

Zoom Meeting Participants Guide - St Joseph & St. Anthony Parish

The following [Participants Guide](#) has been developed as an instructional safety guide. It is intended to be utilised by ALL participants attending Zoom Meetings, which are held on behalf of the Parish of St. Joseph & St. Anthony.

This is the first version of the Zoom Meeting Participants Guide – version 1.0.

The Zoom Meeting Participants Guide is underpinned by the - [Archdiocesan Voice & Video Meeting Tools \(ICT\), received 7 April 2020](#)

1.0	Zoom meeting Host will have defaults requirements set as follows: <ul style="list-style-type: none">• require Meeting ID and password for participants• admit to Zoom Waiting Room pending host approval• participants cannot share their screen unless permitted by host• participants video / audio muted on joining Zoom meeting until host permits• Parish Zoom meetings are not recorded
2.1	Parish Zoom meeting Participants will be emailed a meeting invite by the Zoom meeting Host . The invite will contain a Meeting ID and password . The Zoom meeting Host is the only person permitted to send invites to Parish Zoom meetings, that is, on behalf the Parish.
2.2	Participants are not permitted to forward a Parish Zoom meeting invite to others.
3.1	Participants at Zoom meetings are to ensure they are running the latest version of Zoom software on their PC, Mac, or other mobile devices.
3.2	The meeting Host can assist them with advice on determining the latest version of software.
4.1	Participants are reminded that children and/or vulnerable adults are not permitted to be on Zoom Video - in foreground or background view.
4.2	Other non-vulnerable adults should not be in Zoom video view, unless they have granted their permission to the Zoom meeting Host.