
PRESBYLINK

What it is

Presbylink is a free service to PEIA teams and PEIA churches. Using Presbytery resources, churches within the Presbytery will have access to virtual meeting space. While PEIA staff will not be present at your meetings, staff members are happy to adjust meeting settings based on the needs of the group.

Presbylink is for all Teams and Committees of the Presbytery of East Iowa conducting business for the Presbytery. It is also perfect for churches and groups without current access to a basic Zoom account as well as groups which might need access to a second Zoom account.

What it is not.

Presbylink is not an administrator-supported virtual space. You, as host, will still need to invite participants and start the meeting. If you need assistance with either of these tasks, you will need to contact the PEIA office (319-354-9220) during normal business hours.

Instructions for use:

1. Sign up for your meeting time at <https://peia.org/presbylink/> All meetings are scheduled for hour increments with a 15 minute “grace period” before and after the scheduled time.
2. The person who signs up for the meeting is the automatic host for the meeting. Meeting access will be sent to their email account.
3. Once a meeting is scheduled, the Host will receive access to the Presbylink Zoom account. You will need to sign in with those credentials. Once you are signed in:
 - Go to Meetings page under “Personal”
 - Find your meeting under your name and click on it.
 - Copy the invitation.
 - Send the invitation to your meeting participants.

Presbylink Zoom meeting configurations are set automatically to:

- Require a passcode
- All can share video
- All can participate in chat
- User from North America only

Contact office is your time is unavailable

If you require additional features, please contact Julia in the PEIA office julia@peia.org or 319-354-9220.