

## **Welcome to Kate’s handy, foolproof guide to Zoom!**

This guide will help you feel comfortable using Zoom for meetings for church (and outside church as well!)

Here is an overview of the four parts of this guide

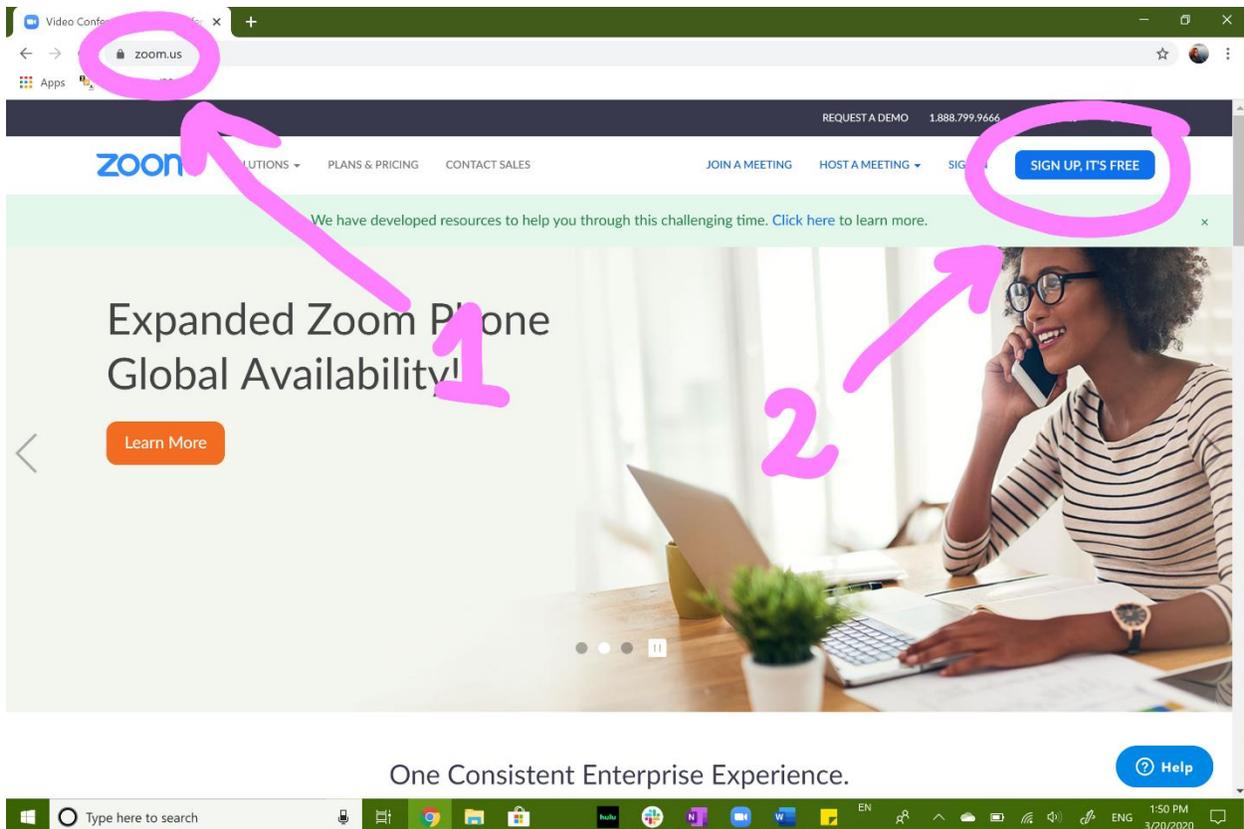
### ***Page Topic***

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## **Part 1: Creating an account**

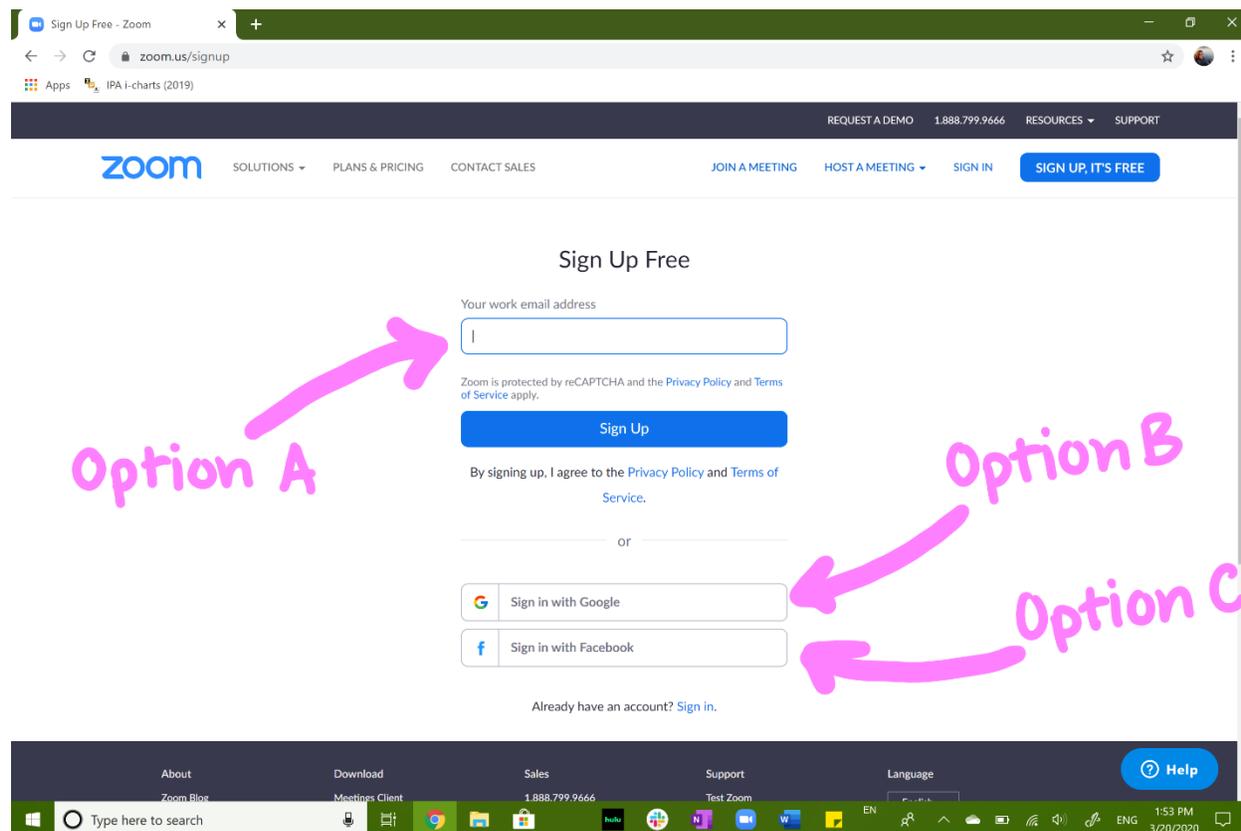
There are three different ways to do this. The easiest way is to log in either using Google or Facebook, but it is also possible to do without either of those. We will go over each of these processes.

### **Step 1: Open up the Zoom web page.**



The very first thing is to open up your web browser and go to [zoom.us](https://zoom.us), and click on SIGN UP, IT'S FREE! in the top right-hand corner.

## Step 2: Choose a signup method



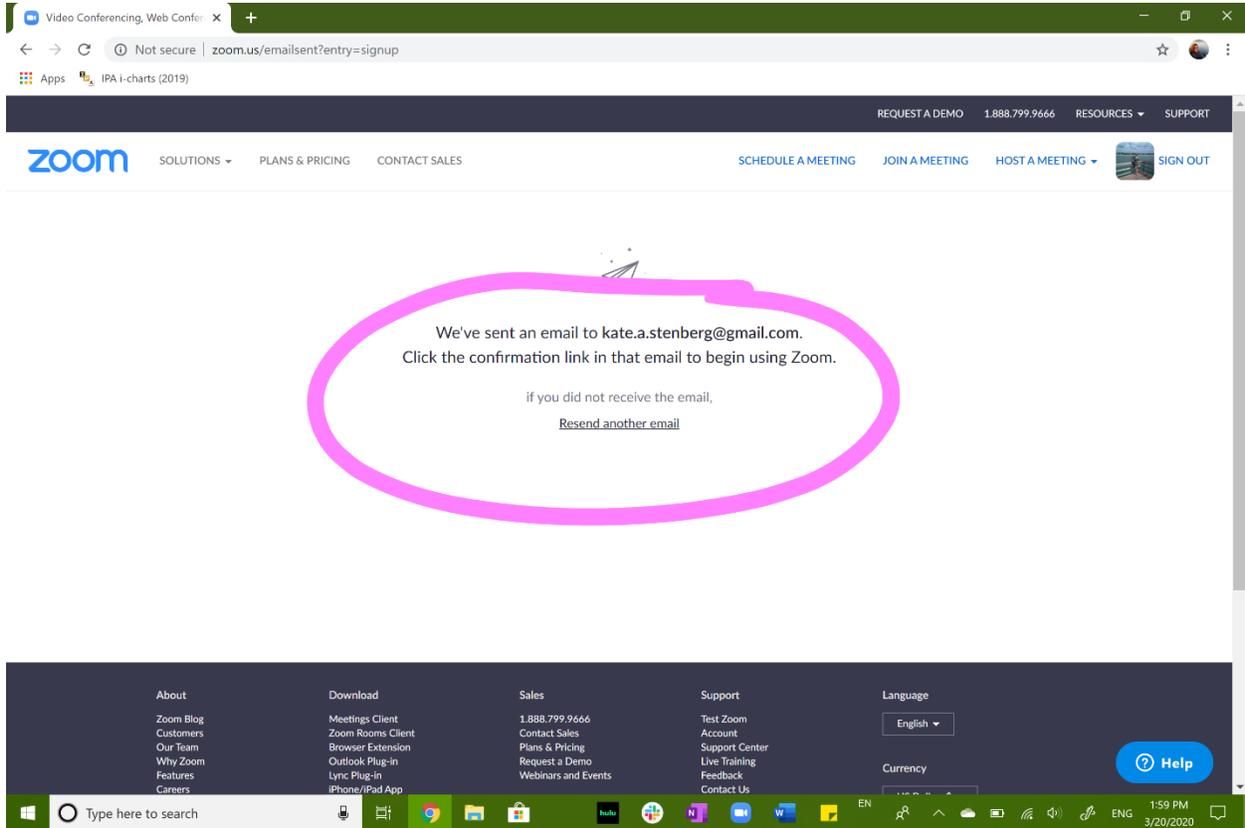
There will be three different options available to you: To create a new account from scratch, or to sign in using Google or Facebook.

Signing in using Google is the simplest option, with only one or two extra clicks, and signing in using Facebook is also very easy, with just two or three. I highly recommend one of these options. Creating a new account from scratch is also doable, if you don't use Google or Facebook or prefer not to.

- To start a new account from scratch, go to option A on page 4.
- To log in using Google, go to option B on page 10.
- To log in using Facebook, go to option C on page 12.

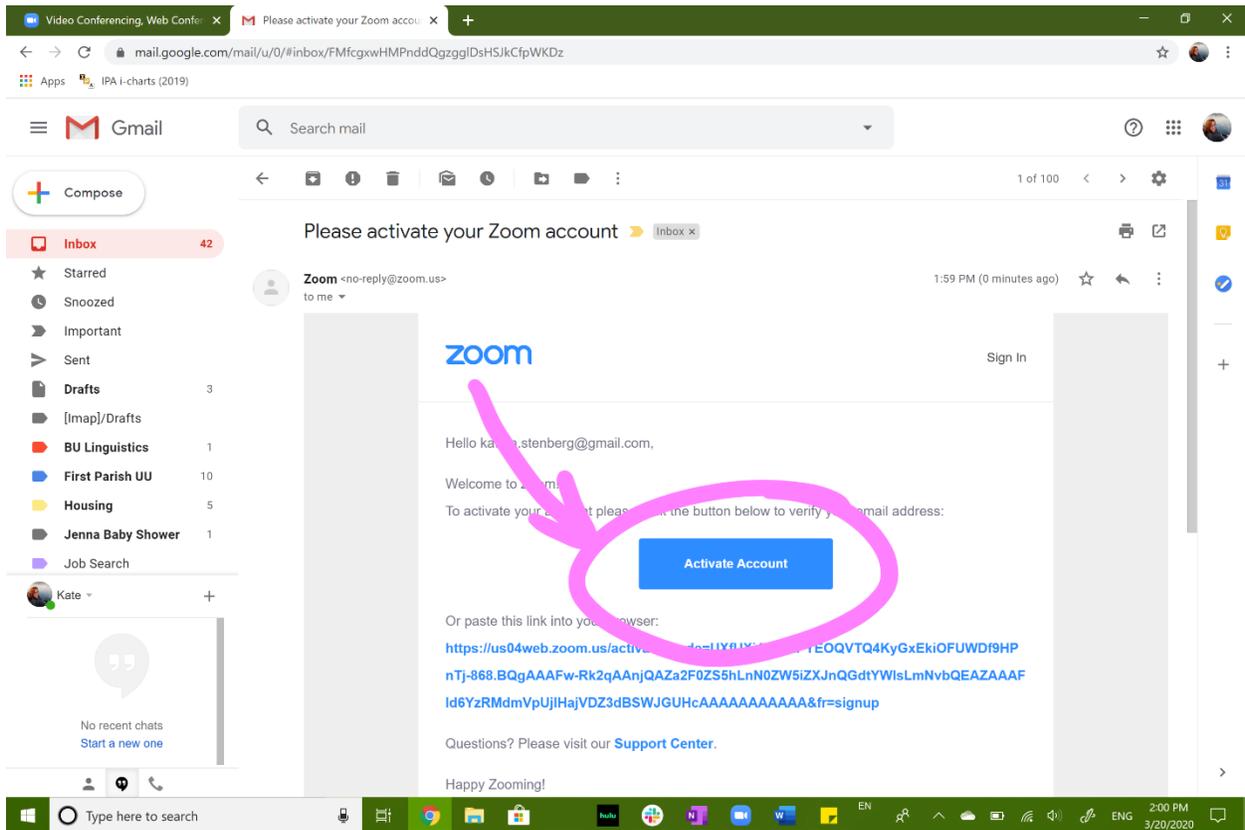
## **Part 1a: Creating a new account from scratch.**

### **Step 1: Enter your email address.**



Once you enter your email address, Zoom will tell you they've sent you an email with a confirmation link. Go check your email.

## Step 2: Activate your account.

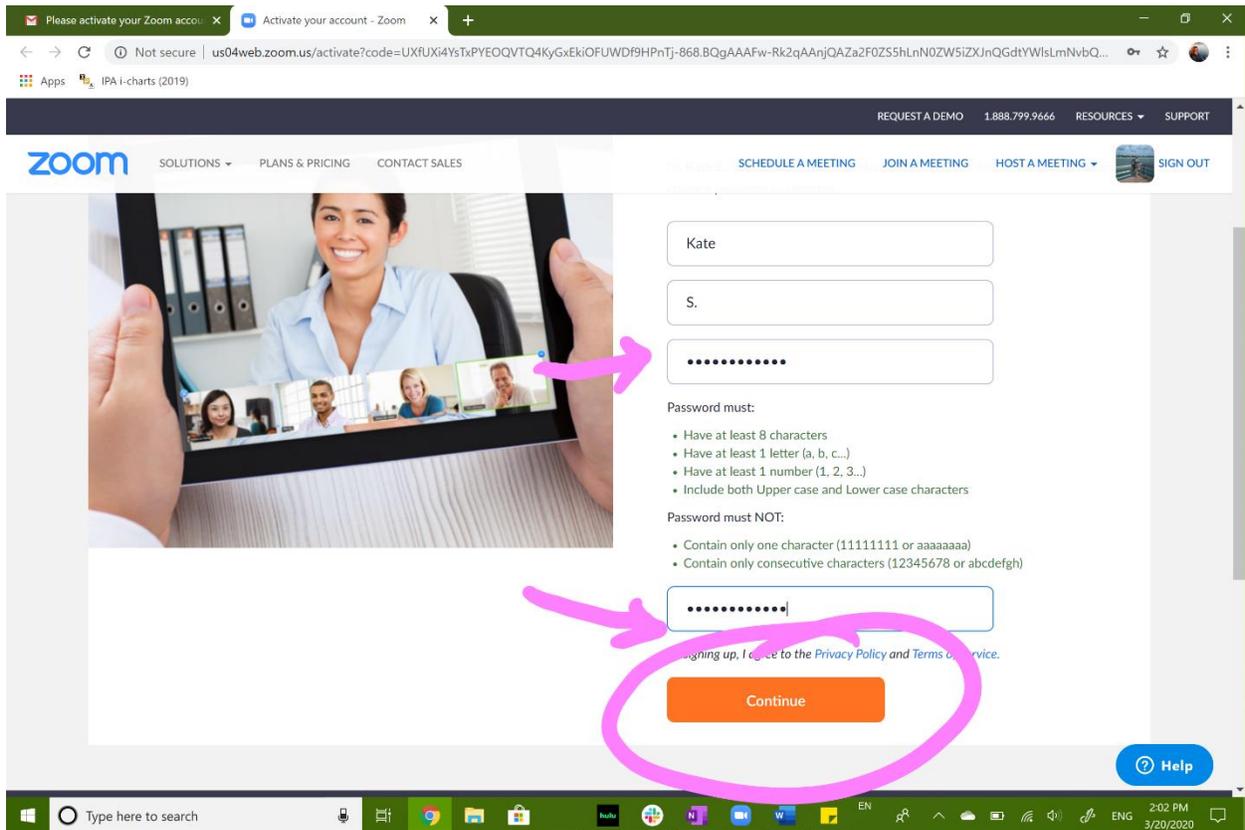


The email will be from Zoom, and it will have the subject *Please activate your Zoom account*.

In the body of the email, there is a blue button that says **ACTIVATE ACCOUNT**. Click it, and you will be redirected back to the Zoom site.

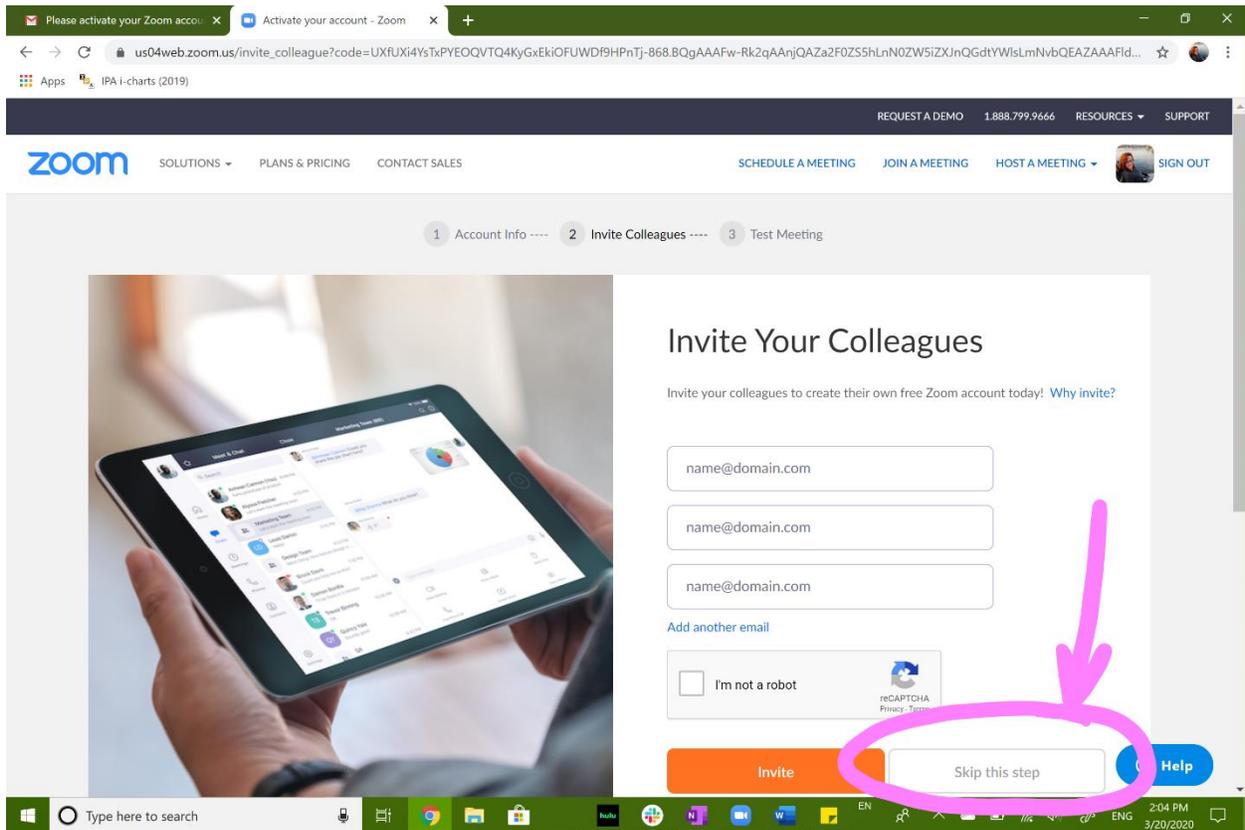
(If you can't find the email, check your Junk or Spam folders!)

### Step 3: Return to the Zoom site and choose a password.



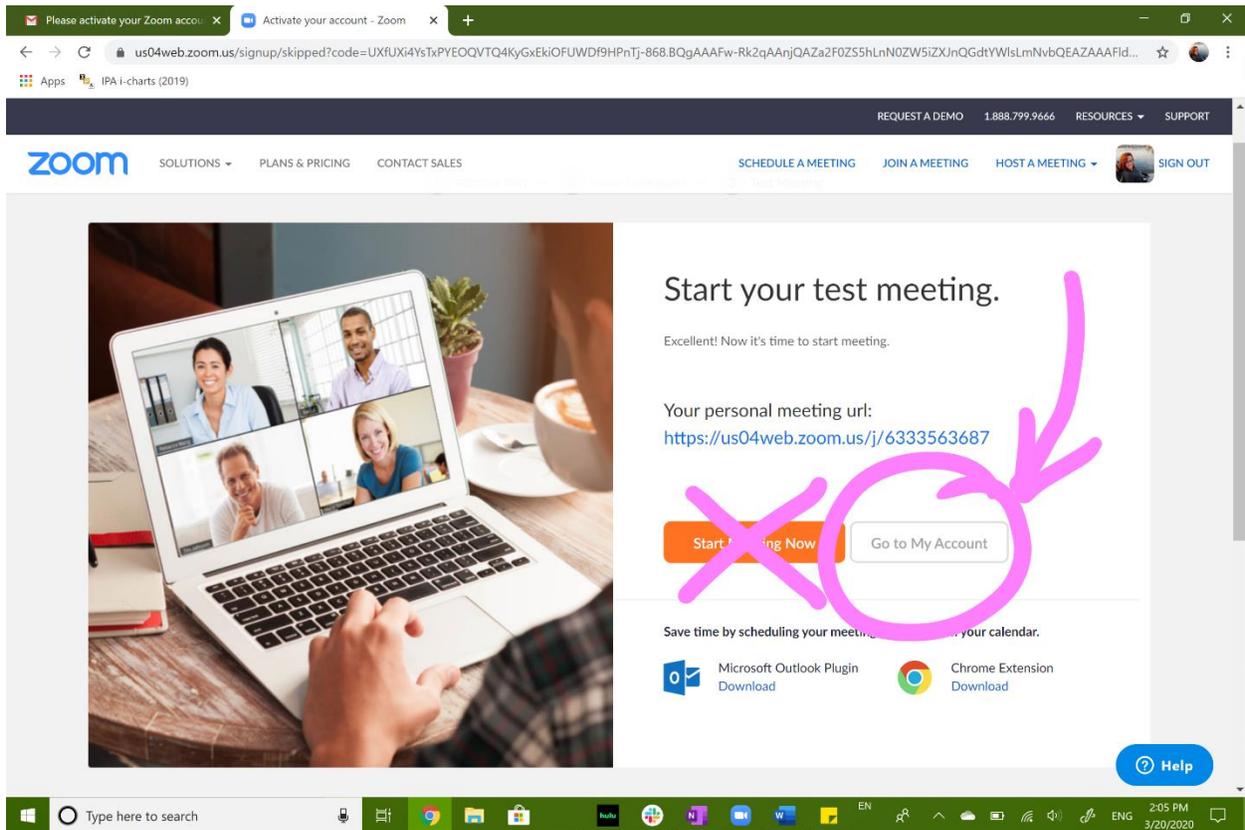
Once you've been redirected to the Zoom signup page, you'll need to enter your first and last name, and choose and confirm a password. Once you've entered this information, click the orange **CONTINUE** button.

## Step 4: Invite friends or colleagues.



We're going to skip this step. If there are people you really want to join Zoom, go ahead and enter their email addresses, check the I'M NOT A ROBOT BOX, and click invite. Otherwise, just click SKIP THIS STEP.

## Step 5: Go to my account.

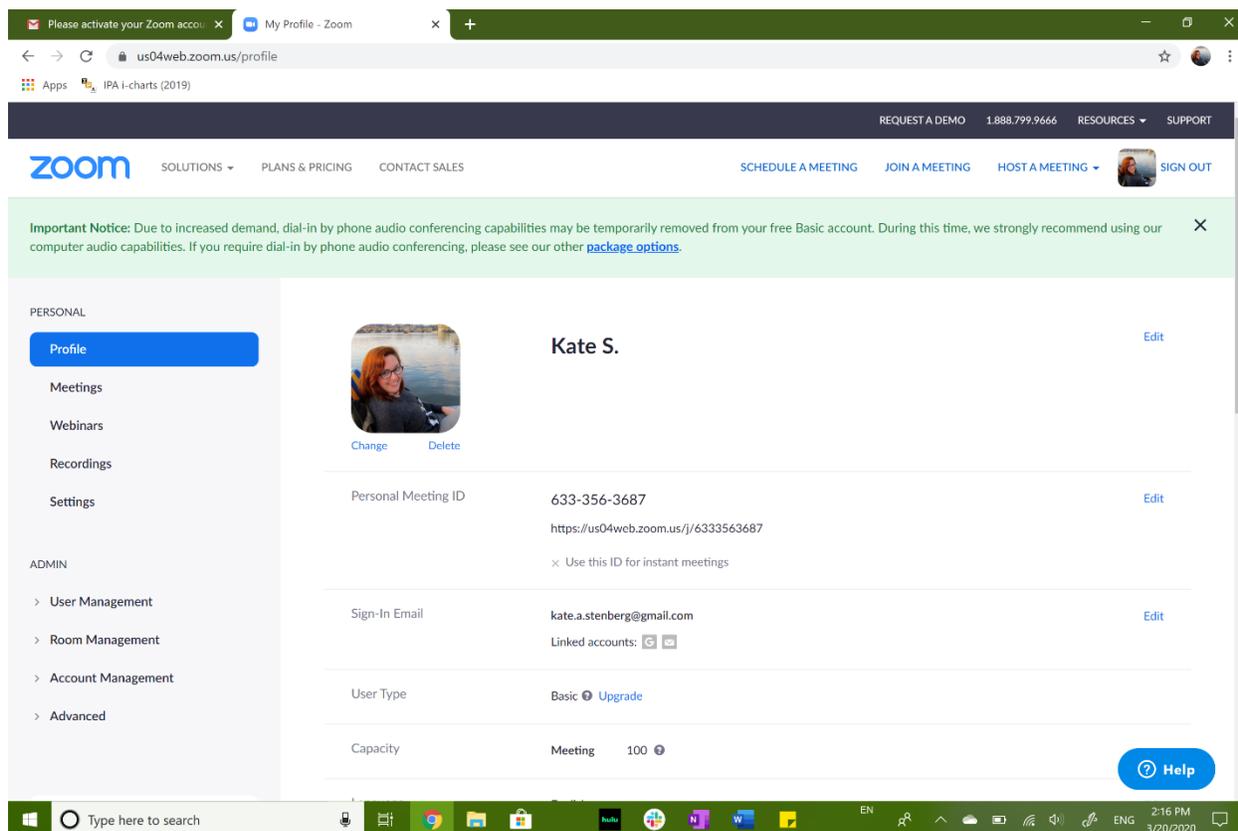


Again, there's an option here to start a meeting now. You can try it if you like, but we're going to skip it now.

To start a test meeting and learn the controls, go to Part 3 on page 35.

Otherwise, click on **GO TO MY ACCOUNT** and continue here.

## Step 6: Your account



The screenshot shows the Zoom web interface for a user profile. The browser address bar shows 'us04web.zoom.us/profile'. The Zoom logo and navigation links are visible at the top. A navigation sidebar on the left includes 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). The main content area displays the user's profile for 'Kate S.' with a profile picture and 'Edit' link. Below the profile, a table lists account details:

Personal Meeting ID	633-356-3687	Edit
	<a href="https://us04web.zoom.us/j/6333563687">https://us04web.zoom.us/j/6333563687</a>	
	× Use this ID for instant meetings	
Sign-In Email	kate.a.stenberg@gmail.com	Edit
	Linked accounts:  	
User Type	Basic  Upgrade	
Capacity	Meeting 100 	

A 'Help' button is located at the bottom right of the profile section. The Windows taskbar at the bottom shows the time as 2:16 PM on 3/20/2020.

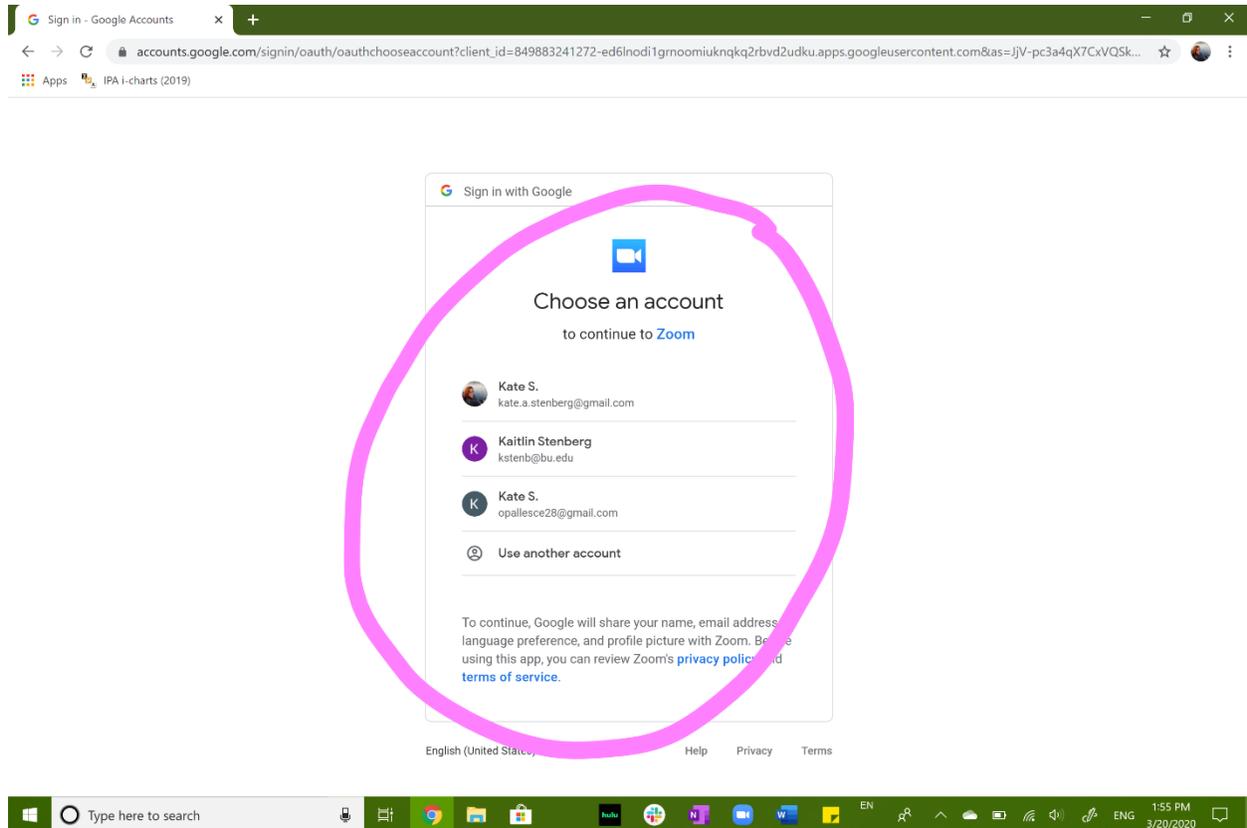
This is your account! There's not much to see here yet, other than your personal information.

One thing of interest is the Personal Meeting ID. You can use this to have a meeting whenever you want – whether you want to play around with it, or invite other people. All you have to do is Host a Meeting using that number and invite whoever else to join it.

Your setup is finished! Next is joining a meeting – go to Part 2 on page 15.

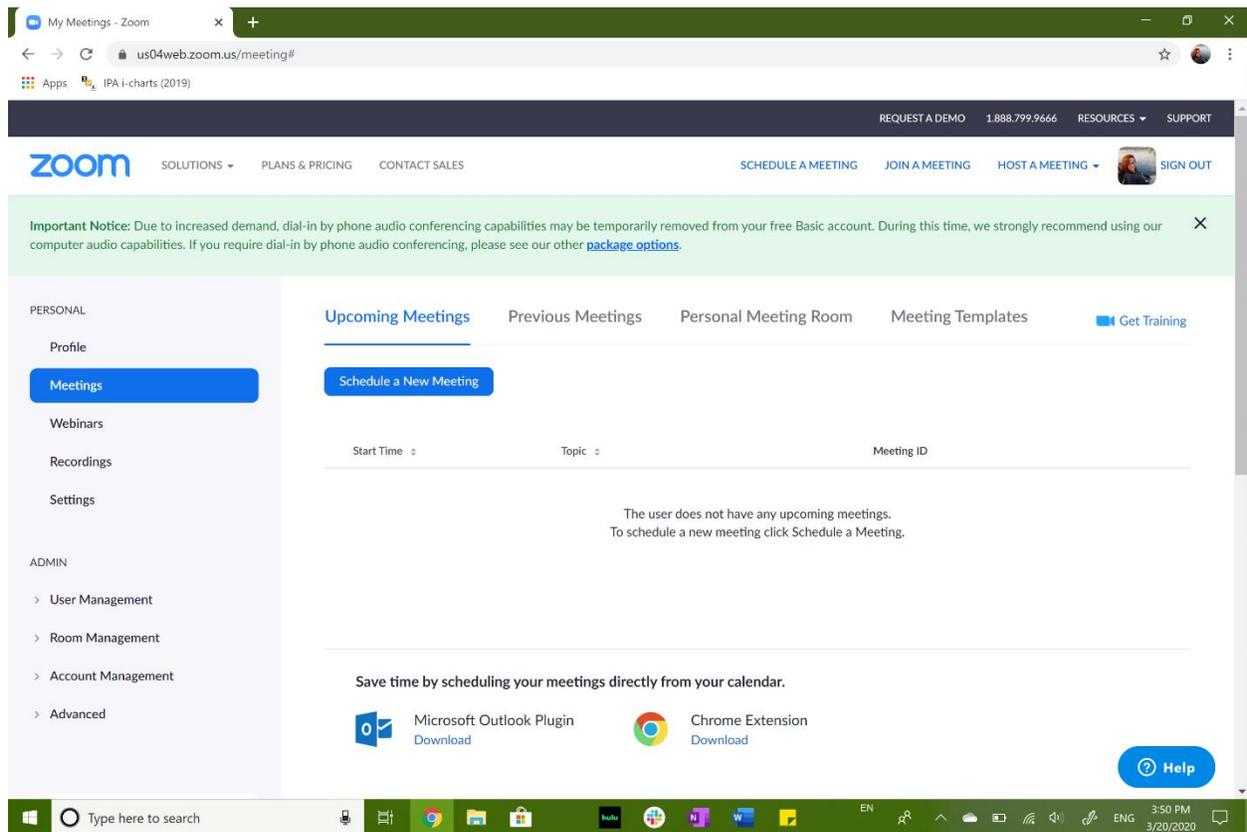
## **Part 1b: Logging in using a Google account.**

### **Step 1: Choose an account or sign in with Google.**



Once you've chosen the Google option, you need to either sign in with your Google/GMail username and password, or (if you're like me and already logged in) just choose which account you want to use.

## Step 2: That's it!

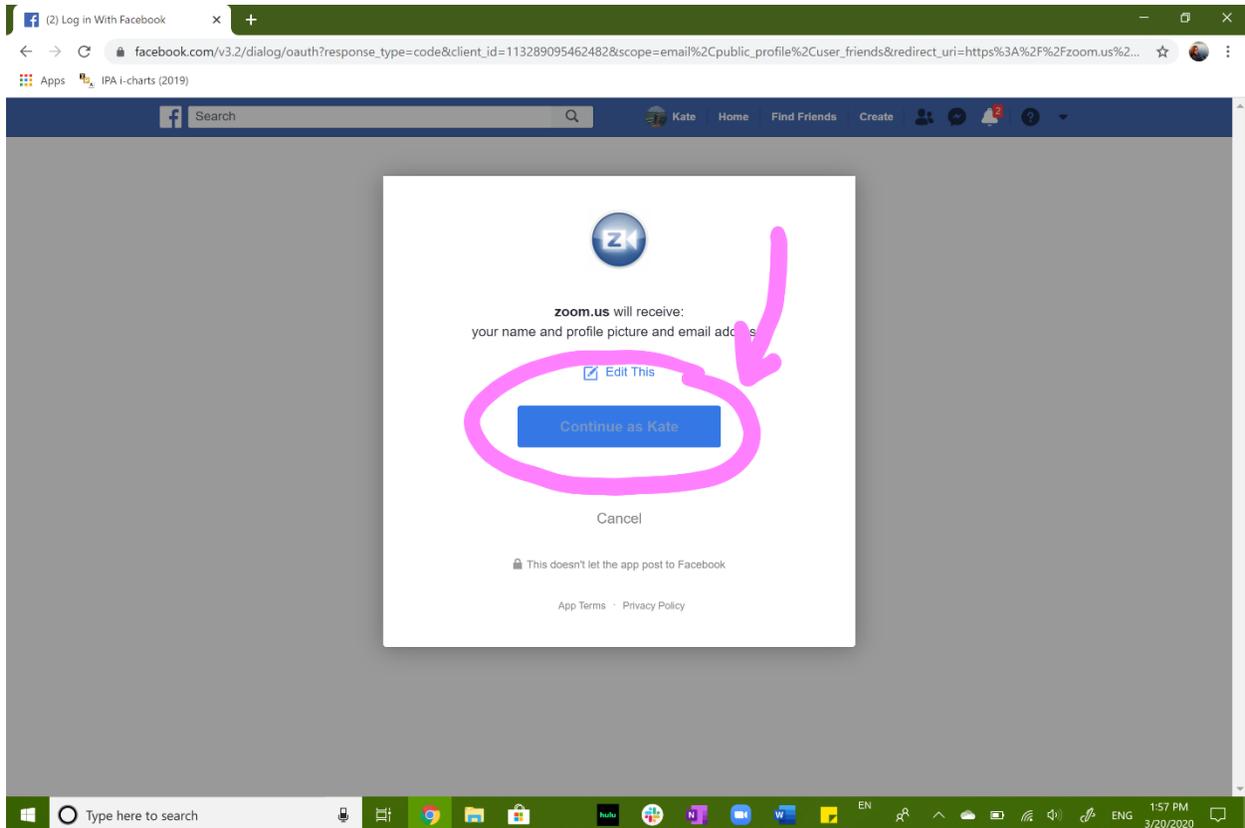


You will then find yourself at your Meetings page.

Your setup is finished! Next is joining a meeting – go to Part 2 on page 15.

## Part 1c: Logging in with a Facebook Account

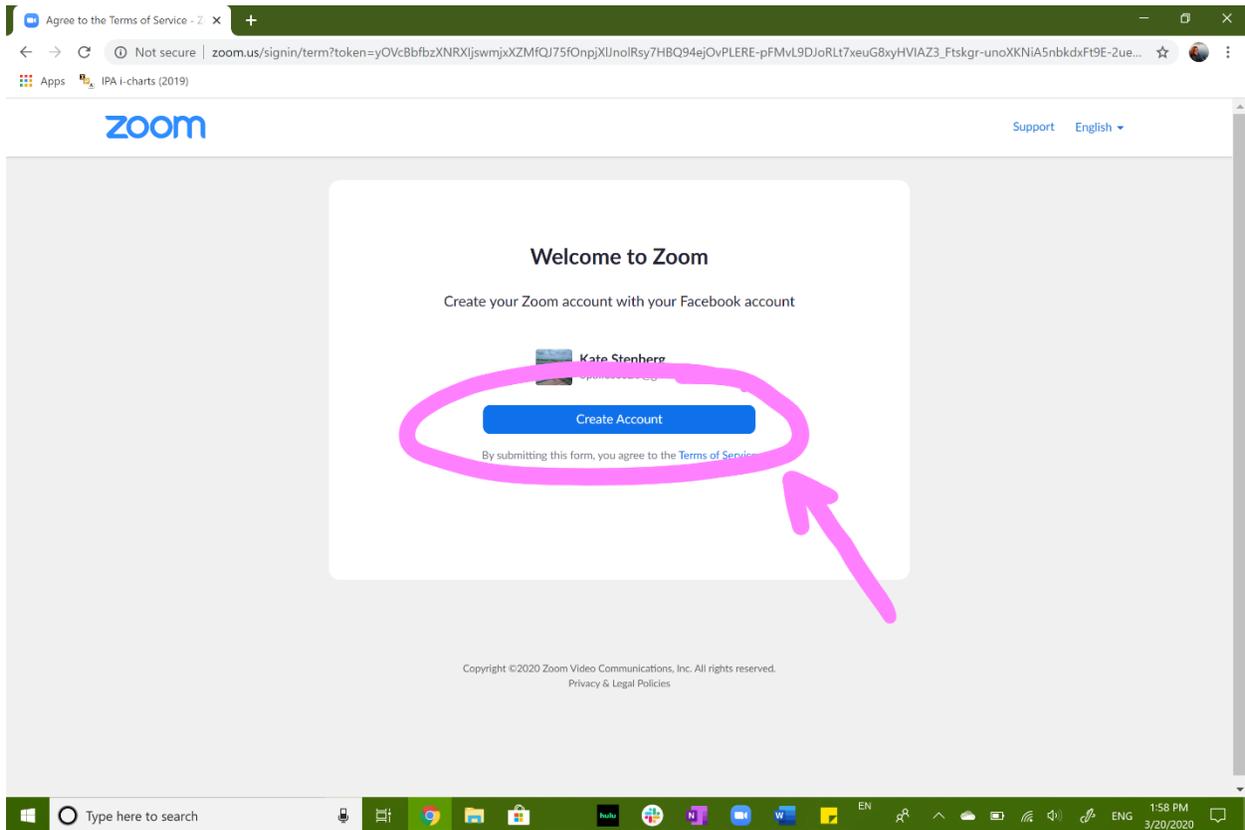
### Step 1: Approving the Facebook access



After you've chosen the Facebook option, you'll be sent to Facebook itself to approve Zoom accessing you name, profile picture, and email address. (Again, I'm already logged in, and you might be as well, but if you aren't you may need to log in using your Facebook username and password.)

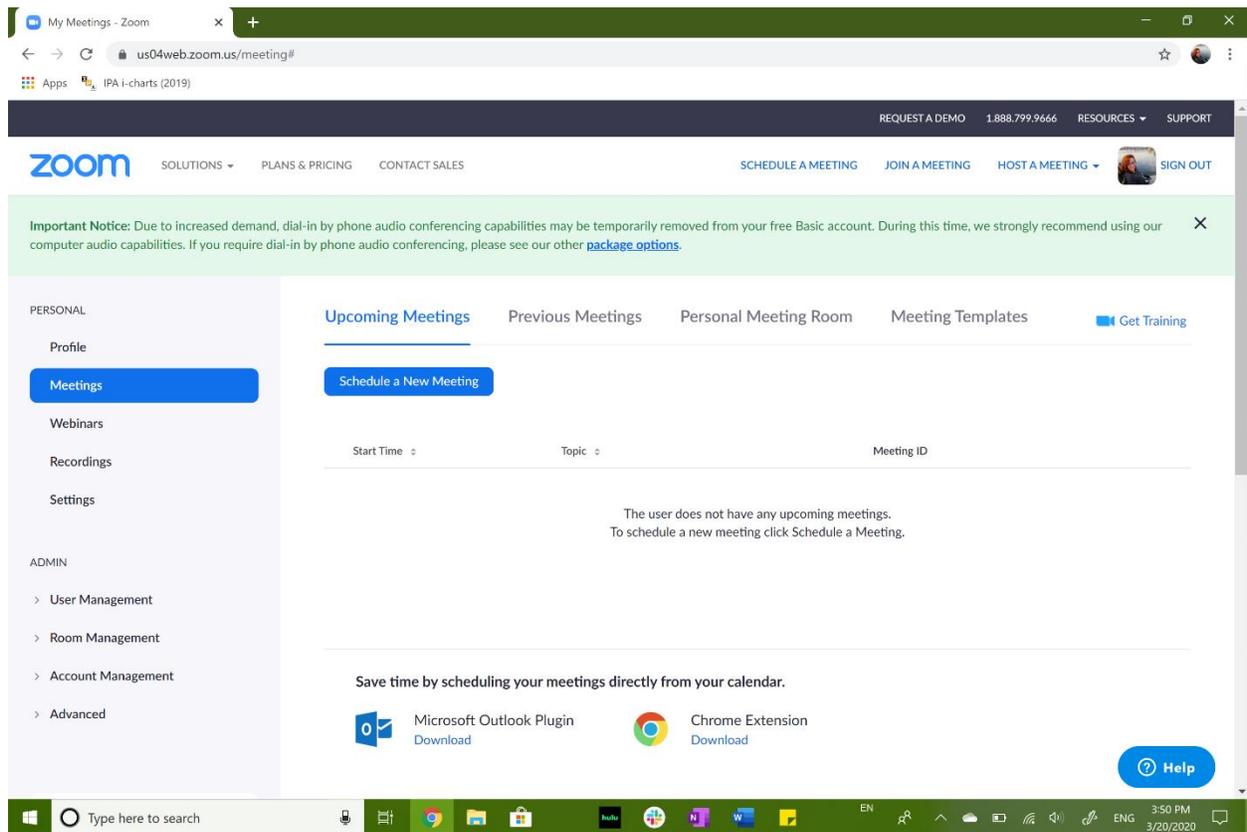
Click continue.

## Step 2:



After you've approved Facebook access, you'll be sent back to the Zoom site. Click the Create Account button.

## Step 3: You're done!



You will then be sent to your Meetings page. There isn't really anything going on here at the moment.

Your setup is finished! Next is joining a meeting – go to Part 2 on page 15.

## **Part 2: Joining a meeting**

There are two ways to join a meeting.

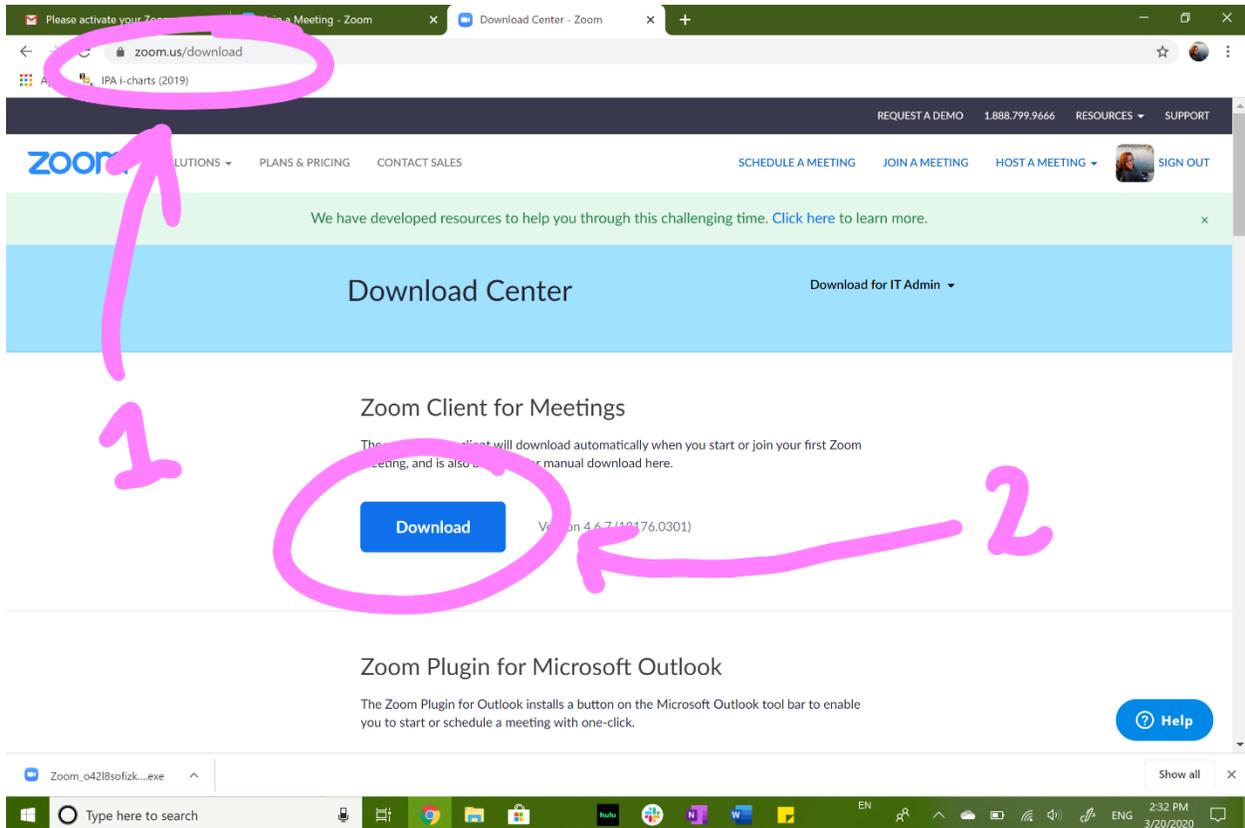
The first way is to download the Zoom app. The other way is to just join the meeting through your web browser. Both programs look exactly the same once you're in the meeting – it's really up to you. If you don't like your web browser, then you might opt for a download. If you don't want to download any new apps, you might opt for the browser method. Both ways are great.

(In fact, there are a few more ways to use it, including dialing in by phone or using an SIP system, but we're not going to cover those.)

- To download the Zoom app, go to Option A on page 16.
- To join using your web browser, go to Option B on page 27.

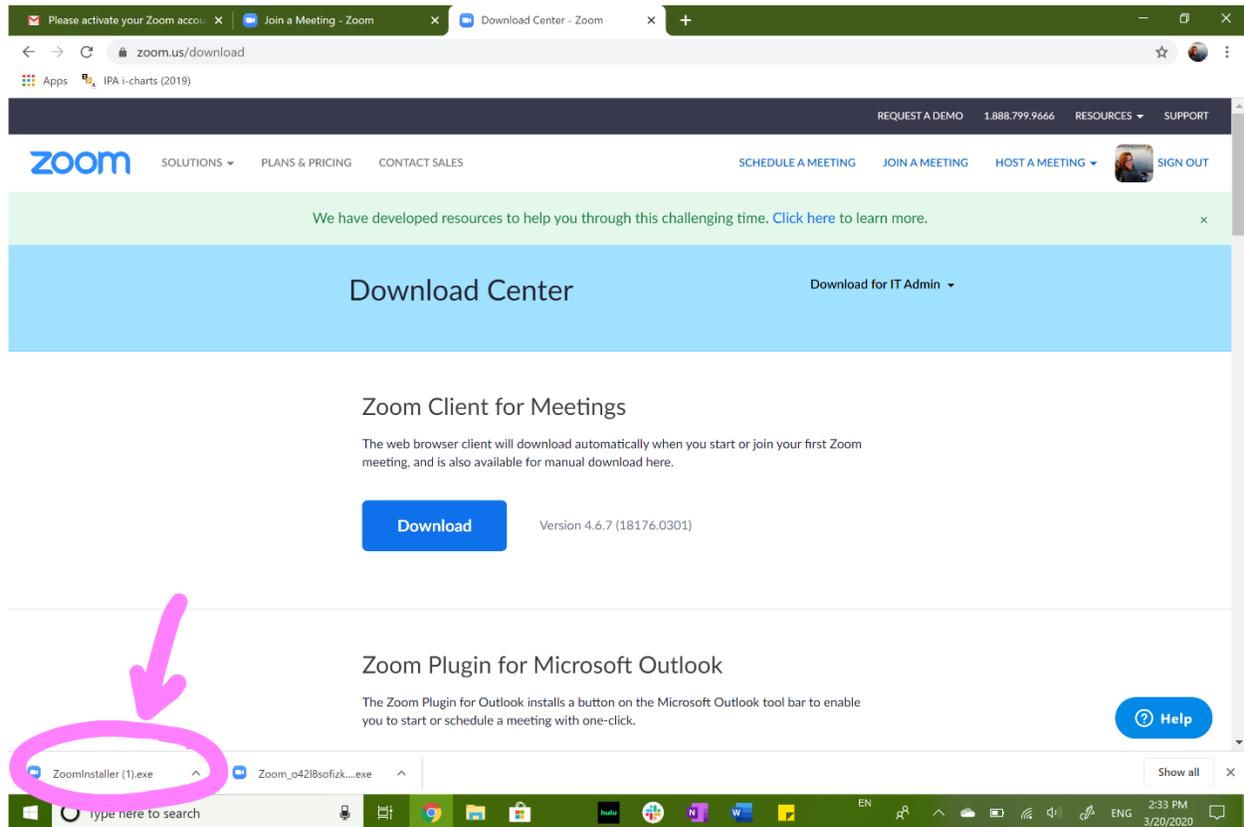
## **Part 2a: Joining a meeting using the Zoom app.**

### **Step 1: Go to the download page.**



The download page can be found at [zoom.us/download](https://zoom.us/download). Once there, you'll want to download the very first program, Zoom Client for Meetings. Click the DOWNLOAD button.

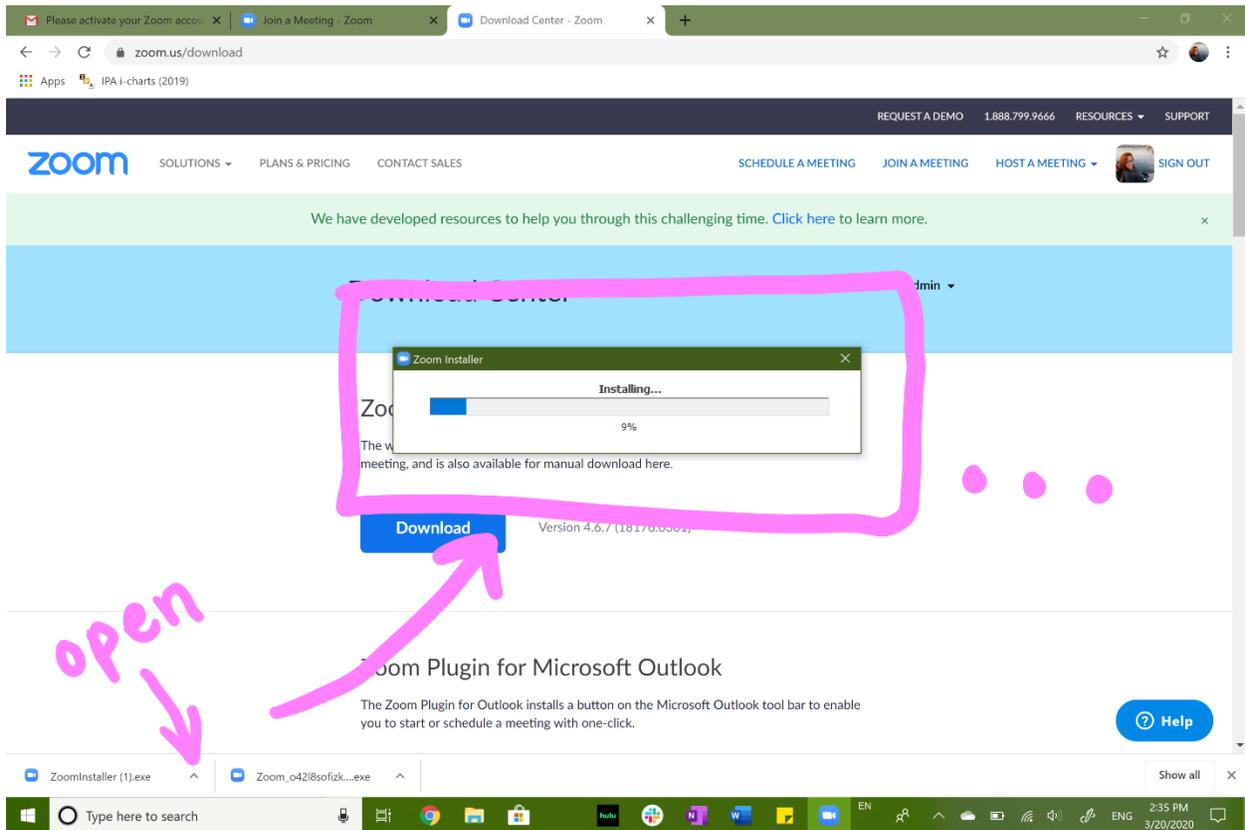
## Step 2: Open the installer.



If you're on a PC, the installer file will show up on a toolbar on the bottom of your web browser. Open the folder by clicking the arrow next to it and selecting Open.

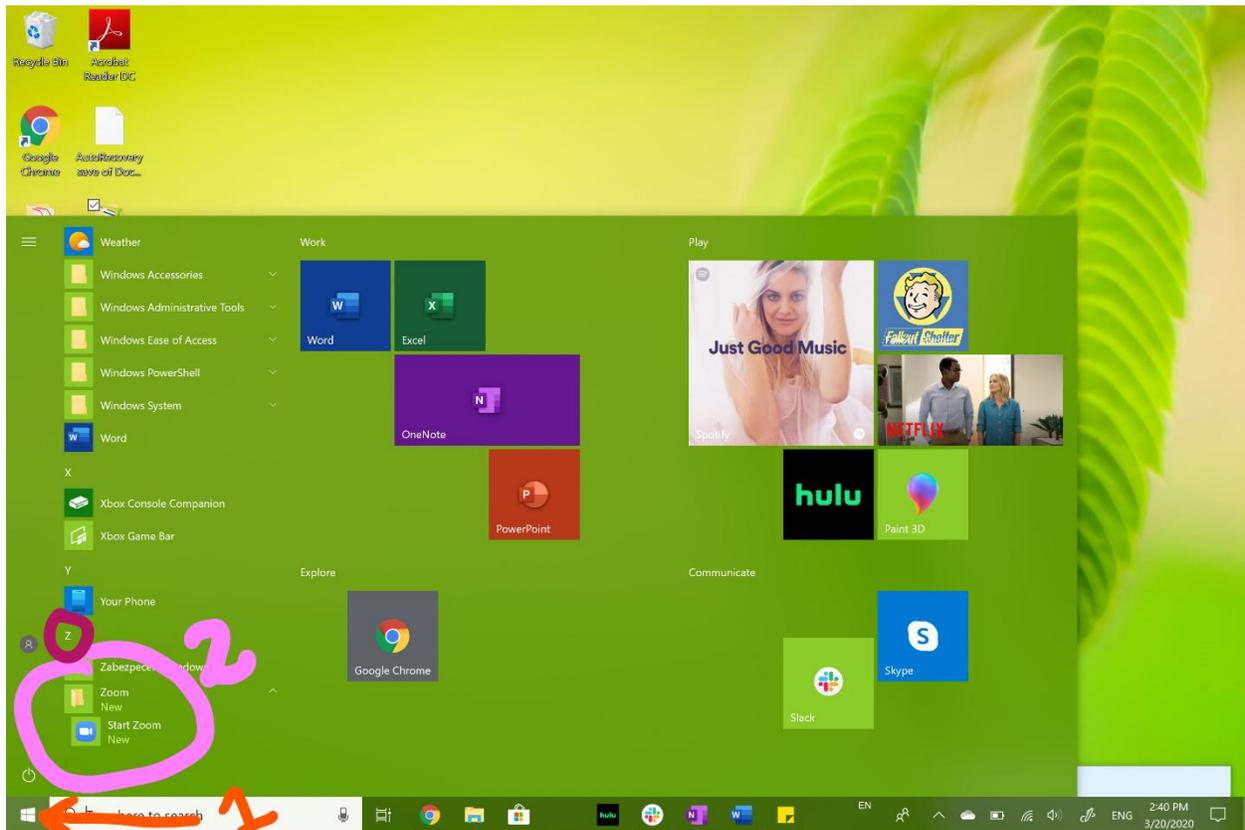
(If you don't see it there, look in your Downloads folder. The program is called ZoomInstaller.exe.)

### Step 3: Let the installer run



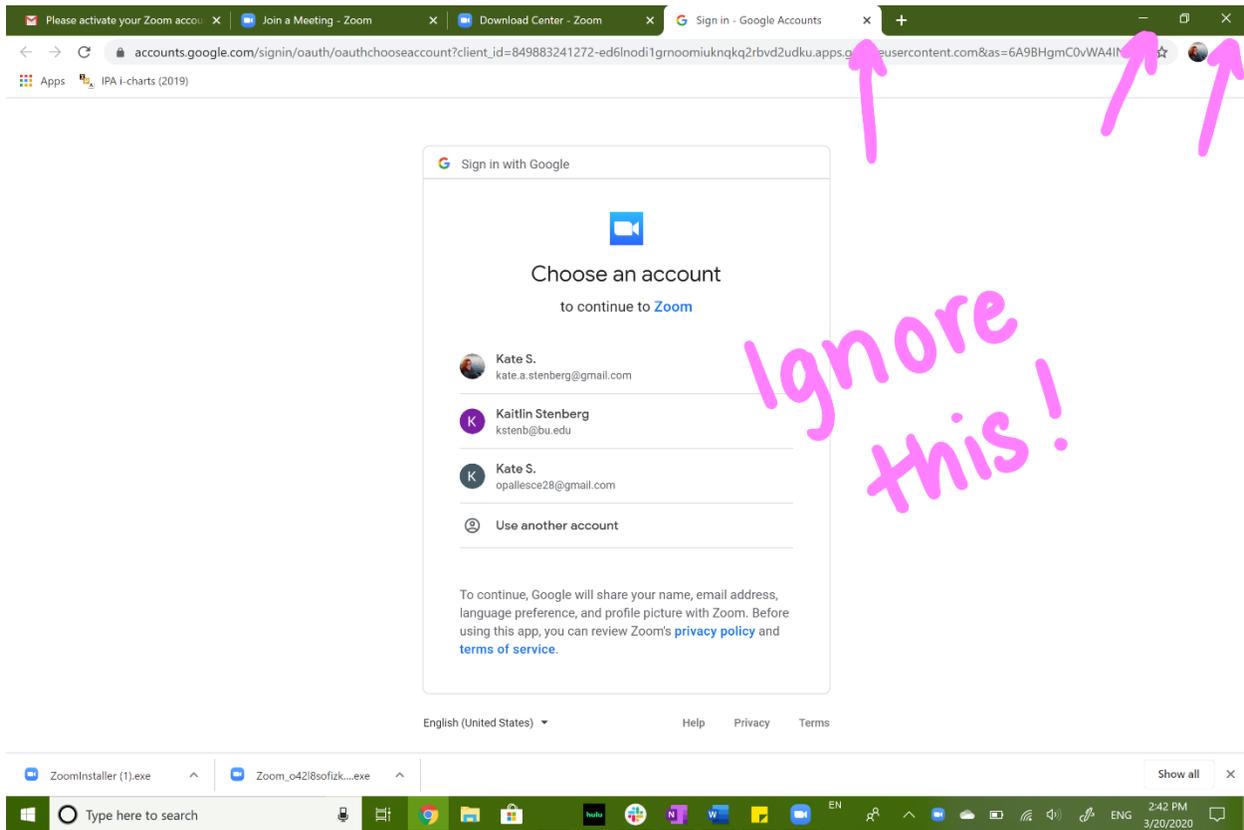
Once you open it, the installer will pop up and do its work without any more input. All you have to do is wait a few minutes. When it finishes it will close without further ado.

### Step 4: Open the program.



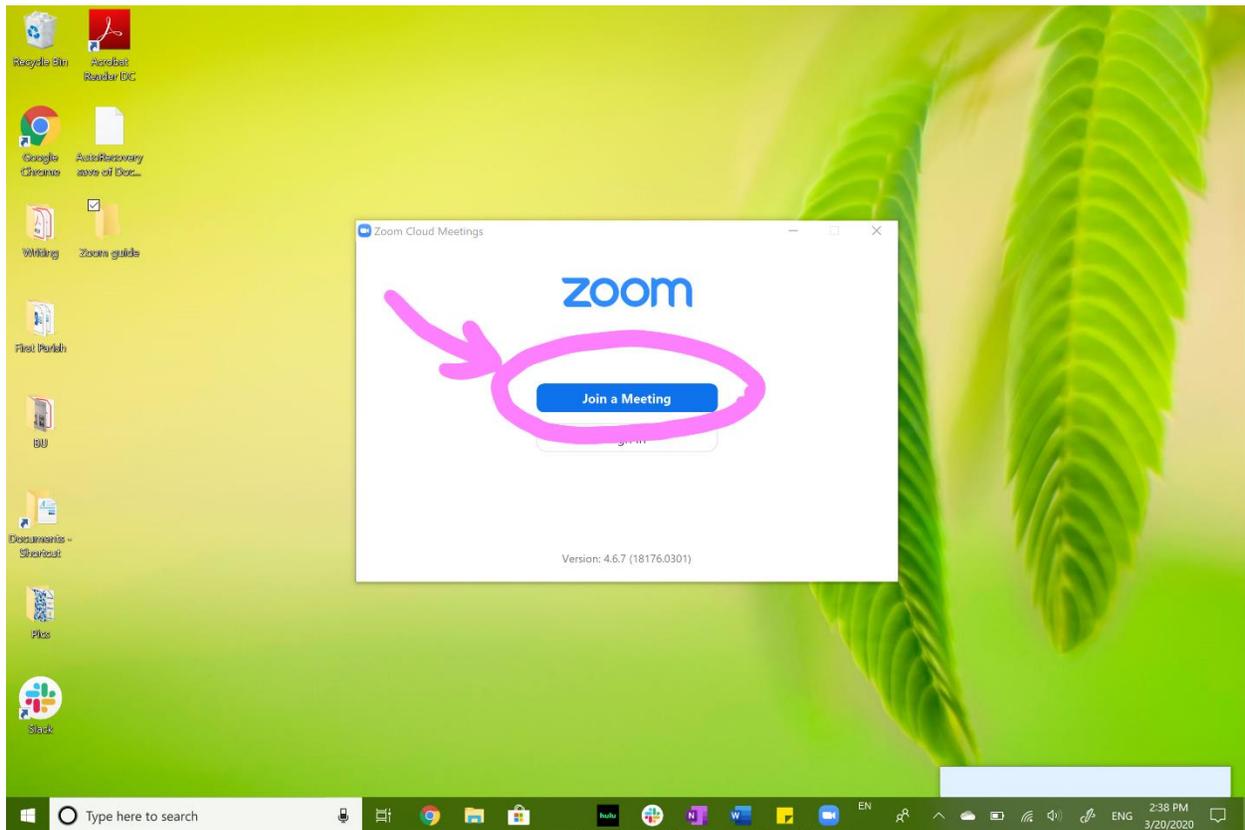
Go into your programs (the start menu, if you're on windows) and scroll down to Z. Find the Zoom folder and inside it will be a program called Start Zoom. Click on that.

## Step 5: Ignore this popup



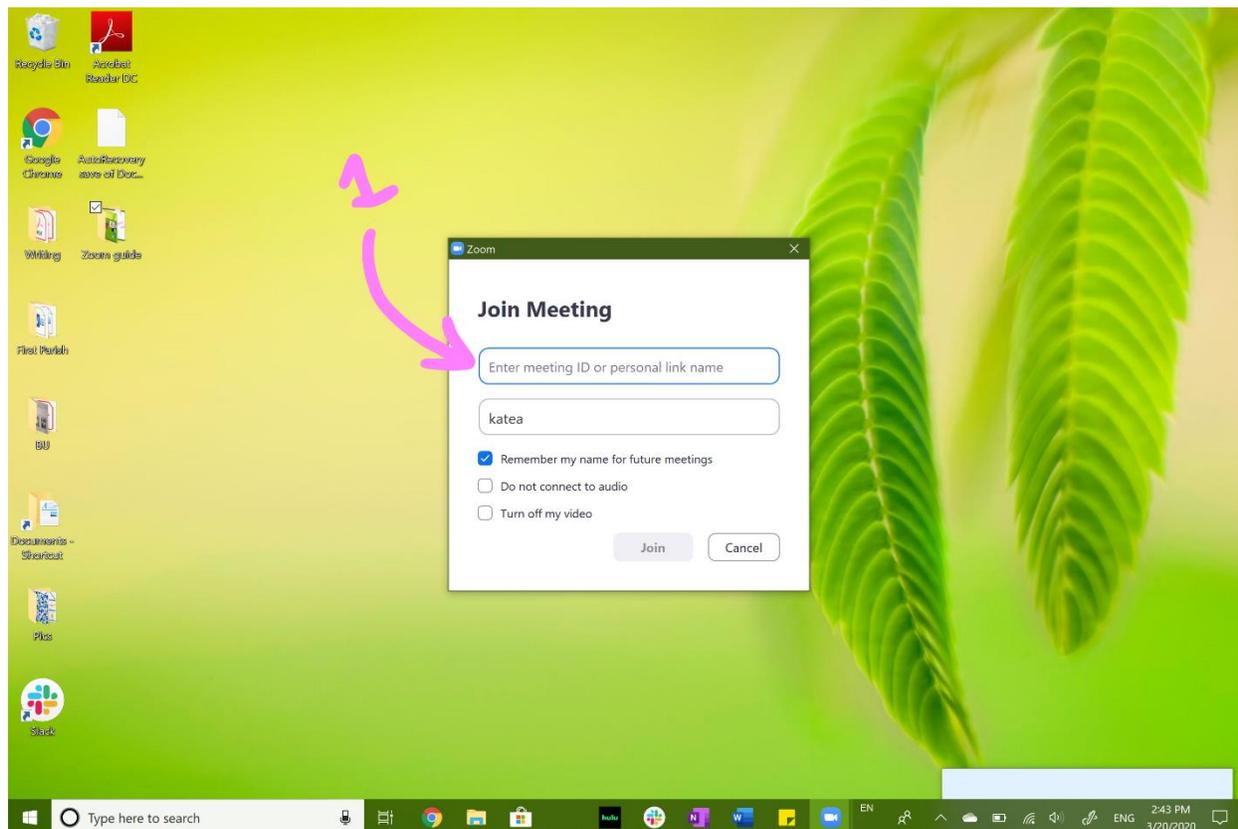
Once you open the program, your internet browser may open and ask you to choose an account. You don't have to do anything here. You can just close or minimize the window, and go back to the Zoom window.

## Step 6: Open the Zoom starter



The first thing you see when you Start Zoom will be this window. Your two options are to Join a Meeting or to Log In. If you click Log In, that window from step 6 will pop up again. You can do that, but it won't get you to your meeting. So choose JOIN A MEETING.

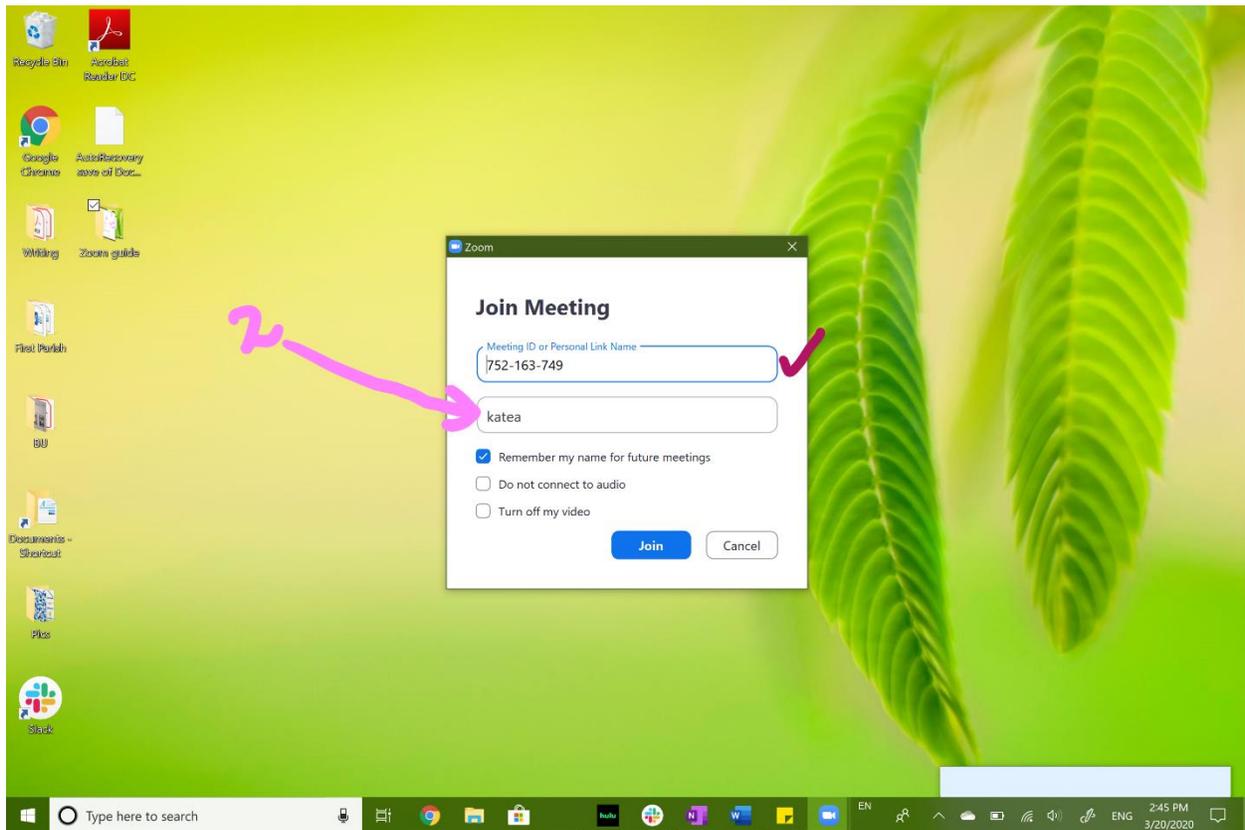
## Step 7: Enter the meeting ID.



Once you've chosen to Join a Meeting, you'll need to enter some details.

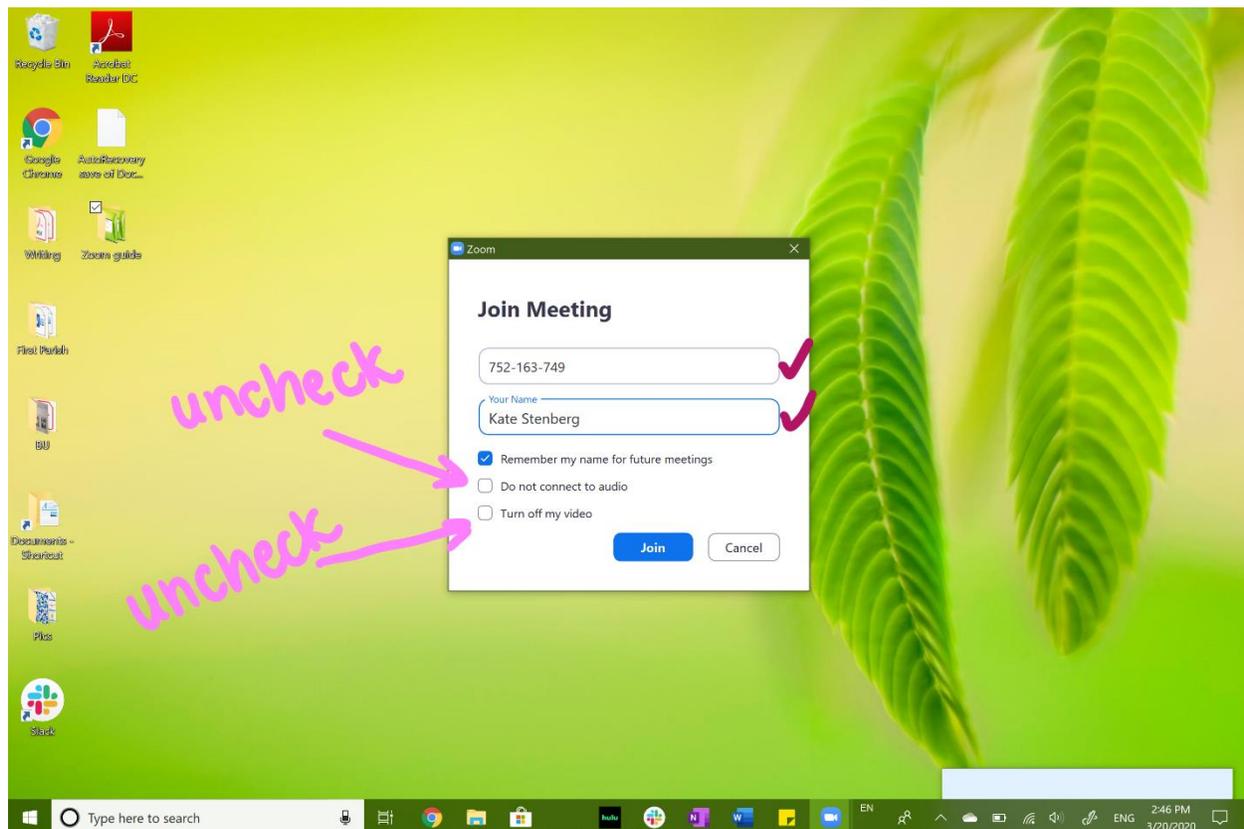
First will be the meeting ID. This will be a nine digit number (XXX-XXX-XXX) that you'll get from the meeting organizer.

## Step 8: Enter your name



The second piece of information you'll need to enter is your name. This is how your name will show up in the meeting, to you and to others.

## Step 9: Other options for the meeting



There are three options.

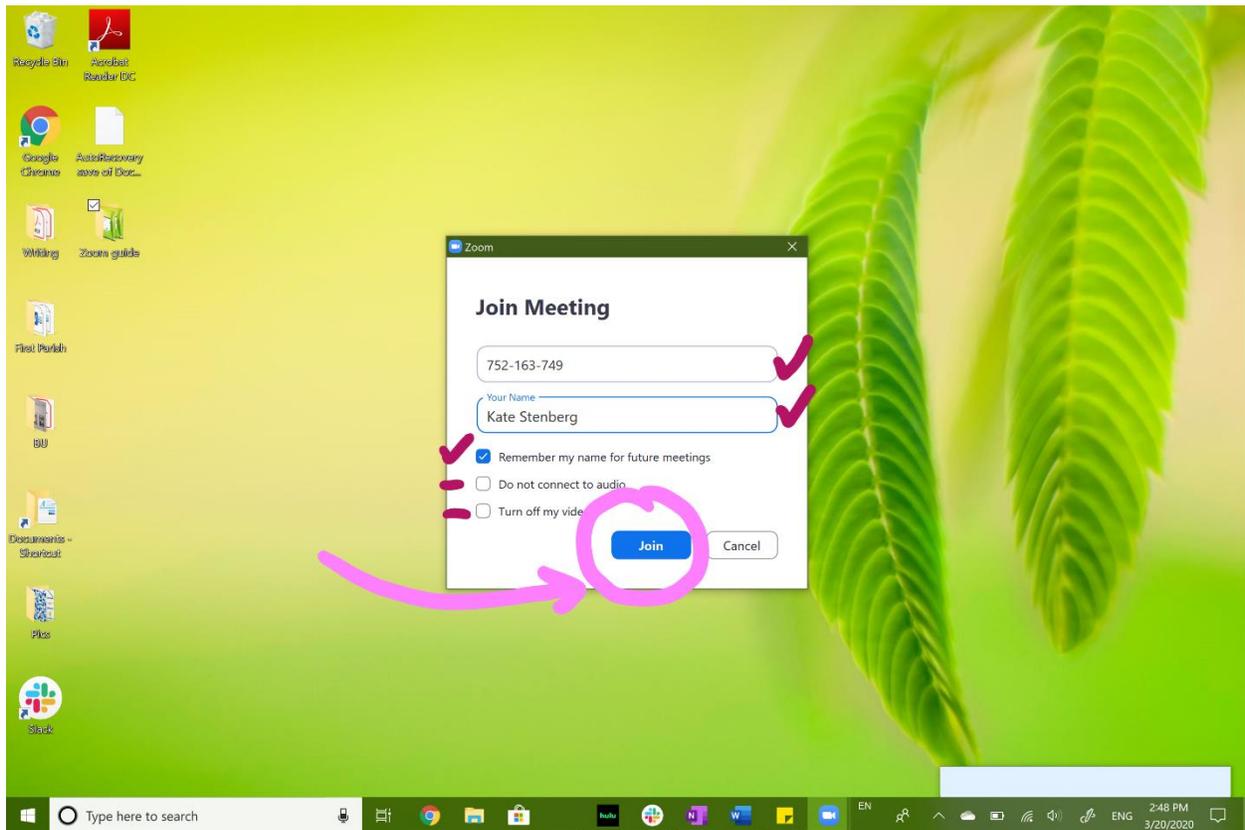
Remember my name for future meetings: Checking that will make your life easier.

Do not connect to audio: leave this unchecked.

Turn off my video: leave this unchecked.

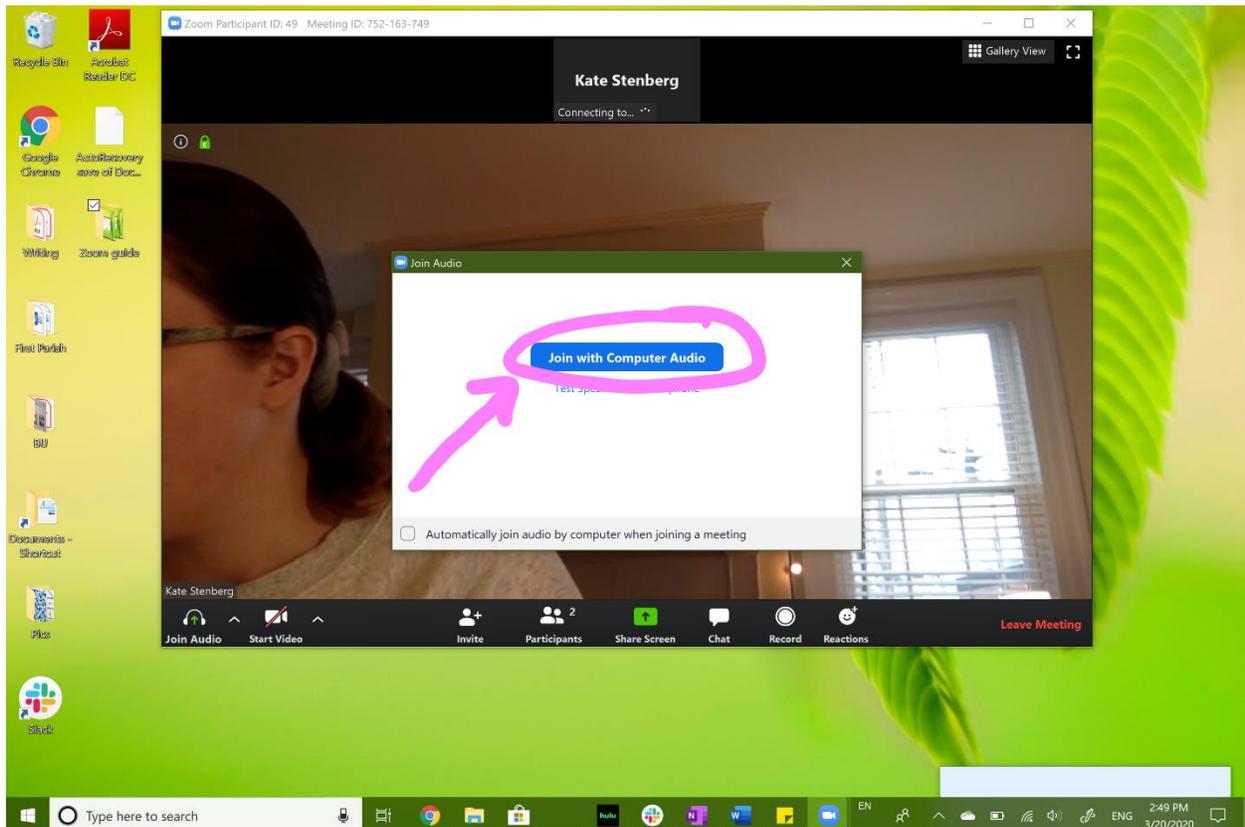
These options are not crucial. If you mistakenly check or uncheck one, it's very easy to fix later on and nothing to stress about.

## Step 10: Join!



Once all the details have been entered, click Join.

## Step 11: Choose computer audio



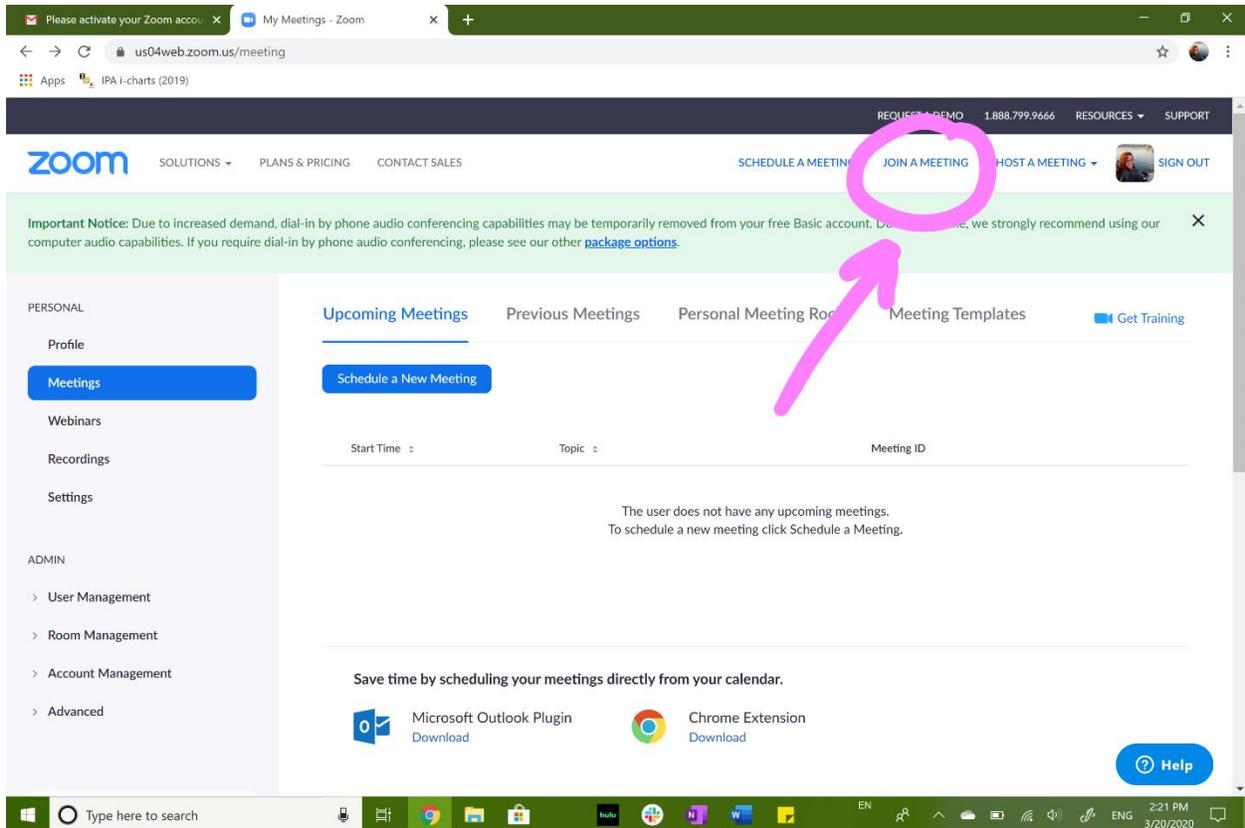
Once the Zoom meeting window opens up, the app asks you one more thing: if you want to Join with Computer Audio, or if you want to test your speakers and microphone first. If you're unsure, or if you don't have built-in speakers or microphone, then you may want to test them. Otherwise, go ahead and Join with Computer Audio.

That's it, you're in the meeting!

Next, to learn how to use the program and all the buttons and tools, go to Part 3 on page 35.

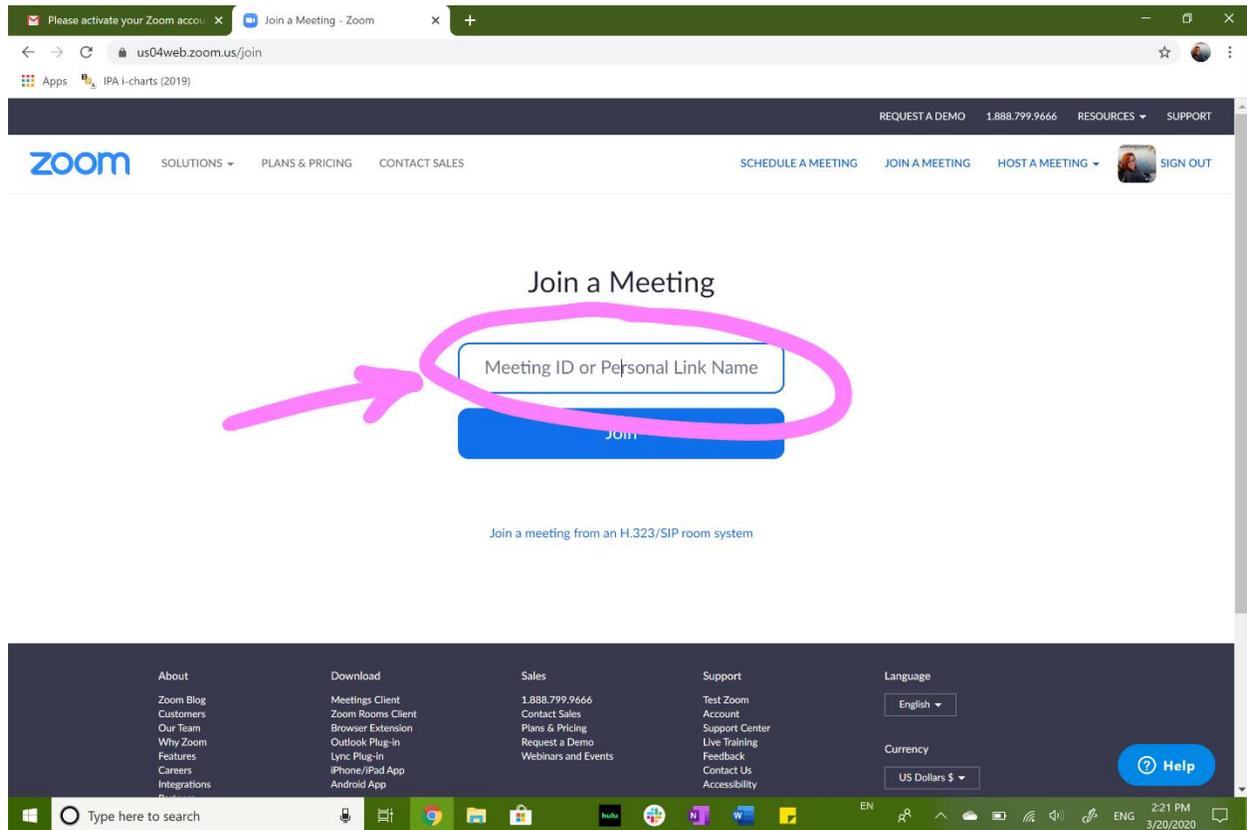
## **Part 2b: Joining a meeting using your web browser.**

### **Step 1: Join the meeting**



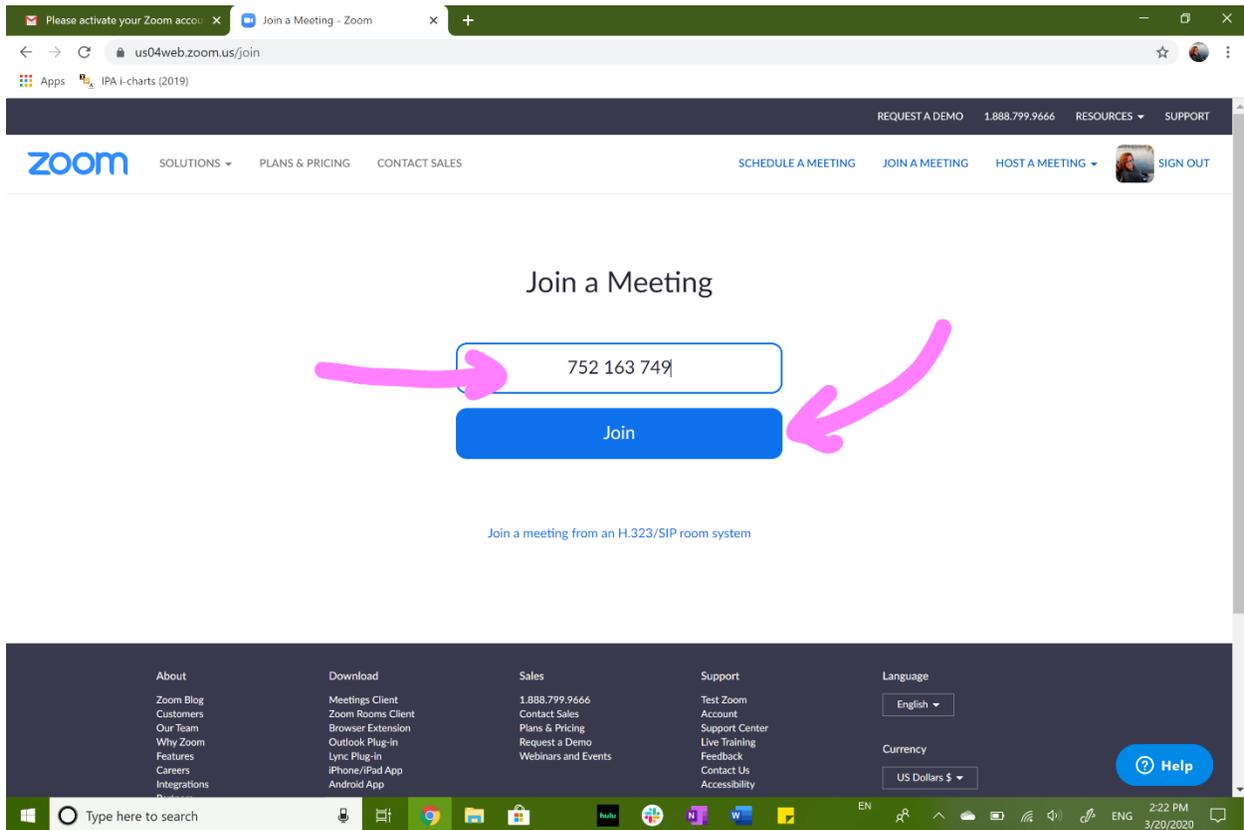
From your Personal or Meeting page, there is a link on the top right that says JOIN A MEETING. Click this.

## Step 2: Enter the Meeting ID.



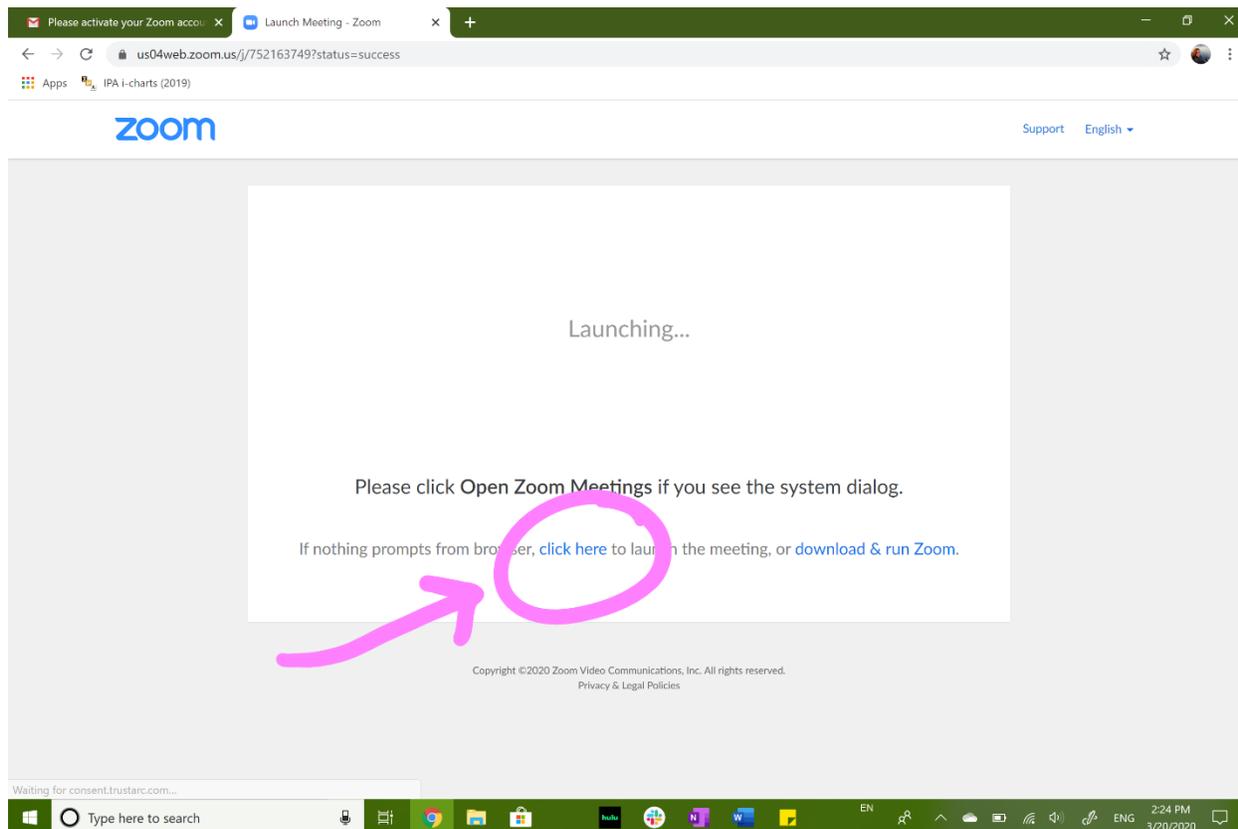
You'll need to enter the Meeting ID. This will be a nine digit number (XXX-XXX-XXX) you'll receive from the meeting organizer.

### Step 3: Join the meeting



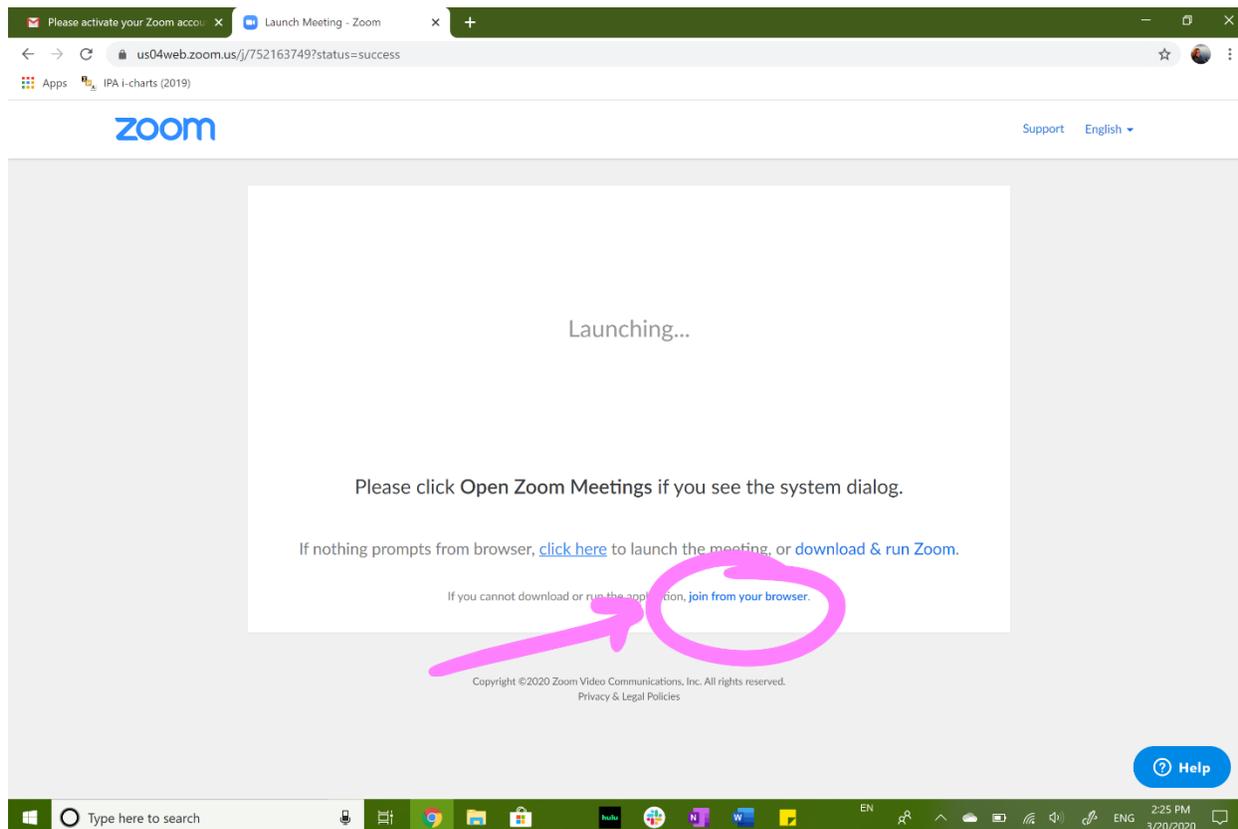
Once you've entered the Meeting ID, click Join.

## Step 4: A missing popup?



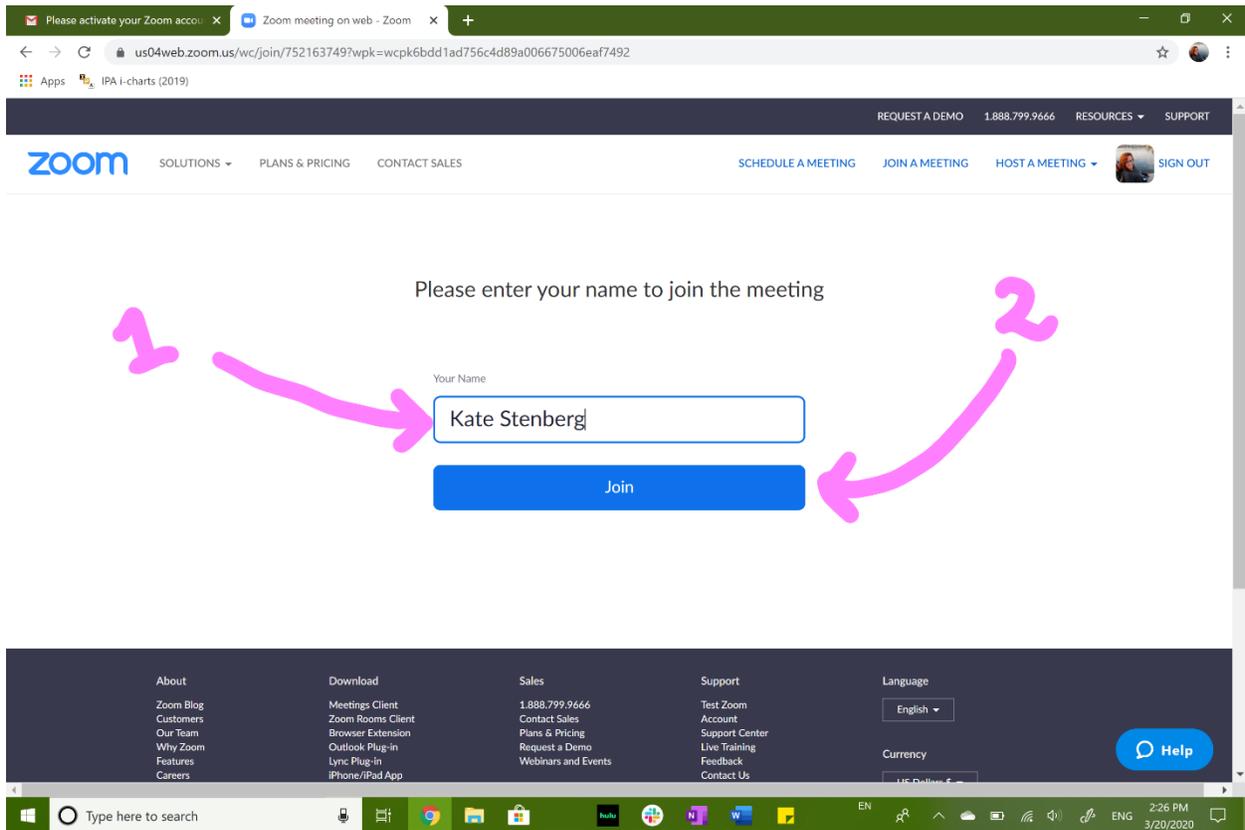
Your browser may offer you a popup with an option to Open Zoom meetings. If you have popups blocked (as I do), it may not show up. That's okay; just click where it says [click here](#) to launch the meeting manually.

## Step 5: Another missing popup?



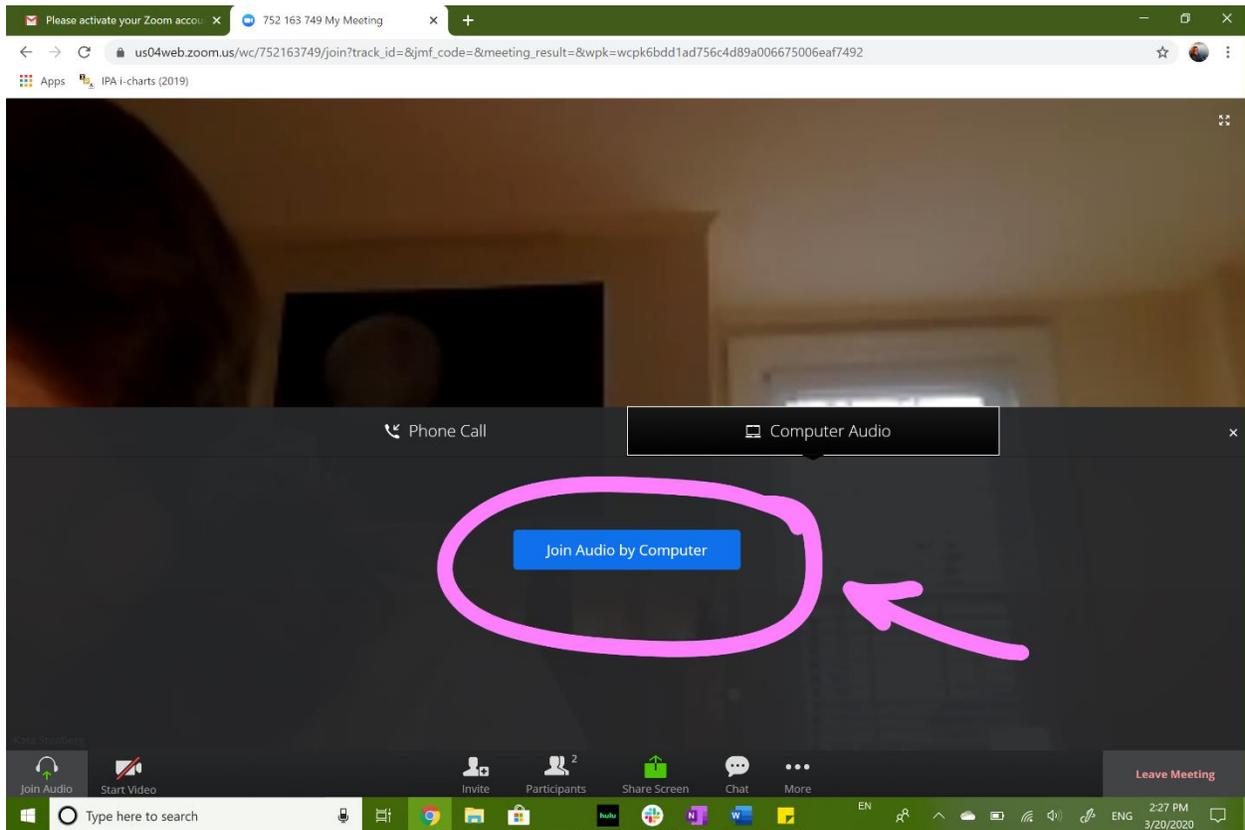
It might still not give you the popup. It's still not a problem; just click on [Join from your browser](#).

## Step 6: Enter your name



When you do finally get to join the meeting through your browser, enter your name as you want it to appear in the meeting (to you and everyone else) and click JOIN.

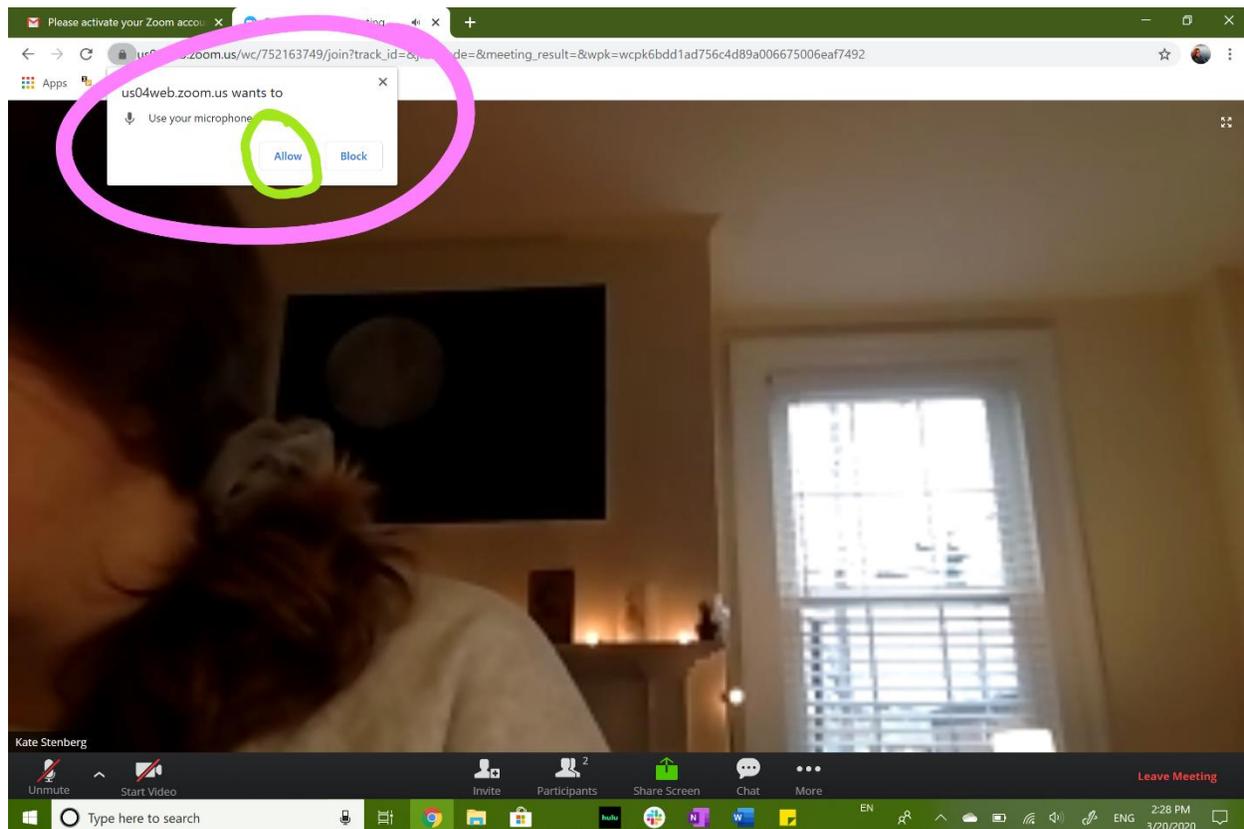
## Step 7: Choose computer audio



Once you've joined the meeting, you'll be given the option to use your computer audio or listen in over the phone. Choose Join Audio by Computer.

(Joining over the phone is possible, but not something we're going to cover here.)

## Step 8: Allow microphone access



Your browser will then ask for your permission to use you microphone. Click Allow or Accept or whatever the option is.

Congratulations – you are now in the meeting! Next, to learn how to use the program and its tools and buttons, go to Part 3 on page 35.

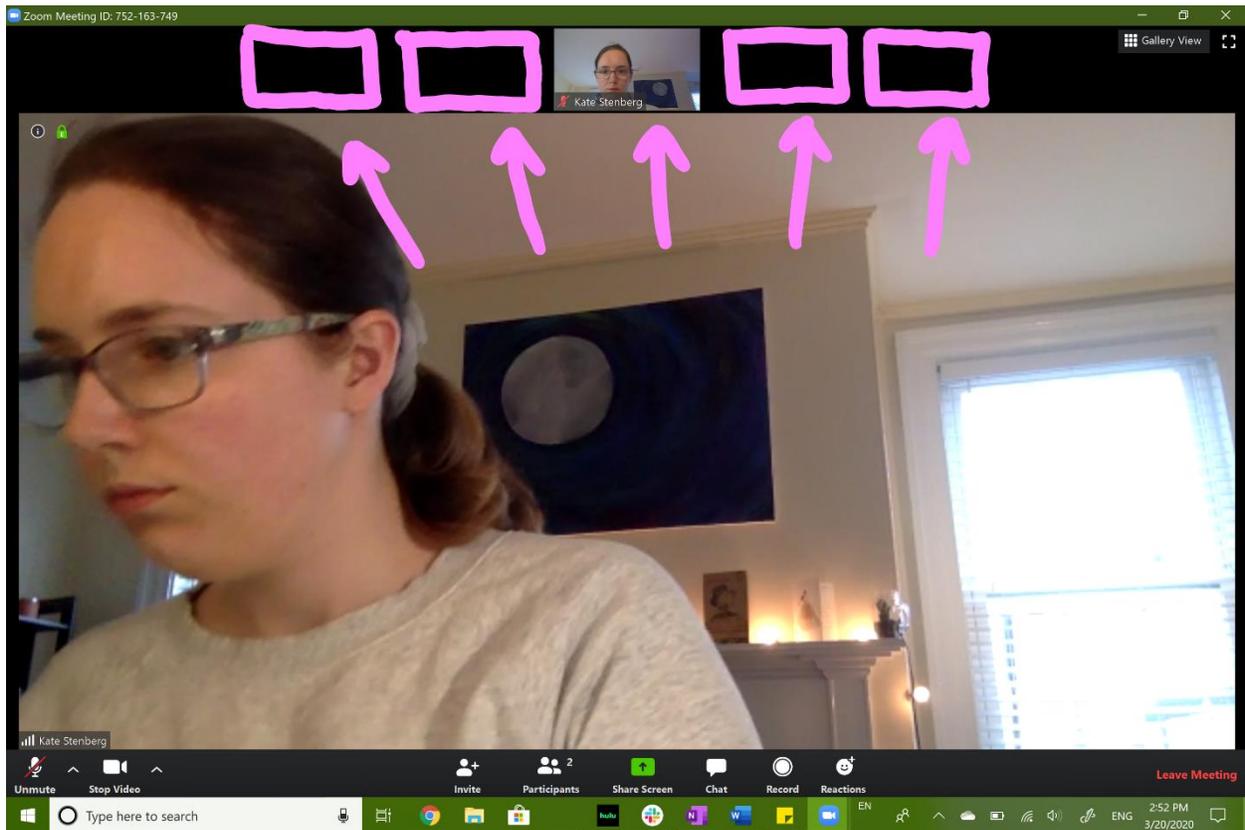
## **Part 3: Using the Zoom app**

Zoom has many functions, but as a meeting participant, you won't need to know all of them. In this guide we'll cover the ones that will be useful to you as a participant.

These include:

- Gallery vs. Speaker view (how the other participants' videos are arranged)
- The Mute and Video functions
- The Participants names viewer
- The Chat box
- The Minimize function
- Leaving the meeting

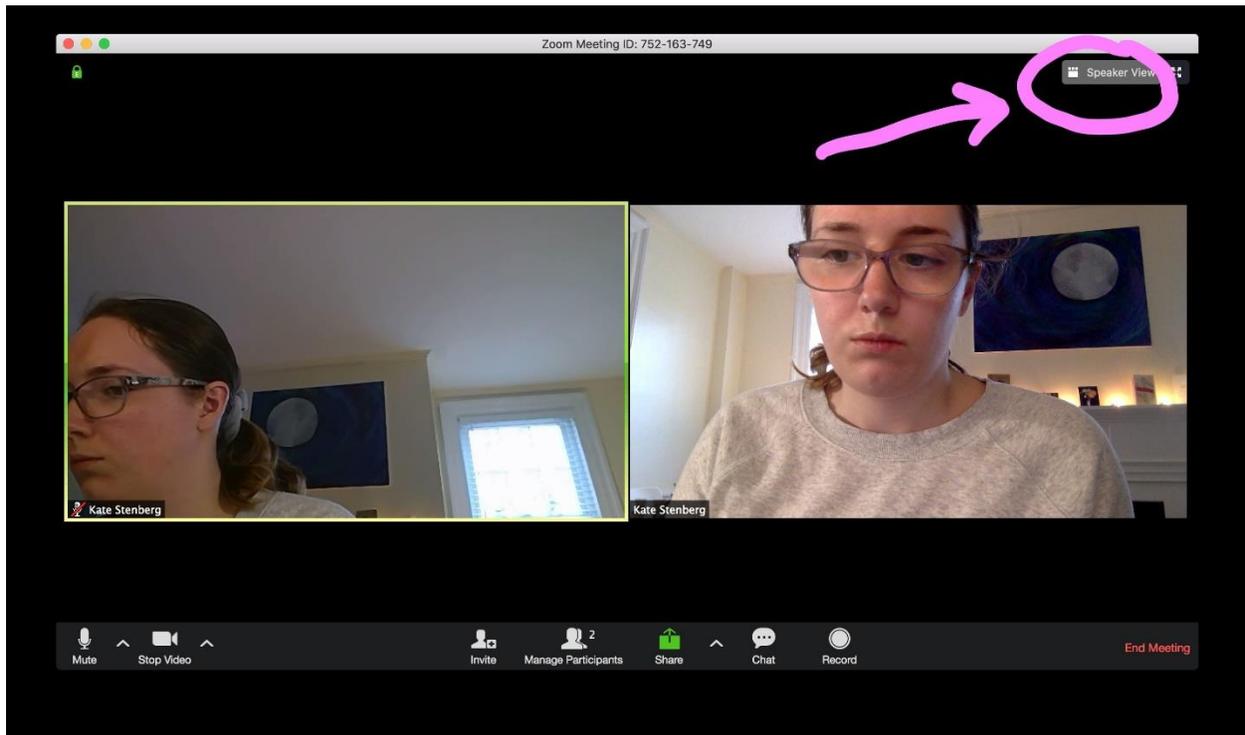
## Feature 1: Speaker view



Zoom will open in Speaker view by default. In this view, the person speaking takes up most of the screen, and other participants are in a line at the top.

Only five participants will be shown at the top at once: you, the person currently speaking, followed by who has most recently spoken. There will be arrows that allow you to see the next five, and the next five, and so on.

## Feature 2: Gallery view

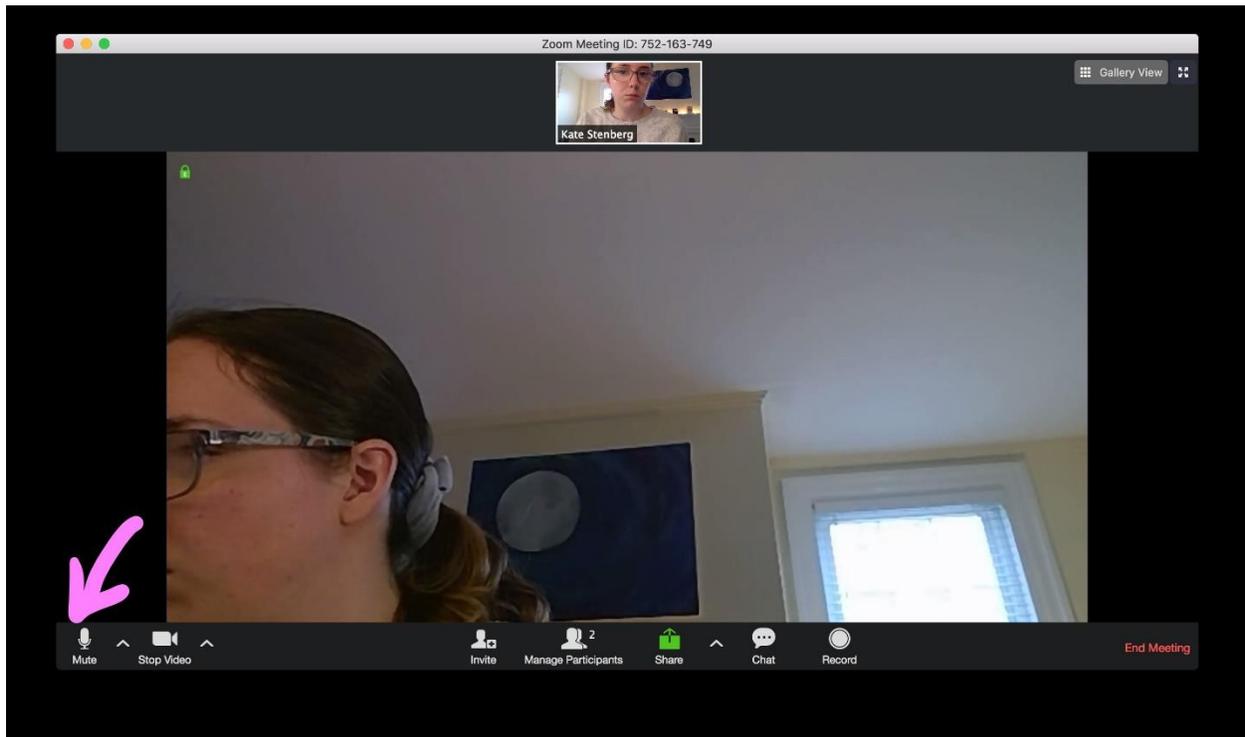


Gallery view allows you to see all participant videos equally. The person currently speaking will have a green border around their video.

In my demo meeting (with myself!) there are only two participants, so both videos are large. But the more people there are, the smaller the videos are. In a meeting of more than eight or so people, I recommend **not** using Gallery view.

To switch views, click the button in the top right corner.

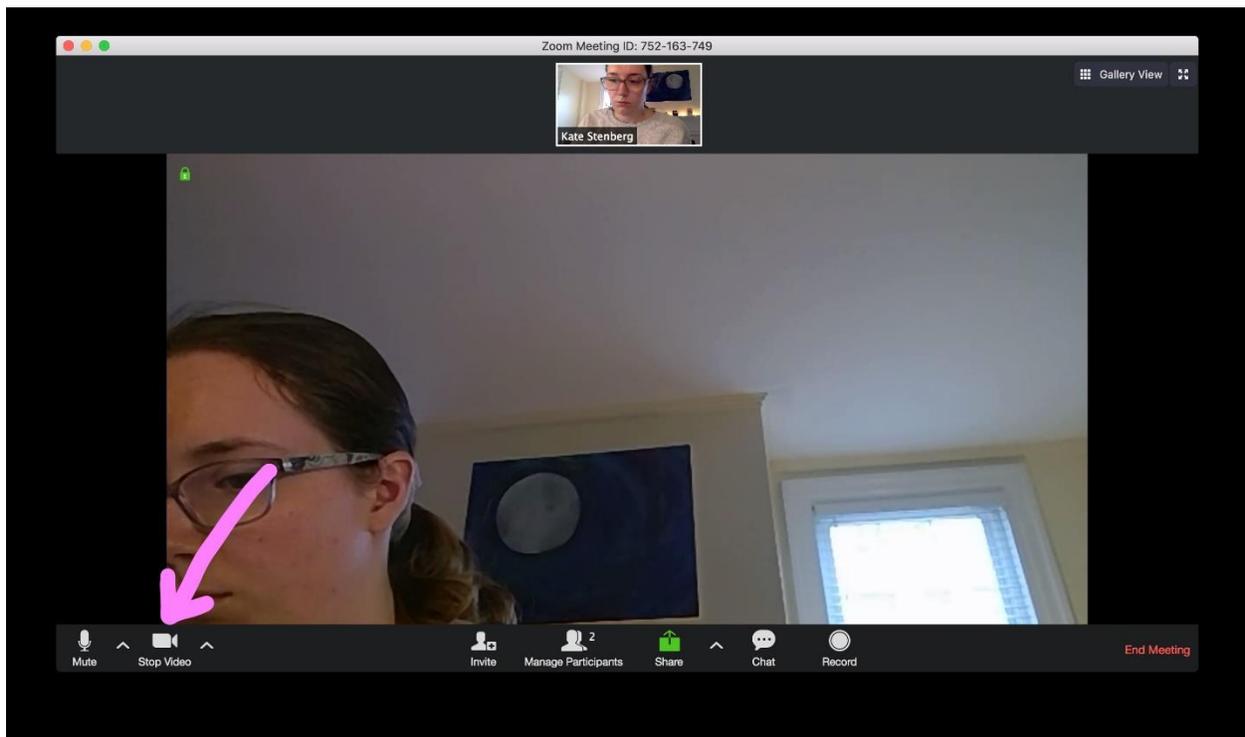
### Feature 3: the Mute function



At the bottom left corner is the mute button. Click to mute yourself, and click again to unmute yourself. (A red line through this icon means you are muted.)

In a meeting with over eight people, I recommend being muted unless you want to actively speak. If everyone has their microphone transmitting sound, it creates a lot of feedback and can be very uncomfortable.

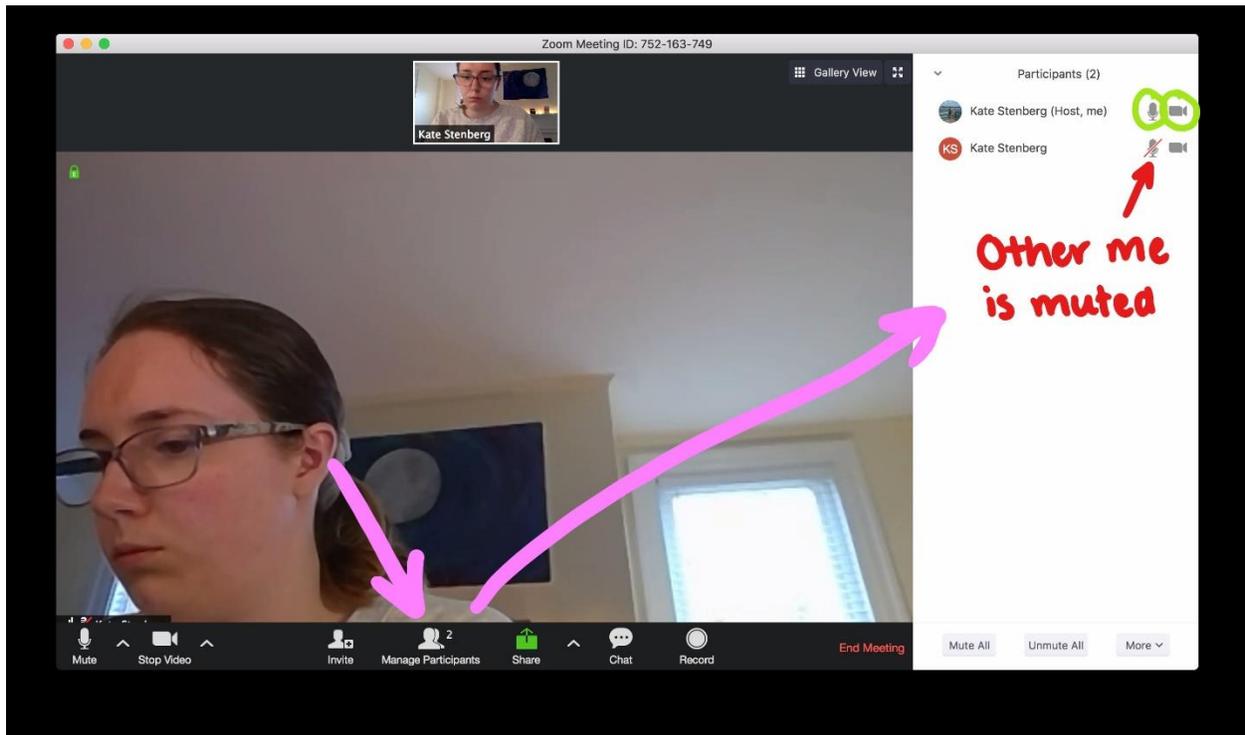
## Feature 4: the Video function



Next to the Mute function is the Video function. You can click this to turn your video off or on. (A red line through the icon means you are not sending any video.)

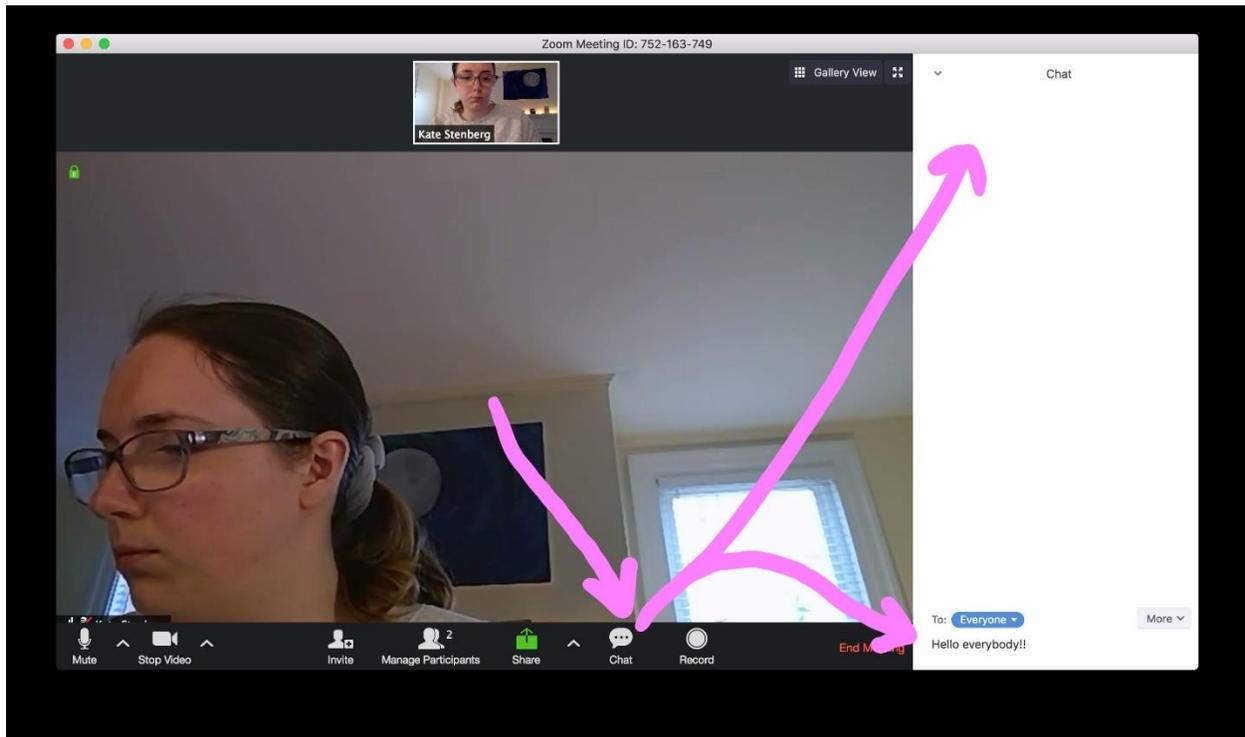
Like with audio, having video on can slow down the program. In a meeting with more than fifty or so people, turning video off can improve connection quality.

## Feature 5: the Participants list



Clicking on the participants list (shown here as Manage Participants, because I'm the host, but for you it will just say Participants) will open a box on the right side of the screen showing a list of everyone in the meeting. You can also tell from this list who is muted and who is using their video.

## Feature 6: Chat

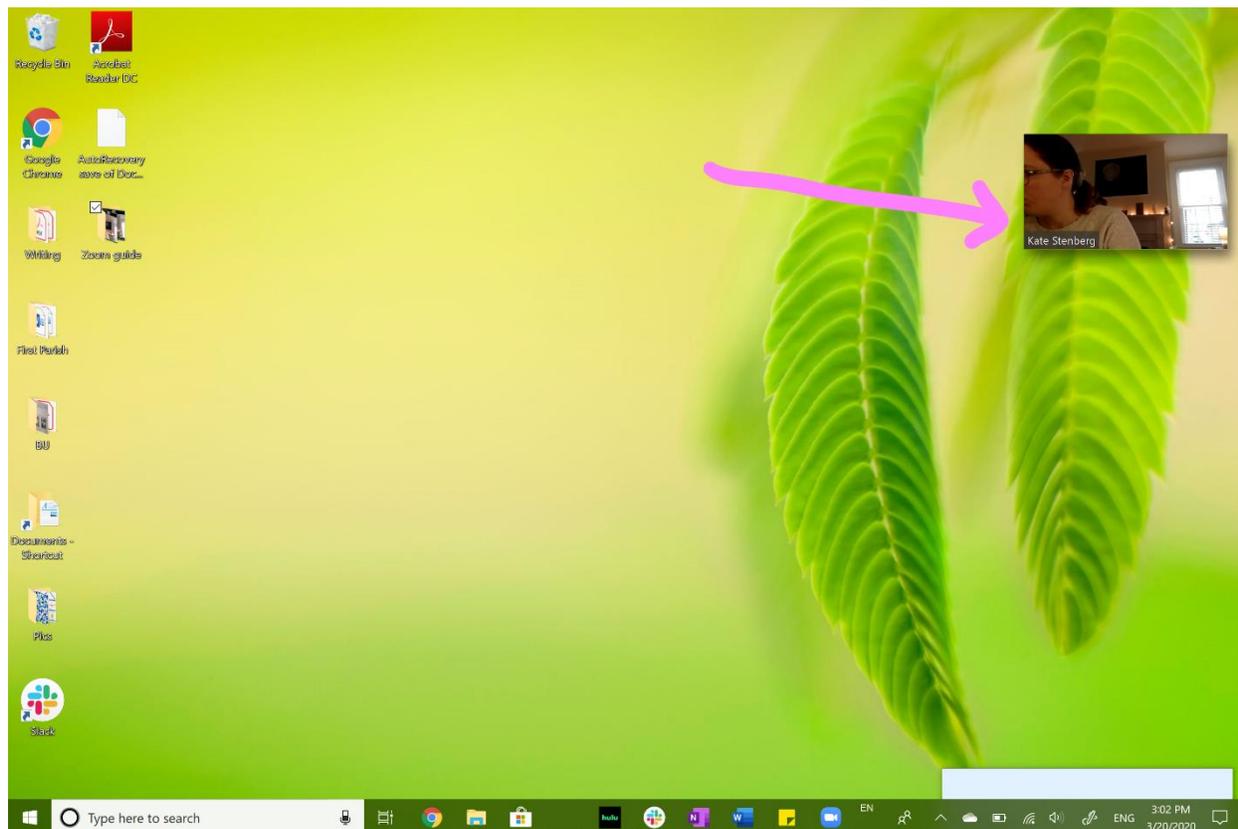


On the bottom, the icon of the speech bubble with the three dots is the Chat icon. Clicking on that will open a box on the right-hand side of the screen where you can send a chat message to the other participants.

You can send it to Everyone, or you can also choose to send it just to a certain person or people.

You can view the Participants list and the Chat at the same time: the Participants will be on the top half and the Chat will be on the bottom half.

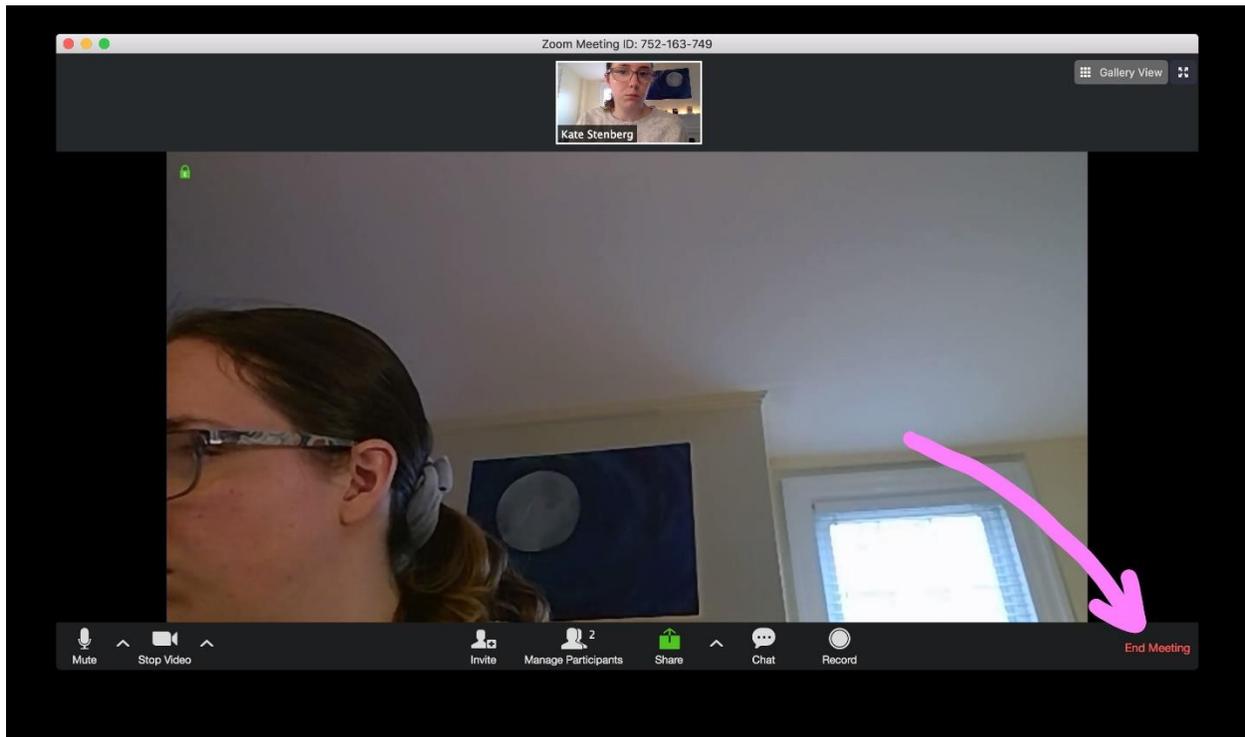
## Feature 7: Minimize



If you minimize the Zoom window, a small window will appear. This will be the video of the person currently speaking, and it will hover over anything else on the screen.

You can return to the large window by hovering over the small window and choosing Exit Small Screen.

## Feature 8: Leaving the meeting



Finally, to leave the meeting, click on the red text on the bottom right corner of the window.

(It says End Meeting in this picture because I'm the host here, but for you it will say Leave Meeting.)

Everyone can leave the meeting at their own pace. You will not be kicked out of the meeting until the Host ends it.

## **Conclusion**

Thanks for using this guide! I hope this covered the basics. There's obviously much more to know about how to use Zoom, but this should get you started on how to use it for now.