

## USING ZOOM

Zoom gatherings are fairly easy to navigate but do take some familiarity. One of the nice features about Zoom gatherings is that they can be accessed from any kind of phone, even landlines. To get the most out of the Zoom experience we recommend using a computer with a camera and microphone (most have them built in these days) or a smartphone. However, if you have any difficulty with either of those methods simply call the number in the invitation. Smartphones can use the OneTouch Dialing feature and do not need the Meeting ID. Traditional phones will require punching in the Meeting ID after dialing the number.

When you first use zoom, you will be asked to download the zoom software onto your computer. While this process is automatic, you may wish to do it in advance of your first gathering simply by clicking on the link to the gathering.

Click [here](#) for Zoom video tutorials.

Next Church has released an article with other helpful tips for those who are new to virtual meetings. You can access this article by clicking [here](#).

### **Rosy & David's Tips for a Good Zoom Gathering:**

1. Click the Zoom link early to familiarize yourself with the controls and iron out any kinks. The default setting for when you join the gathering is for your video to be on and your audio muted. You can change these settings once you've joined the meeting.
2. If you have trouble with audio or video, you can always default to the conference call option.
3. Take care to mute yourself when you are not speaking. This cuts down on feedback and background noise. The hosts have the power to mute and will use it from time to time when appropriate. Also, be sure to unmute yourself when you speak.
4. Use the chat feature to ask questions. This cuts down on interruptions and helps the flow of the meeting.
5. Take note of the multiple ways you can switch screen views. You can choose between a "brady bunch" view of many people on your screen or a "presenter" view of the active speaker filling your screen.

Zoom is new to many of us, but together we'll figure out some of the technology kinks and we'll bear with one another as we get the hang of using it.