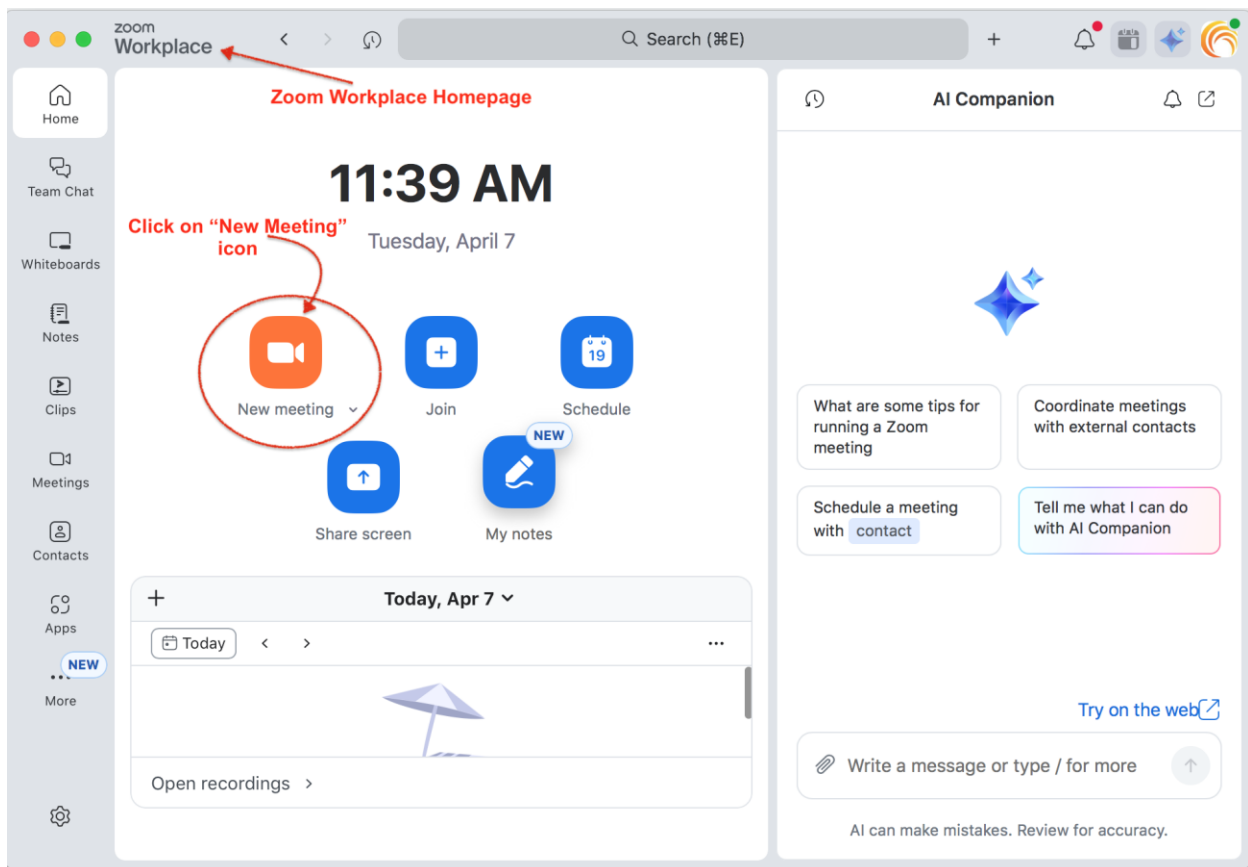


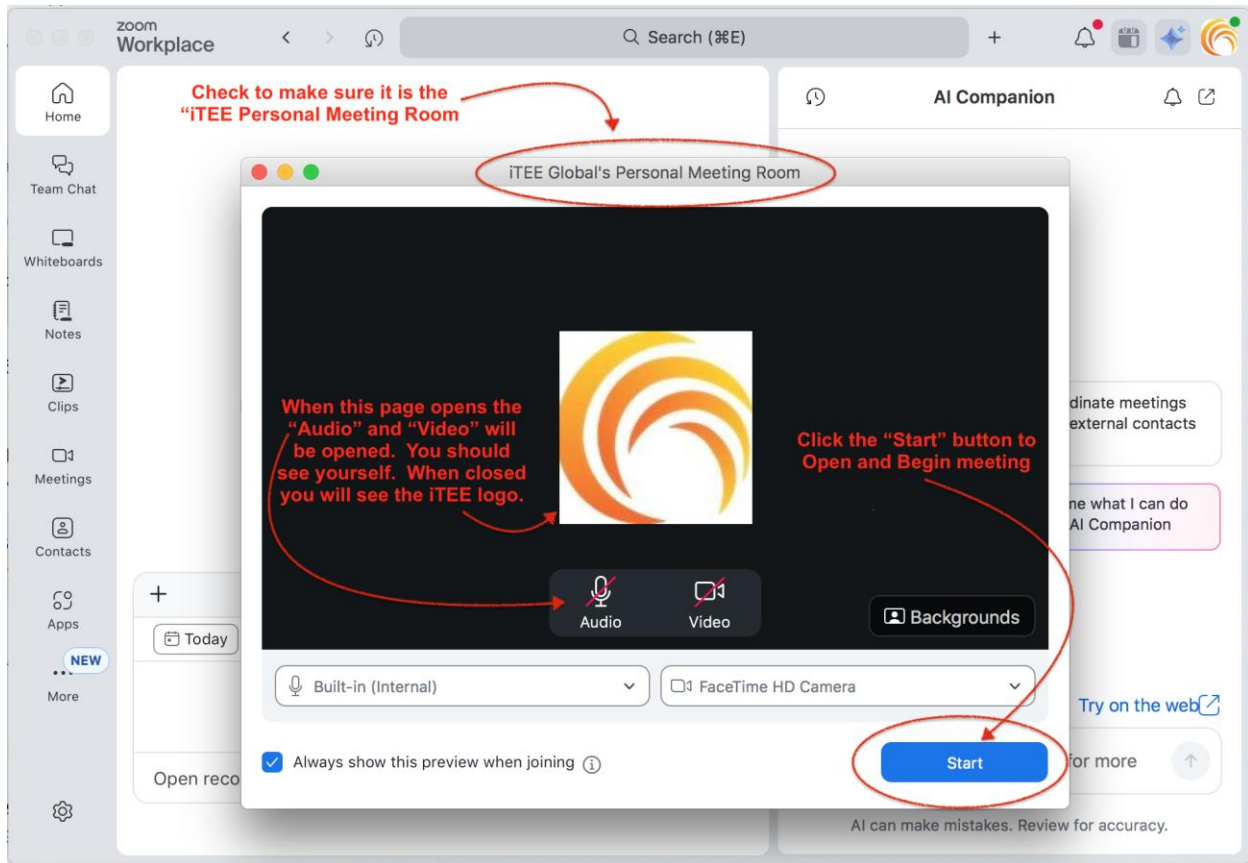
# Steps for Login and Hosting an iTEE Zoom Meeting

To Login as “Host” Using the Zoom Workplace app for Monday prayer meetings follow these steps.

1. Open Zoom app.  Click on the “Sign into a different account” option.
2. In the box enter - [zoomhost@iteeg.org](mailto:zoomhost@iteeg.org) Click the arrow on the right side of the box to open the “Password” box.
3. Enter the Password – iTEEGlobalZOOM. Click the “Sign In” button.
4. You should see the Zoom Workplace app Home Page. In the center of the page, click on the orange “New Meeting” icon.



5. On the Zoom Meeting Start page you will see yourself. The top of the screen should say “iTEE Global’s Personal Meeting Room”. The “Audio” and “Video” options will be Open. As Host it would be best to keep these open. Click on the “Start” button to Open and begin the meeting.

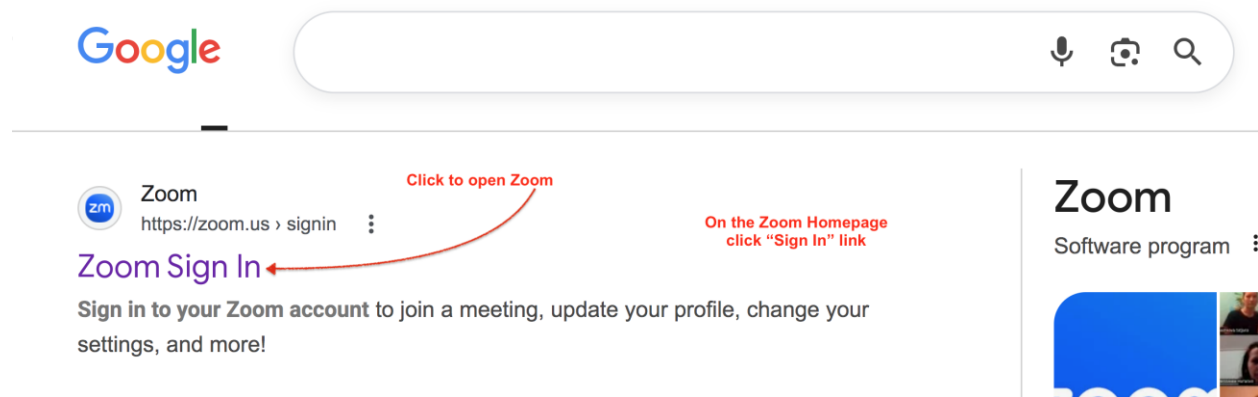


This will start the meeting and you will be listed as the Host. As people login a notification will pop-up with their name. You will click on the “Admit” button for them to join the meeting.

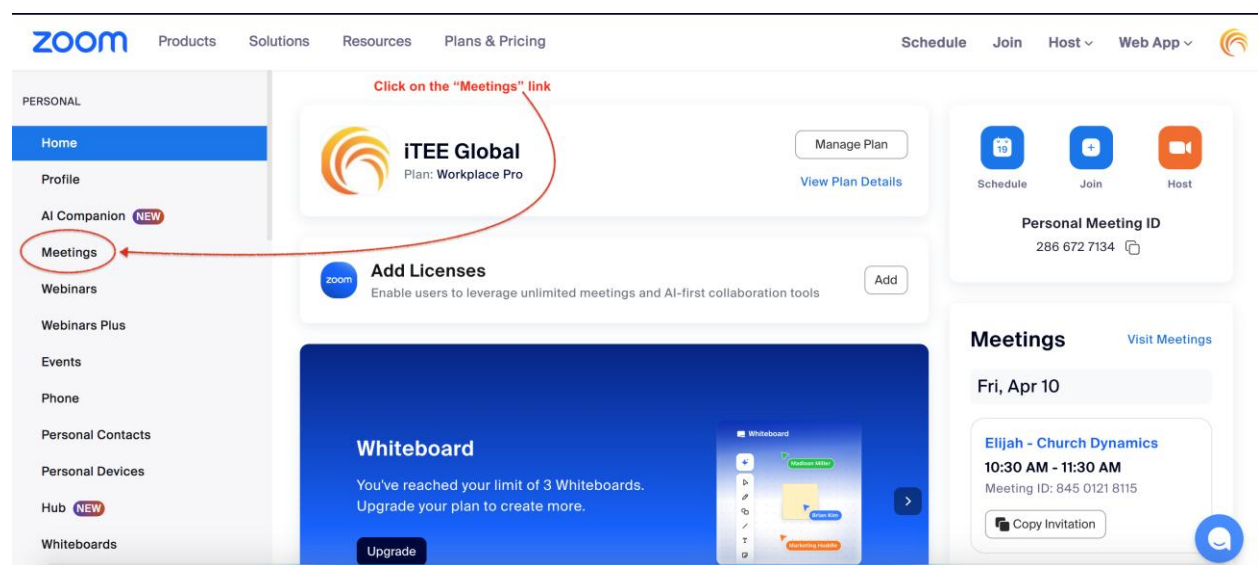
6. After the meeting has ended go to the iTEE “swirl” logo in the upper right corner of the page. Click on the logo and in the drop down menu select “Sign Out”. If you don’t do this, Zoom will keep you logged in as host.

# To Login as “Host” Using Your Web Browser for Monday Prayer Meeting Follow These Steps:

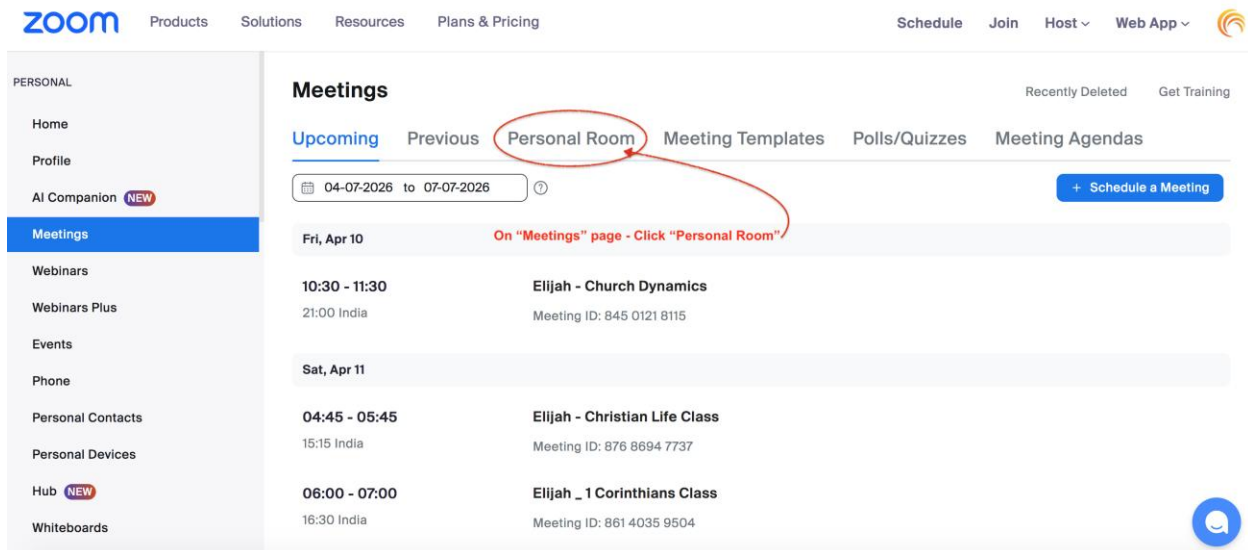
1. Open Zoom in your browser.



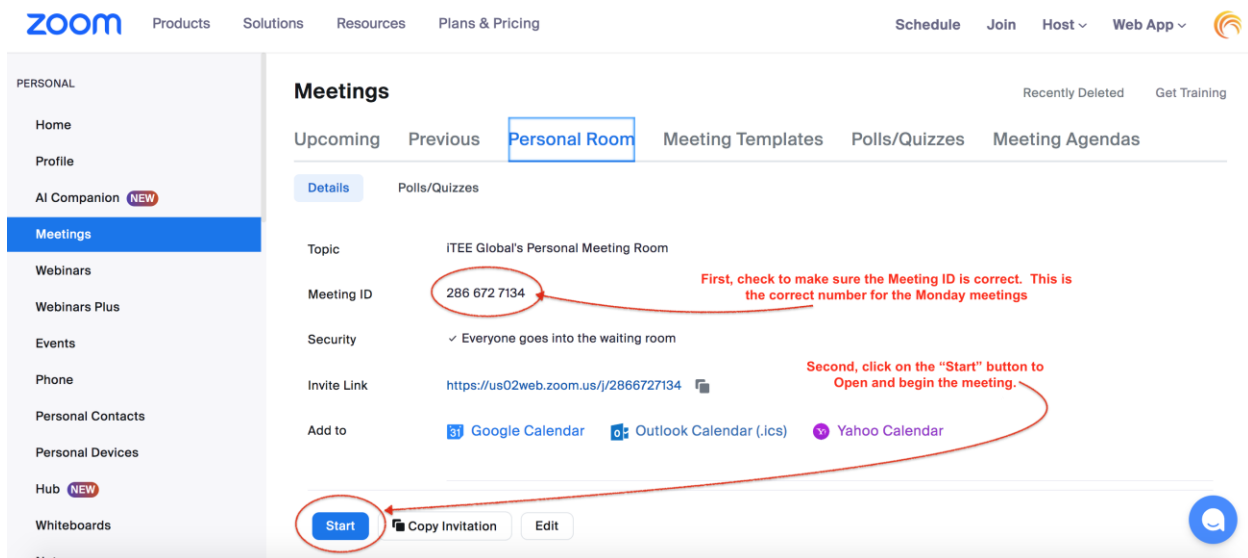
2. On the Zoom Homepage click the “Sign In” link near the top.
3. In the email box enter – [zoomhost@iteeg.org](mailto:zoomhost@iteeg.org) - Click “Next”. In the Password box enter – iTEEGlobalZOOM –
4. On the Zoom Homepage click on the “Meetings” link on the left side.



5. On the “Meetings” page click on the “Personal Room” link in the toolbar near the top of the page.



6. On the Personal Room page check to make sure the ID is correct – 286 672 7134. Then click the “Start” button to Open and Begin the meeting.



7. After the meeting has ended go to the iTEE “swirl” logo in the upper right corner of the page. Click on the logo and in the drop down menu select “Sign Out”. If you don’t do this, Zoom will keep you logged in as host.

## **Hosting Guidelines During the Devotion and Prayer Time**

1. Be intentional to “Start / Open” the meeting at least **8 minutes** before the top of the hour.
2. Follow the steps for logging in and opening the meeting as the Host detailed above if you are uncertain what to do.
3. Have your audio and video turned on as you wait for people to “Join” the meeting. Click the “**Admit**” pop-up as people login so they can join the meeting.
4. Use the 8 minutes prior to the intended start time at the top of the hour to encourage those who have joined to engage in casual conversation.
5. Encourage people before handing the meeting over to the devotional leader to post any prayer requests or praises in the Chat window prior to the start of the prayer time.
6. Hand-off the meeting to the person scheduled for presenting the “Devotional” at the top of the hour.
7. During the devotional time continue to “Admit” people who join the meeting late.
8. Everyone not talking should MUTE their audio. Monitor this during the meeting, especially during the devotional. Click the “MUTE” option for anyone who has not done so. This is to prevent background noises, or conversations, from interrupting the person talking.
9. When the devotion has ended invite people to review the prayer requests in the Chat window. Ask people to share any prayer request they might have with the group. Also invite them to type in any additional prayer request or praise during this time.  
NOTE: Try to keep this open sharing time brief. The intention is to have adequate time to actually pray. There should be plenty of prayer items already posted.
10. Ask someone to open the prayer time. As the host, be the person to close the prayer time. Look to do this by the top of the hour, unless the Spirit is obviously stirring people to pray. Also, let people know they can pray about other things God may bring to mind that may not be listed in the Chat window.
11. Thank everyone for their time. Hand things over to Carol to review who is scheduled for the upcoming week.
12. Give people a moment to begin leaving the meeting, then end the meeting for all.