



## Presbytery of St. Augustine Zoom Quick Start Guide

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**Overview:** Zoom is a real-time web conferencing application much like Skype. Zoom can be downloaded and installed easily, and is available on Windows, PC, iOS, Android and Blackberry devices. This rest of this guide will help get you started using Zoom.

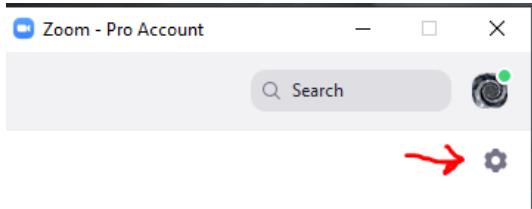
## Download & Install Zoom

Click the appropriate link to download Zoom on your device.

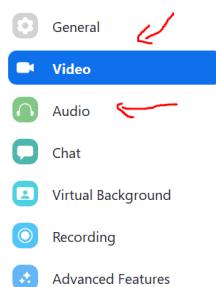
- Windows & Mac : <http://zoom.us/download> (*download the Zoom Client for Meetings*)
- iOS: <https://itunes.apple.com/us/app/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
- Blackberry: <https://appworld.blackberry.com/webstore/content/59949934>

## Before Joining

While joining a meeting can be as quick as clicking on a link, it is good to test your microphone (mic) and video before doing so. To test your mic and video, start the Zoom application and click on the cog in the upper right-hand corner:



Then click on first the video than the audio. You will see options for seeing yourself and testing your microphone in these sections.



# Join a Meeting

## Join Using a Link

If you were sent a link to join a Zoom meeting, or if you found it posted online, click the link and follow the on-screen instructions to join the meeting.

## Join Using a Meeting ID

You can use a 9, 10 or 11 digit meeting ID to join a meeting.

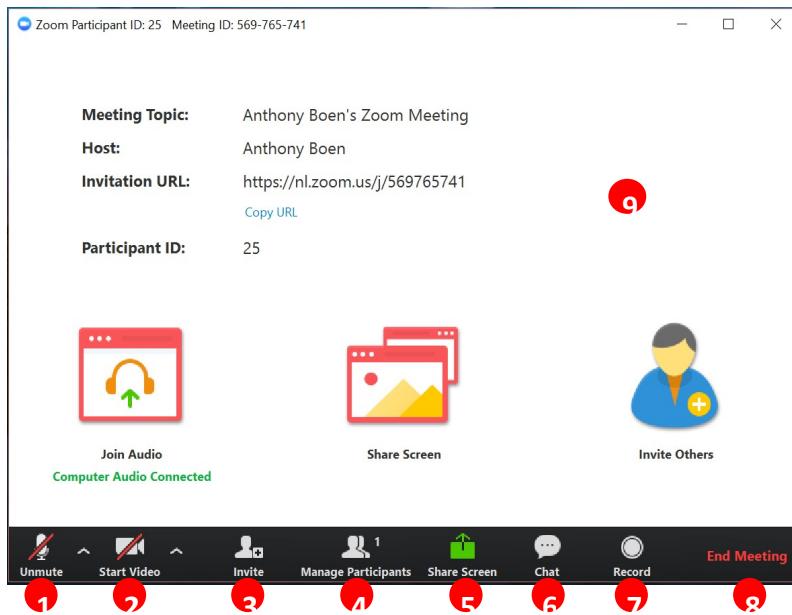
1. Open the Zoom Application.
2. Click the blue Join a Meeting button.
3. Enter your 9 or 10 digit Meeting ID and Your Name.
4. Click Join.

## Quick Tips for Using Zoom

- If you are using an external camera and/or microphone, be sure to plug them in before opening the Zoom application.
- We recommend using a headset or earbuds with microphone if possible.
- Only one microphone should be used per physical location. Otherwise the two systems may cause a loud screeching sound.
- Be sure to mute yourself when you are not speaking. In some meetings the host may mute everyone for a period of time.
- Use the Chat feature to ask questions without interrupting the speaker.
- Depending on your device, you can toggle between the “speaker view” (person speaking fills most of the screen) and the “gallery view” (shows everyone in the conference on one grid by clicking on a box symbol in the upper right corner).
- You cannot record unless you are the meeting host or a person designated by the host.

## Zoom User Interface

Take a moment to familiarize yourself with the Zoom user interface. Below is an example. Your interface may differ slightly based on whether you're a participant or a host and what is available for the meeting.



1. Mute or unmute your microphone
2. Start or stop your video feed
3. Invite participants to the meeting
4. Manage or view a list of meeting participants
5. Share your screen
6. Open the Chat window
7. Record the meeting
8. Leave the meeting
9. Video Area

## Advanced Features

### Changing your name

You may be asked to change your name to indicate who you are and whom you represent in larger meetings. To do this, click on the participants icon (item 4 above), hover your mouse over your name, and choose "rename".

### Virtual Background

The Zoom application gives some devices the option to change the background that shows behind you. This option is typically located in the Zoom application itself, if you click on the cog symbol (similar to testing your audio/video before a meeting), some devices have a virtual background option. You can use this to change the background that shows behind you.

## Other features

Depending upon the host-selected options for your meeting, clicking on the participants icon (item 4 above), opens up a variety of communication options for users, including the ability to raise a hand, vote yes or no, ask the speaker to speed up or slow down, and request a coffee break. If you do not see these options, click on the “more” or three-dot symbol.

## Troubleshooting

- If you are on a wireless network connection (Wi-Fi) and you are dropped or experience “freezing” or bad reception, consider using a wired cable connection or your cellular service.
- If you are getting feedback (echoes or odd screeching noises) consider using a headset or earbuds with a microphone, or try calling in on your phone for audio while using your device for video.
- Rebooting your computer or re-starting your device can fix a variety of audio/video woes.

## Host a Meeting

- To host a meeting, you need to have a Zoom account, either free or paid. Free accounts have limits on meeting length as well as other limitations on the number of participants.
- Zoom provides simple instructions for setting up a meeting and inviting others to it.
- If you wish to set up polling, hand raising and other options, you will need to enable these before your meetings begin.
- Depending on the schedule for presbytery-related Zoom meetings, commissions, committees and teams may be able to use the account for a virtual meeting. Please contact Marigrace if you would like to schedule a meeting using the presbytery account.

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For more detailed support documentation visit the Zoom support website: <https://support.zoom.us/hc/en-us>

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