

# Zoom Helpful Hints



Enjoy each other's company in one or all of our Zoom gatherings! We hope that this will be easy for you to do and offer some simple instructions here:

- 1.** If you already have the Zoom software, just click on the link provided for each gathering. In most cases, it will take you directly to the gathering.
- 2.** If you do not have Zoom installed, click on the link and you will be prompted to download and run it, a very fast process, you should then be taken to the gathering. (To save time, you can download and install it before the gathering by going to <https://zoom.us/download>. How the software is installed is dependent on the device or browser you are using.)
- 3.** If it is asking for the meeting ID number and password, enter those specific numbers and you will be taken to the meeting.

**If you are hosting a Zoom gathering**, it is helpful to have an assistant who can monitor the waiting room or handle any technical needs, while you, the host, can attend to the gathering.

**Hosts and attendees: when the gathering is over, follow the prompts, click leave meeting and be sure to close out of Zoom**, if you don't, people can still see or hear you! Be careful when you Zoom!