

Instructions for Joining a Gathering/Meeting through Zoom

Zoom is an online platform for video conferencing, and First Baptist has a paid Zoom account that will allow your group to meet "face-to-face." For folks who don't have a device with a camera (like a computer, laptop, tablet, or smartphone), you can join a Zoom meeting simply by calling a phone number from your phone! Our hope is that Zoom is as accessible as possible for everyone.

The instructions below are intended to walk you through joining a meeting through Zoom. We recommend that you walk through this in advance of your meeting so that you feel set up and ready. Happy chatting!

Instructions for Joining a Meeting Using Video Chat

1. Go to the email that your group convener sent to you, which contains a long link under the heading called "Join Zoom Meeting," and click that link.
2. If you don't already have Zoom downloaded to your computer (assume you don't unless you've used Zoom before!), you will be prompted to download it. Follow all the prompts to do just that.
3. Once you do so, you'll get a pop-up asking "Do you want to allow this page to open "zoom.us""? Click "Allow."
4. When the screen changes, you'll get another pop-up asking you to "Choose ONE of the audio conference options." When you start your meeting, you'll want to click "Join With Computer Audio."
5. Once you do so, you'll be in the meeting! As participants arrive, you should begin to see them enter the room, see them on your screen, and hear them through your speakers.

Instructions for Joining a Meeting By Calling In

1. Go to the email that your group convener sent to you, which contains a long link under the heading called "Join Zoom Meeting," and find the heading labeled "Dial By Your Location." The number next to the words "(New York)" is the one for Eastern Standard Time.
2. Dial that number from your phone.
3. You will then be prompted to type into your phone the Meeting ID and Password. Those numbers are also located in the email from your group convener. Enter those numbers when prompted to do so.
4. Once you do so, you'll be in the meeting! You should then be able to hear the meeting as it unfolds.

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Troubleshooting for Video Calls

- If you cannot see your own face on the screen, click “Start Video” on the bottom of the screen.
- If you cannot hear your own voice, click “Unmute” on the bottom of the screen.
- If there are participants you cannot either hear or see, encourage them to follow the two steps above. You’ll also want to be sure the sound on your (and their) computer or device is turned up.
- You did it!!

For more information, you can always read more or watch video tutorials at the Zoom Help Center, which you can find here:

https://support.zoom.us/hc/en-us?flash_digest=21347275ec2d8421353906258cd163b4e8a4eb03

