

Video Meeting: Basic Instructions

Using Zoom on a smartphone or tablet:

To join the class for a video meeting, you will need to download the Zoom Cloud Meeting app on your smartphone or tablet. Once the app is downloaded, follow these steps:

Step 1: Open the app.

Step 2: Select “Join a Meeting”

Step 3: Enter Meeting ID Number (from the table above) Your Meeting ID Number is an individualized number for your particular Sunday School Class.

Step 4: Unmute the microphone to give a greeting

Step 5: Select the “Start Video” icon

Using Zoom on a desktop:

Step 1: Go to [zoom.com](https://zoom.us)

Step 2: Click “Join a Meeting” at the top right

Step 3: Enter the Meeting ID provided by the church or your Sunday School teacher and click “join”

Step 4: Download and run Zoom.

Step 5: Join the Meeting

A. If you have a webcam and microphone on your computer, you will automatically be set up to participate.

B. If you have a webcam, but not a microphone, follow these steps to connect audio via phone.

1. On the audio prompt screen, click “Phone Call” at the top.
2. Dial one of the numbers listed.
3. Enter Meeting ID number, then #.
4. Enter Participant ID number, then #.

How to best utilize Zoom:

1. We recommend that you mute your microphone unless you are speaking. This will reduce background noise and an echo.
2. We also recommend that you test out the app in the days leading up to Sunday.
3. Join meeting 3-5 minutes early so you are set up and ready to start on time. Don’t hesitate to join in after the start time.

Video Meeting: Using Zoom on a Smartphone or Tablet Instructions with Visuals

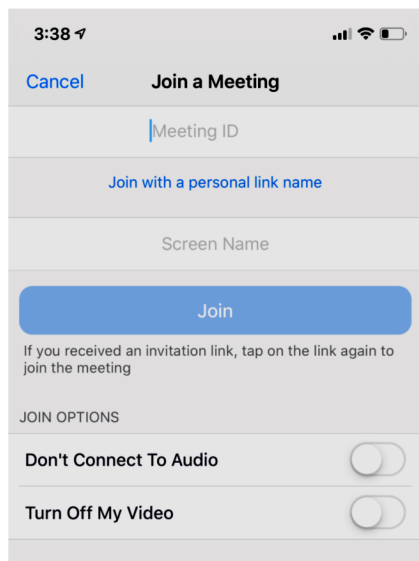
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Once the app is downloaded, follow these steps:

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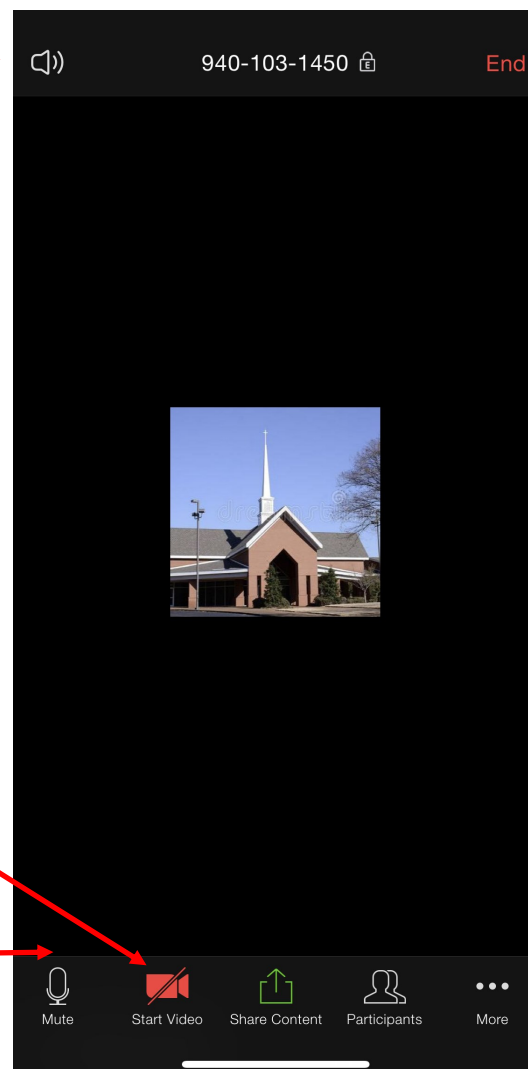


Step 3: Enter Meeting ID Number
(provided by the church or
your meeting leader)
Step 4: Join the meeting

Note: This controls the volume of
the sound you hear.

Step 5: Select the "Start Video" icon

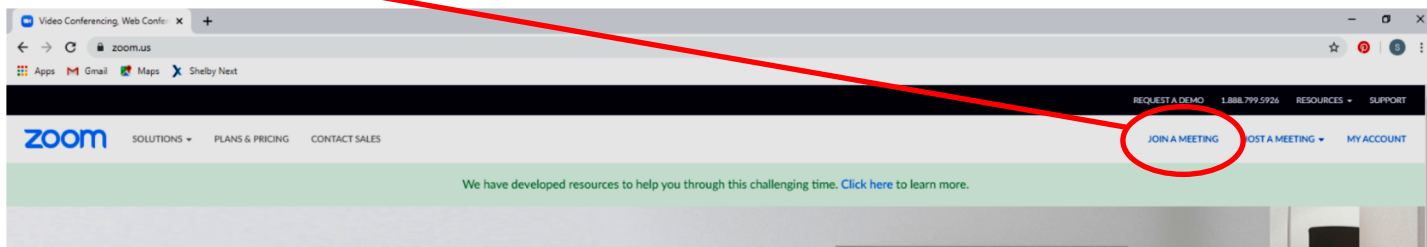
Step 6: Unmute the microphone
to give a greeting.
Keep your sound on mute when you
are not contributing.



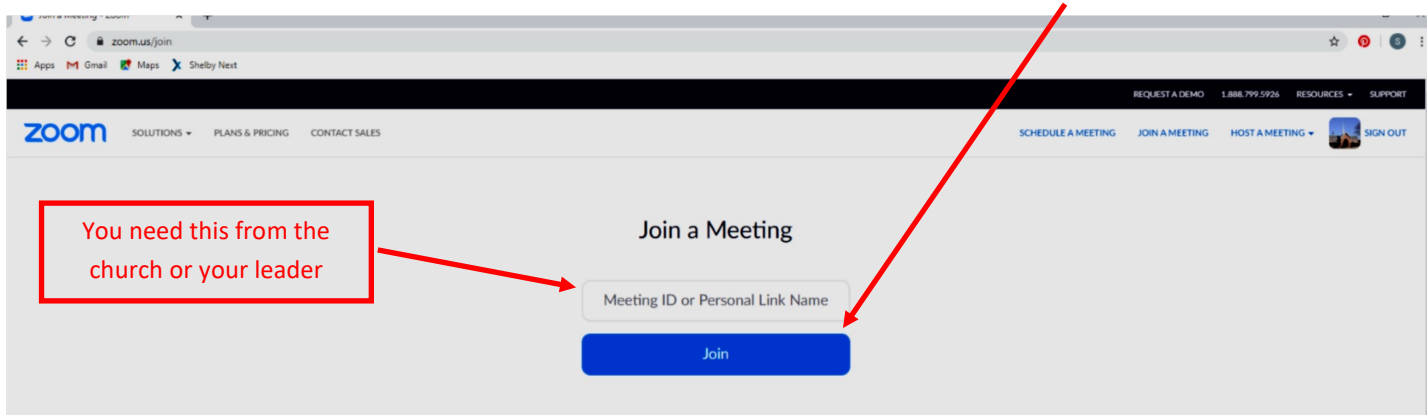
Video Meeting: Using Zoom on a Desktop Instructions with Visuals

Step 1: Go to zoom.com

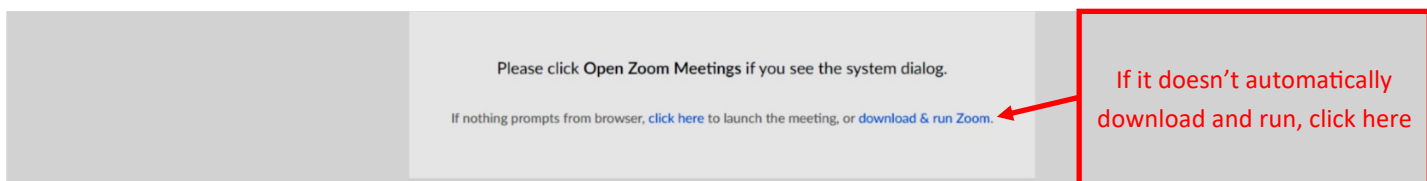
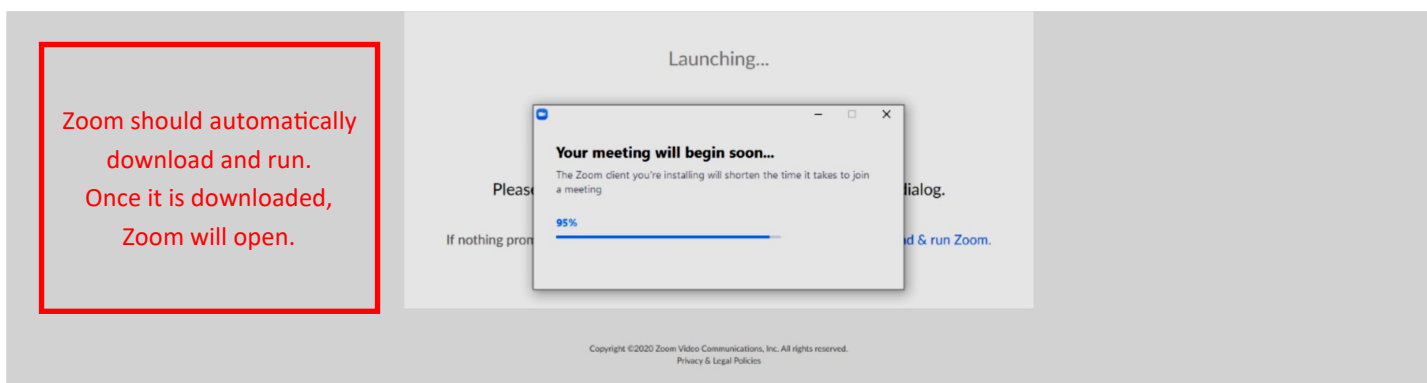
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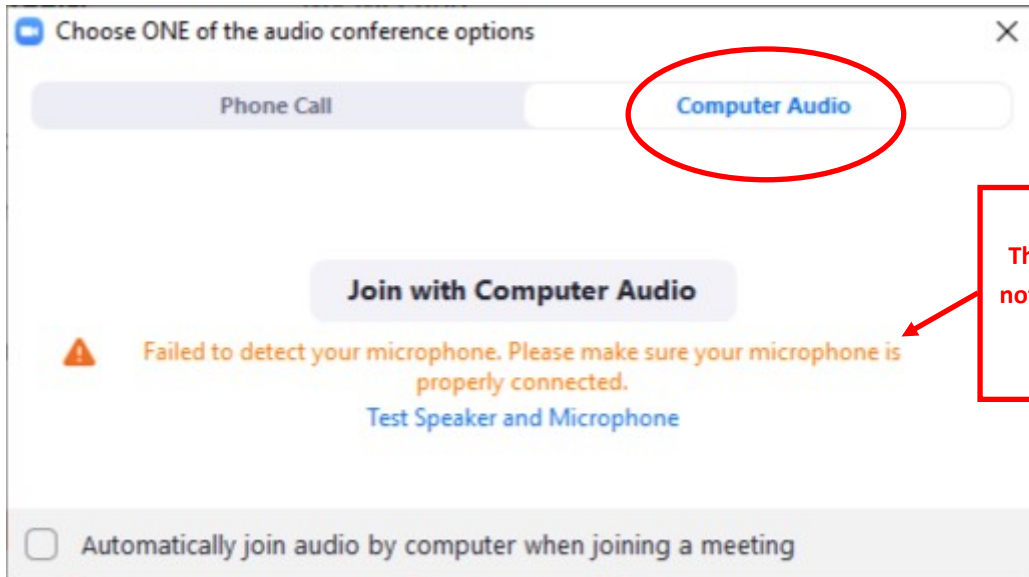


Step 4: Download and run Zoom.



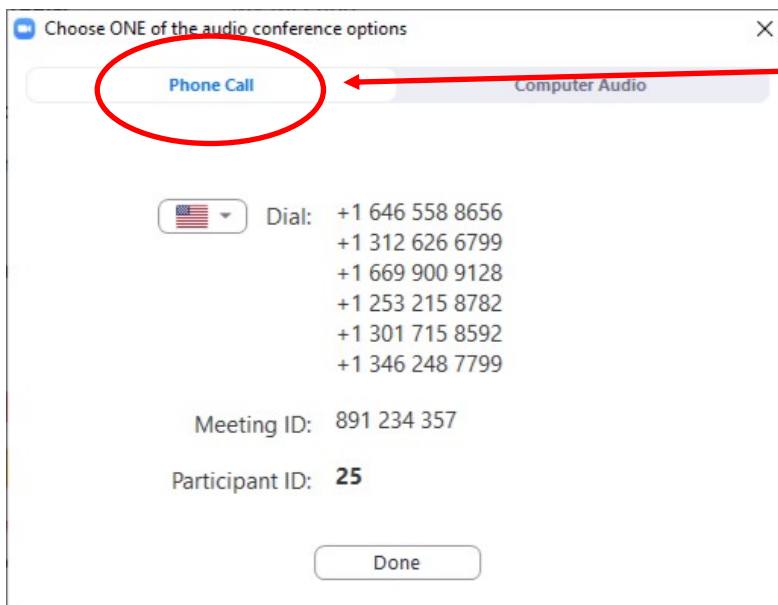
Step 5: Join the Meeting

- A. If you have a webcam and microphone on your computer, you will automatically be set up to participate.



This is what it says if its not working or you don't have a microphone

- B. If you have a webcam, but not a microphone, follow these steps to connect audio via phone.



1. On the audio prompt screen, click "Phone Call" at the top.
2. Dial one of the numbers listed.
3. Enter Meeting ID number, then #.
4. Enter Participant ID number, then #.

Step 6: Unmute the microphone to give a greeting. Keep your sound on mute when you are not contributing.

Note: you are automatically muted when you join a meeting. Keeping it on mute eliminates background noise and helps others to hear more easily.

