such as WhatsApp
- If you believe your meeting ID has become known outside your lodge then generate a new meeting ID and use that.





Manage Screen Sharing

You do not want random people in your meeting taking control of the screen and sharing unwanted content with the group. You can restrict this — before the meeting and during the meeting in the host control bar — so that you're the only one who can screen-share.





Use a Waiting Room



The Waiting Room is just like it sounds: It's a virtual staging area that prevents people from joining a meeting until the host is ready. Meeting hosts can customize the Waiting Room settings to gain further control over which participants join a specific meeting and when.



Use a Waiting Room



- 1) Sign in to your account in the Zoom Web Portal and access the Settings tab.
- 2) Click on the In Meeting (Advanced) option.
- 3) Search or scroll to find the Waiting Room option.
- 4) Toggle the button next to the Waiting Room to enable this feature.
- 5) After enabling the Waiting Room feature, you can choose to send all participants to the Waiting Room when they join or to send only guest participants (external accounts) to the Waiting Room. You can also allow other internal participants to admit guests from the Waiting Room if the host is not yet in the meeting.

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. ⓘ

Choose which participants to place in the waiting room:

- ☒ All participants
☐ Guest participants only ⓘ

Customize the title, logo, and description ✎



Calendar

- ☐ iCal ☒ Google Calendar ☐ Outlook ☐ Other Calendars

Advanced Options ^

- ☒ Enable Waiting Room
☐ Enable join before host
☐ Mute participants on entry
☐ Only authenticated users can join: Sign in to Zoom
☐ Automatically record meeting
☐ List in the Public Event List

Alternative Hosts:

Example:john@company.com;peter@school.edu



Keep Members in Touch



- **Remember:** our goal is to keep every member of every lodge connected during this current situation.
- If you are not your lodge Almoner, make sure you liaise with them to ensure every member has equal access to lodge communication opportunities.

