

How to Use Zoom

Zoom is an online video conferencing service. Epiphany has purchased ZoomPro, which allows for unlimited duration and attendees.

How to access:

Option 1 — Using a computer

Using a Windows or Mac computer, you go to www.zoom.us (or the link the host will provide).

On the web page, on the top of the screen, you will click “join a meeting”.

You will get a new screen, and it will then ask you to enter the following information:

- the meeting ID (which is provided by the host)
- meeting password (optional; check instructions from the host)
- your name
- it will ask whether you want to connect to audio and video
 - yes, you want audio
 - yes, you want video
- click join

For the best experience, your computer needs video and a microphone. You can participate with microphone only.

If you don't have a microphone, you may be able to dial in...but Zoom is overloaded right now. They are not always providing a dial-in number. If you have a smart phone or tablet, I recommend using Option 2.

Option 2 — Using a smartphone or tablet

Download the Zoom mobile app from your app store (it is free).

You can either enter the meeting by clicking on the link in the email from the host or open the Zoom app and enter the meeting ID (which is provided by the host). Then, enter:

- meeting password (optional; check instructions from the host)
- your name
- it will ask whether you want to connect to audio and video
 - yes, you want audio
 - yes, you want video
- click join



Option 3 — Via telephone

On your phone, dial the teleconferencing number provided in the invite.

When prompted, enter the following:

- the meeting ID (which is provided by the host)
- meeting password (optional; check instructions from the host)

I have been on many Zoom conference calls, but Zoom is overloaded right now. They are not always providing a dial-in number. If you have a smart phone or tablet, I recommend using Option 2.

Once you are in the meeting

If you are using a computer (Windows or Mac) you can control your microphone or leave the meeting with the buttons at the bottom of the screen. The start/stop video button allows you to turn off your camera. On a smartphone or tablet, these may show up on the top of your screen instead and may look a bit different.



You can also change how you see participants. You have the option to see the speaker only (the screen will change based on the speaker), or you can see all the participants at once, in what is called a “gallery view” (shown below). If you are on a computer, you will be selecting this option on the top of your screen. If you are on a smartphone or tablet device, you can select gallery view from the top, or you can tap on your image in the bottom right, and all video feeds will sort into the gallery. **Note: With Zoom gallery view, tablets can only have up to nine people shown at a time. Laptops can have up to 49.**

