ZOOM Computer Instructions

This document has been created as a guide to installing and using ZOOM on a personal computer. Please note that each computer/device is different, meaning some screenshots might be slightly different but the steps should be the same. There will be three LOL Practice Meetings to help you prepare for the Meet and Greet, Sunday Service, and the Congregation Meeting.

Monday, August 10 at 10:00 AM

Wednesday, August 12 @ 7:00 PM

Thursday, August 13 @ 7:00 PM

You may also reach out to one of the following members for assistance with any of these topics:

- Christine Bencivengo (Phone: 609-284-7899 or email: ChristineMarie126@hotmail.com)
- John McMichael – (Phone: 609-680-6850 or email: john.mcmichael@gmail.com)
- Ed Hourihan – (Phone: 856-988-2089 or email: ejhourihan@verizon.net)

Topics:

Installing ZOOM on your Computer or Smart Device.....Pages 2-3

Joining a ZOOM Webinar Meeting by Invitation Link.....Pages 4-5

Joining a ZOOM Webinar Meeting Manually.....Pages 6-8

Zoom Features.....Pages 10-12

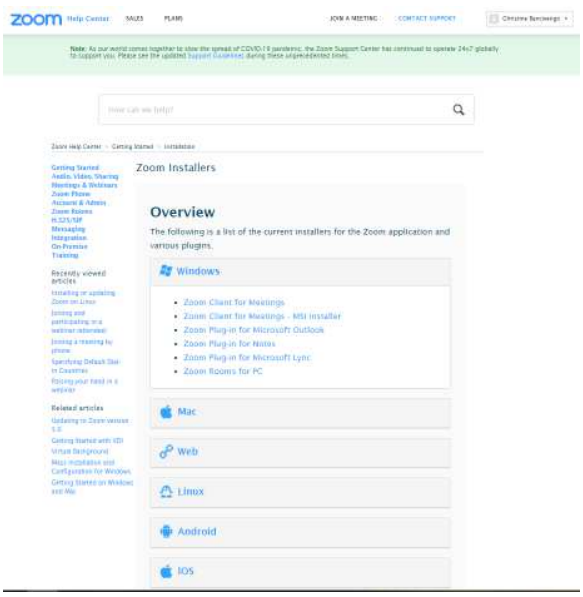
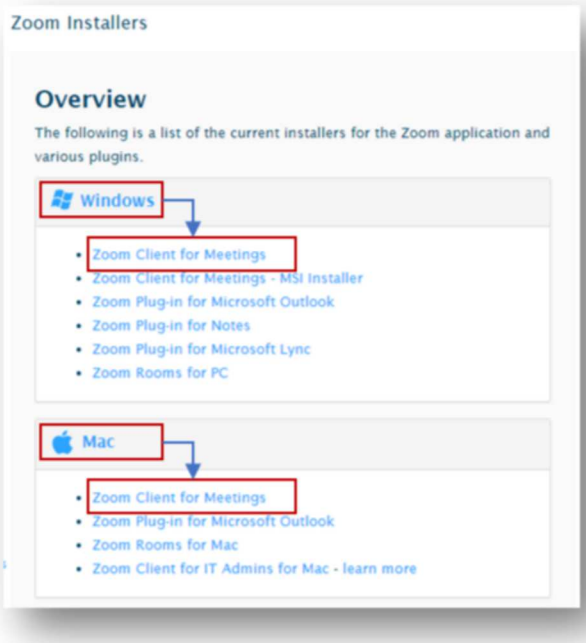
Muting/Unmuting your microphone.....Page 9

Raising/lowering your hand .....Page 9

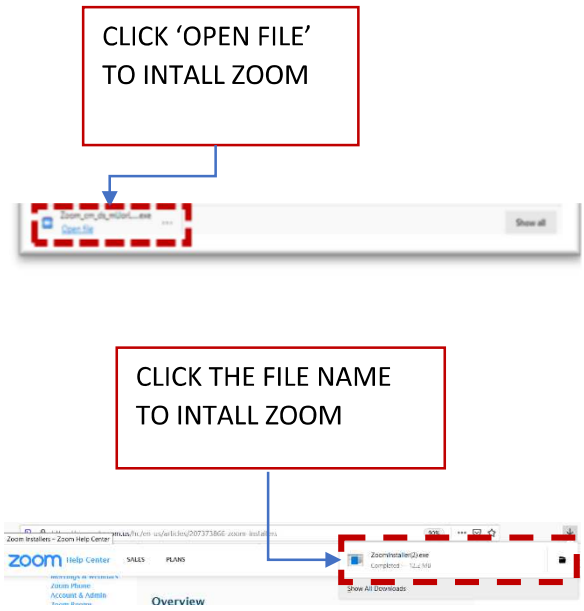
Chat and Sending a message.....Page 10

Submitting Questions.....Page 11

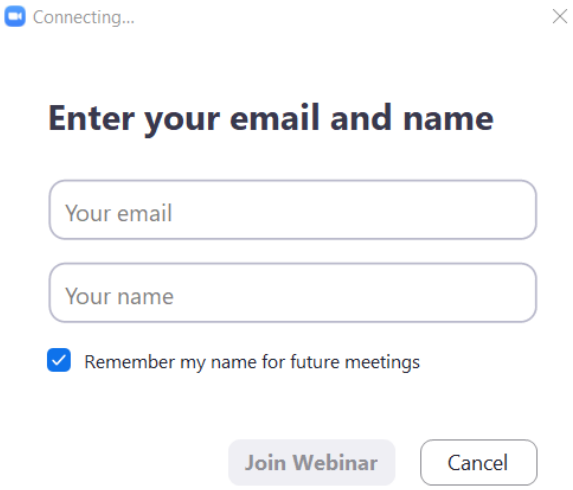
ZOOM Computer Instructions

Installing Zoom on your Computer or Smart Device	
Step	**Screen Capture**
NOTE: Your smart device may have an Application Store or Center. Please search for 'ZOOM Cloud Meetings' and install the application.	
1. Access the Zoom Installers link: https://support.zoom.us/hc/en-us/articles/207373866-Zoom-Installers	
2. Click the type of the device you are installing Zoom on then click the link for the Meetings install. **Example**: Windows and Mac users would select Zoom Client for Meetings under their respective section	

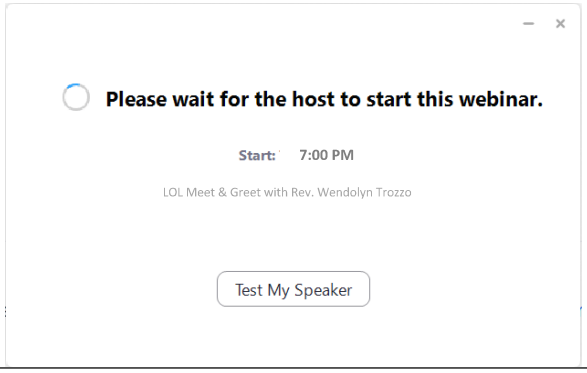
ZOOM Computer Instructions

3. At the bottom (or top) of the screen, Open the file to install ZOOM. Depending on your web browser, you may need to access the download icon to access the Zoom file. **NOTE 1:** Depending on your web browser and computer security settings, you might receive a pop-up or an install request. After clicking 'OK' or 'Save', the file should appear for you to open. **NOTE 2**: We encourage you to download the ZOOM app as all the features required for the meeting may not be available via your web browser.	
4. After the install completes (accept any prompts from ZOOM during the installation), The Zoom Cloud Meetings screen will display.	

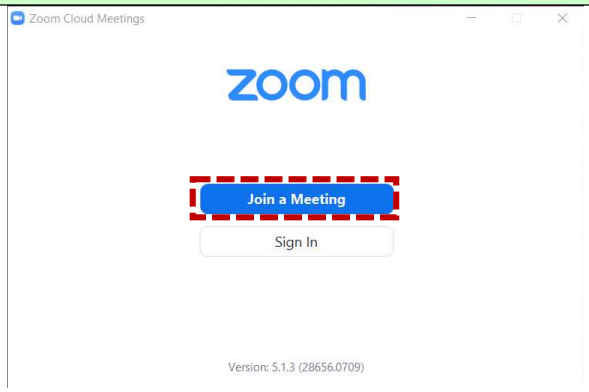
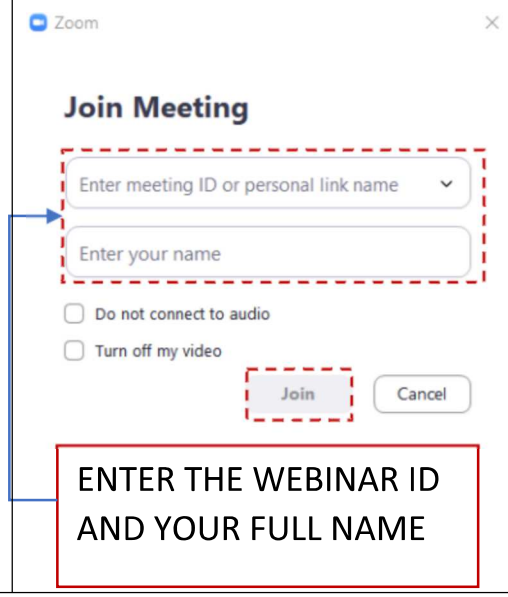
ZOOM Computer Instructions

Joining a ZOOM Webinar Meeting by Invitation Link	
Step	**Screenshot**
1. To join the webinar, click the link that the host provided you. Note: If prompted, allow the Zoom application to run. 2. The connecting ZOOM screen will appear.	
3. Enter your email address and your full name then click 'Join Webinar.	

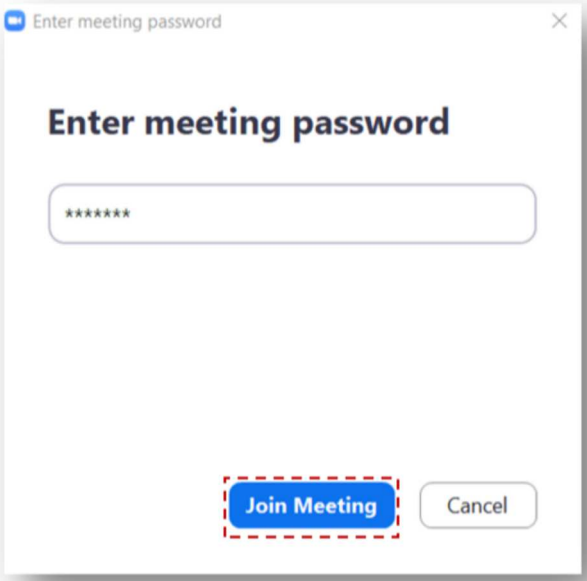
ZOOM Computer Instructions

4. If the meeting hasn't started yet, you will see a Please wait for the host to start this webinar screen with the details of the meeting.	

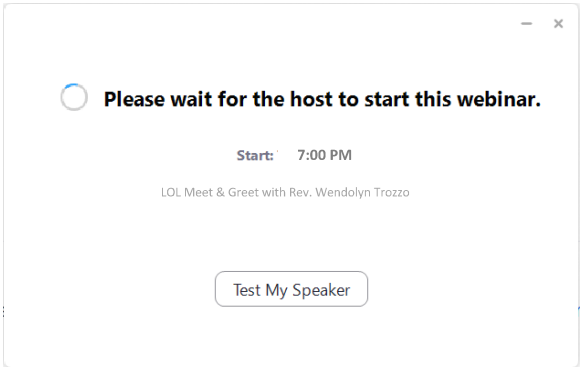
ZOOM Computer Instructions

Joining a ZOOM Webinar Meeting Manually	
Step	**Screenshot**
1. Launch the Zoom application (click the icon on your desktop or from your start menu) then click 'Join a Meeting'	
2. On the 'Join Meeting' screen, enter the Webinar ID from the invite and your full name (first name last name). Then click 'Join'	

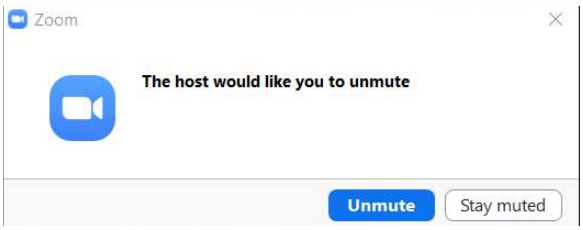
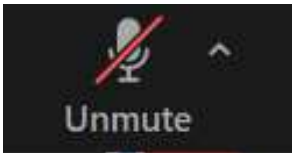
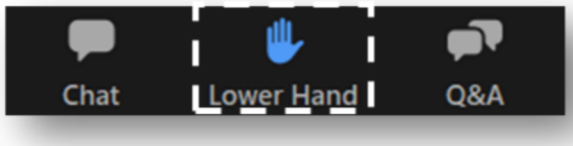
ZOOM Computer Instructions

3. Enter the password from the invite then click 'Join Meeting'.	
4. Enter your email address and your full name (if it's not already populated) then click 'Join Webinar.	

ZOOM Computer Instructions

5. If the meeting has not started yet, you will see a Please wait for the host to start this webinar screen with the details of the meeting.	

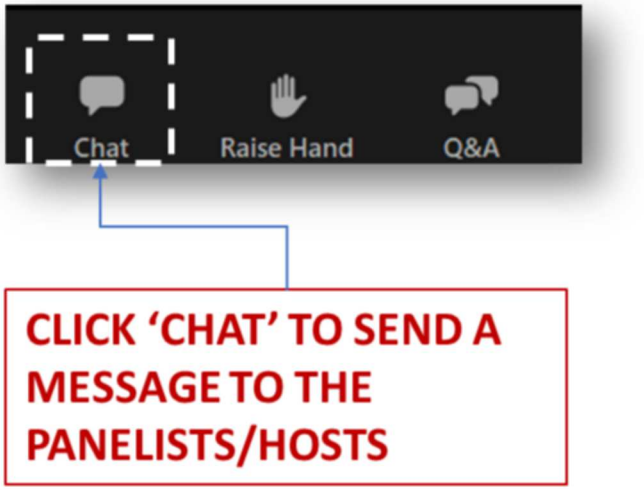
ZOOM Computer Instructions

Using ZOOM Features After Joining a Meeting on Computer or Smart Device	
Feature	**Screenshot**
Muting/Unmuting your microphone When it is your turn to talk, the host will ask to unmute you. 1. For the message 'The host would like you to unmute your microphone', select 'Unmute myself' or 'Unmute'. 2. To mute yourself, click the microphone so the red line appears through it.	 
Raising/lowering your hand 1. Click the 'Raise Hand' icon 2. The 'Raised Hand' icon will turn blue. If you wish to lower your hand before you are called on, click the 'Lower Hand' icon.	 

ZOOM Computer Instructions

Chat and Sending a message to a panelist: This feature will be used to take roll call and vote during the Congressional Meeting.

1. Click the 'Chat' icon



2. After the chat panel appears, type your message then click 'Enter'.



NOTES: ONLY PANELIST WILL BE ABLE TO SEE YOUR MESSAGES IN CHAT.

For **ROLL CALL**, please enter your full name then hit enter. Repeat this process for each voting member attending on your device.

Example: John Doe

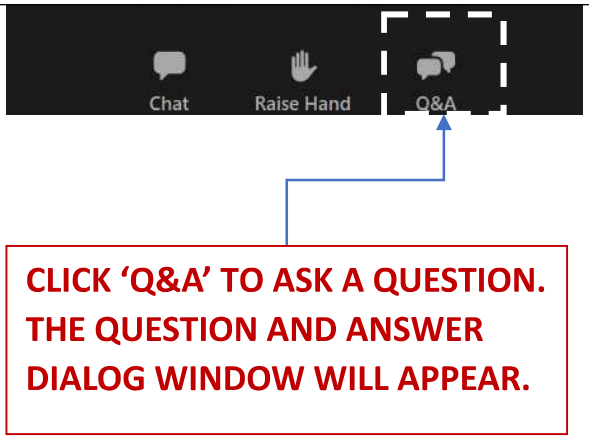
For **VOTING**, in the chat text box type your first and last name, followed by space, hyphen, space, then either YES or NO. Hit ENTER. Repeat this process for each voting member attending on your device.

Example: John Doe – YES

Question and Answer

1. Click the 'Q&A' icon to get the Question and Answer dialog window to appear.

ZOOM Computer Instructions



2. At the bottom of the dialog window, enter your COMPLETE question then hit 'Enter'.

3. A host/panelist will ask your question to Rev. Trozzo or Ed.

