



Instructions for Playing the ‘Planting Hope’ Video at Your Council Meeting

Whether your congregation council meeting is in person or over Zoom, it’s vital that you download the Planting Hope Campaign Council Visit Presentation video to the computer that will play the video during the presentation. Visit <https://vimeo.com/432968256> and enter this password: SPAScongregations. Click the download button and select the HD 1080p version. Please note that this is a large file (550+ MB) so choose your device appropriately.

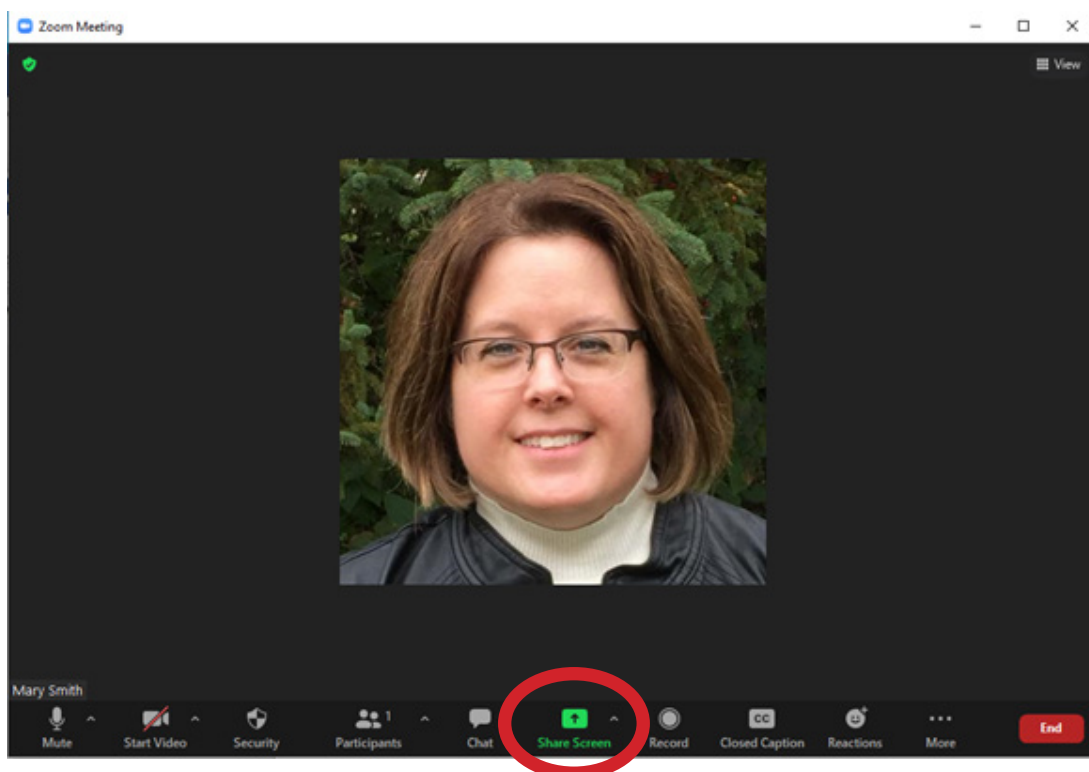
****Whether you are playing the video during an in-person meeting or over Zoom, do NOT attempt to play the video directly from Vimeo. You will have buffering issues and the video won’t play well.****

If you would prefer to receive a flash drive with the video instead of downloading it, please contact Mary Smith, synod director of communications, at least one week prior to your needed date. She can be reached at communications@spas-elca.org or 651-224-4313.

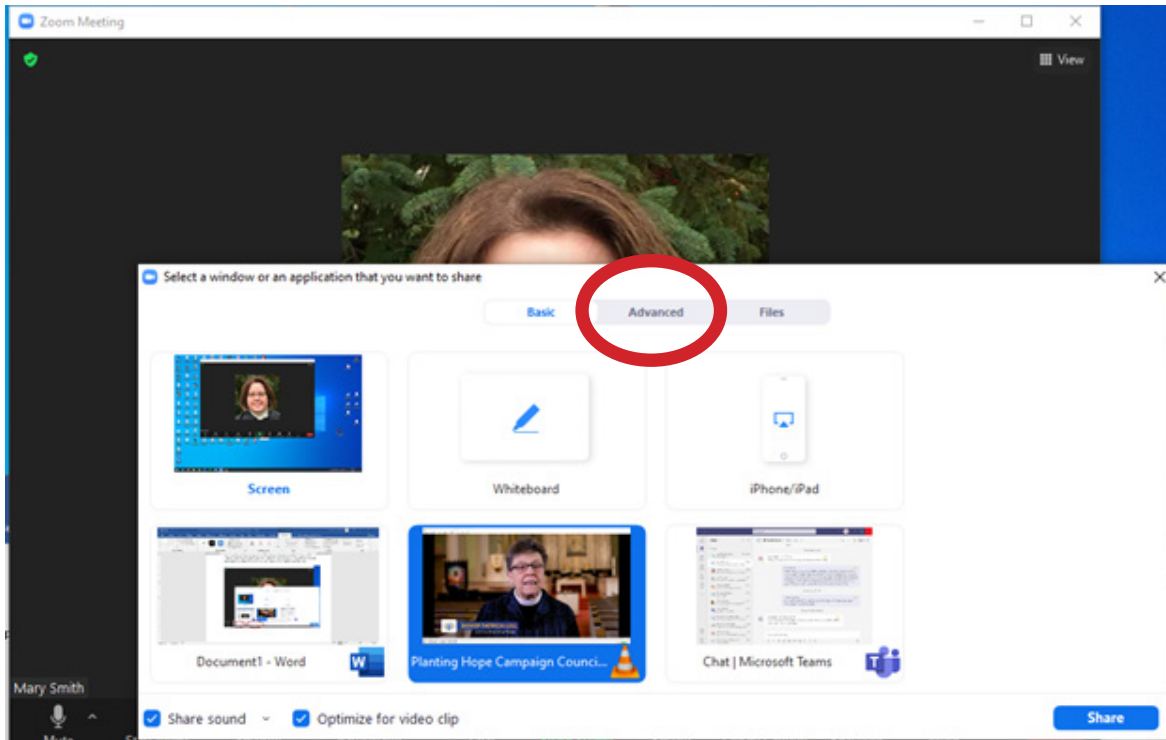
To Play the Video Over Zoom:

Be sure to have the Zoom desktop client downloaded on your computer so that you have all available Zoom features available to you. To download Zoom, visit: https://zoom.us/download#client_4meeting. If you already have Zoom on your computer, check to see that you have the Windows or Mac version 5.4.3 or higher. If not, update Zoom to be able to follow these instructions:

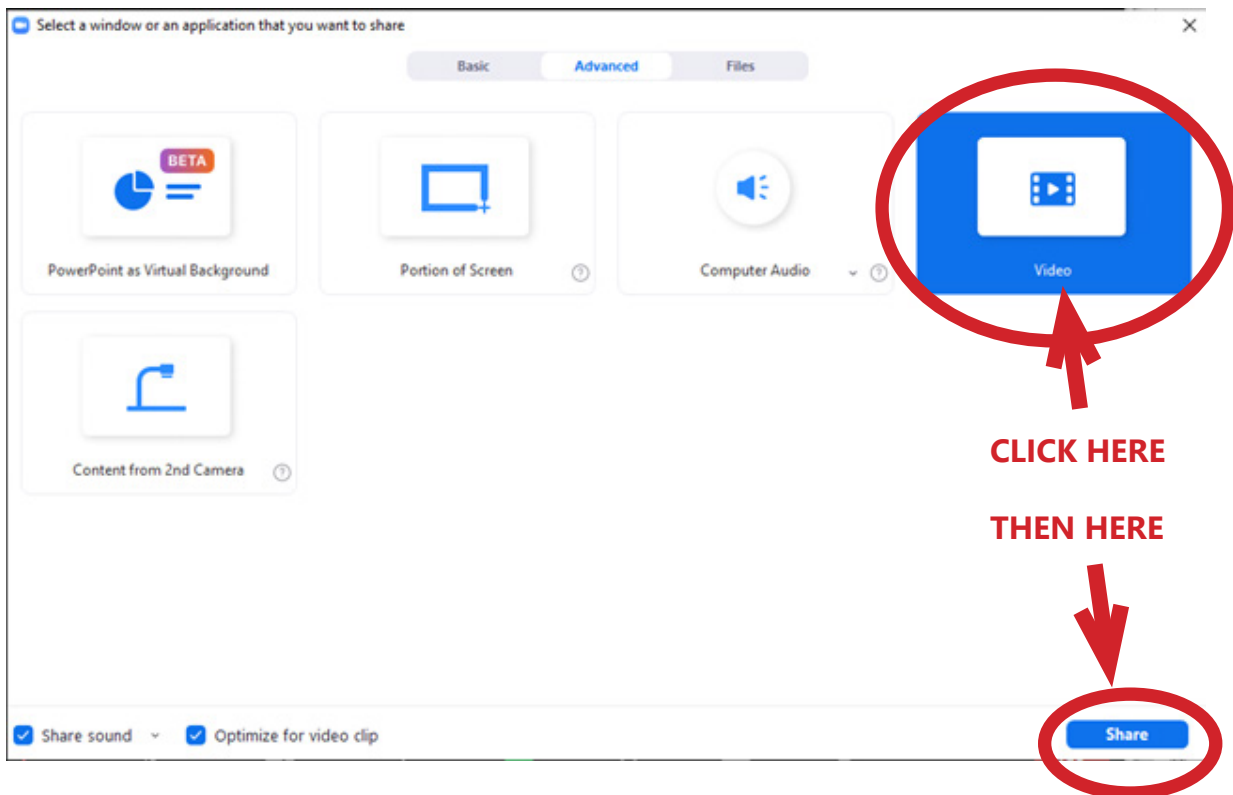
The person who will play the video over Zoom either needs to be the host for the meeting or will need to be given co-host privileges in order to share their screen with meeting attendees. When it’s time for the video to be shown, click on the “Share Screen” button at the bottom of the Zoom screen.



On the next screen, click on the Advanced tab (top center).



Click on the "Video" option, which automatically checks the boxes on the bottom for sharing sound and optimizing for video clip. Then click the "Share" button.



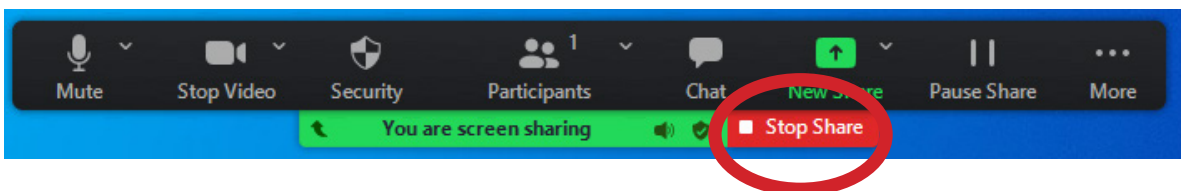
NOTE: If you have an older version of Zoom, you may not have the same options for the Advanced tab. In that case, stay in the "Basic" tab and select the window or the application (the video) that you want to share by clicking on it, and then check the boxes at the bottom to "Share sound" and "Optimize for video clip." Then click the Share button in the bottom right corner.

A pop-up will open, showing available files on your computer. Navigate to where you saved the downloaded video and click "Open." That will bring up a video screen with controls for playing, pausing, and adjusting the volume.



CLICK THE PLAY BUTTON TO START THE VIDEO

You should be successfully sharing the video! When the video is complete, click "Stop Share."



We highly recommend that you practice the directions above with a colleague in advance of your council meeting!

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