

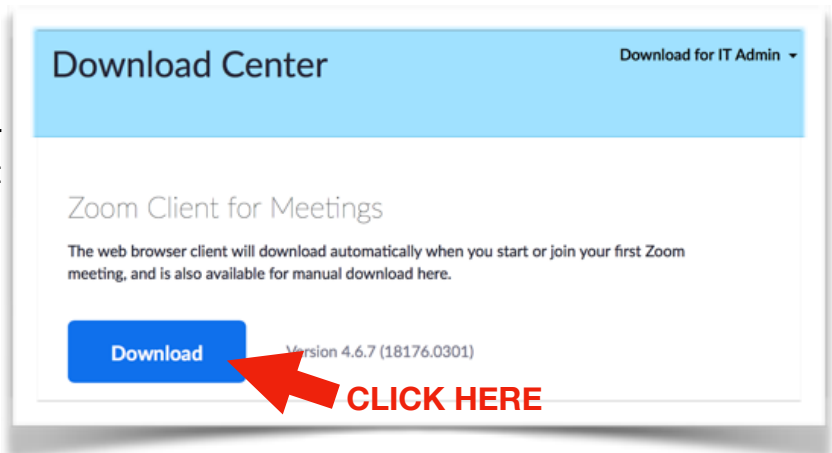
A brief tutorial on how to use Zoom for meetings

This tutorial will help you get set for your first meeting. Your meeting host has created an account, so you don't have to sign up or become a member. Most users can skip making a user account.

To get started you will need either a computer with a relatively stable internet connection or a phone which can make a long-distance call. You and whomever you meet with will enjoy your online meeting experience more if you utilize a computer, iPad or smartphone with a camera and working microphone so that you can see one another while maintaining appropriate physical boundaries to care for those who are most vulnerable to the virus. If you are using a regular phone you may skip down to point **#3 - Open your email meeting invitation**.

1 - Get the app on your computer/phone

If you are using a computer, pad or smartphone download the Zoom app either in your smartphone's App Store or online at <https://zoom.us/download>. For a computer download the "Zoom Client for Meetings" option. It's the first download button on your screen. For a pad / smartphone scroll down the page to access either the Google Play or Apple App Store.

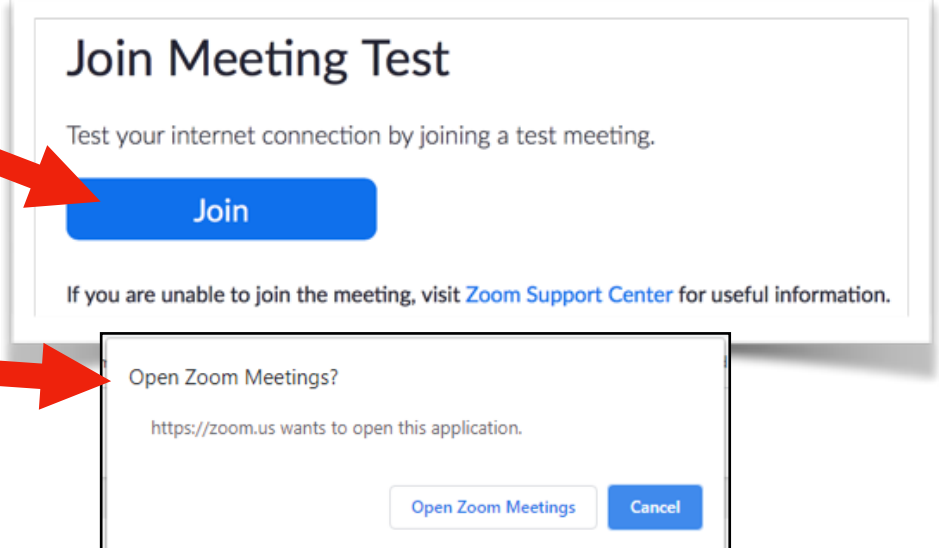


2 - Test the app on your computer

This step applies to you if you are using a home computer or laptop. Scroll to the bottom of whatever page you are on at <https://zoom.us> and click "Test Zoom".



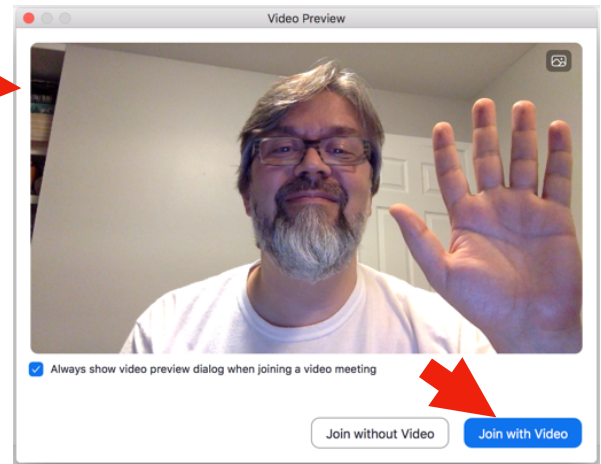
The testing page will allow you to join a test meeting to confirm that your computer's microphone and video camera are working. Click "Join" and your newly downloaded Zoom application should open up. Some browsers will ask a second time (as a security measure) before opening the Zoom app. Go ahead; open Zoom Meetings!



When the Zoom app opens you will see a screen with what your camera is seeing. It will look like this:

Click “Join with Video”. The test will now confirm your speakers and microphone are working with the Zoom app as they should. Answer the prompts as the test confirms that Zoom can access your video camera and microphone. If you have any questions or concerns, please reach out to your meeting host or staff.

You’re set! Let’s attend our first meeting...



3 - Open your meeting invitation

All meetings will be initiated via an email from the meeting host. Please go to your email inbox to find a meeting invitation. If you do not have a meeting invitation in your email inbox, contact the person who set up the meeting. They can send you another email invitation or set you up to join the meeting over the phone.

Your email invitation will look like the image below. Around the time of your meeting take one of the following steps...

A) If you are using a computer or app on your pad or smartphone simply click the link under “Join Zoom Meeting” to start the Zoom app.

B) If you are using a smartphone but do not want to use your camera simply click one of the “One tap mobile” numbers. You will then be asked to enter the password given in the email.

C) If you are using a standard phone simply dial one of the numbers provided. You will then be asked to enter the meeting ID and/or password provided in the email.

Pastor is inviting you to a scheduled Zoom meeting.

Topic: Covid 19 Meeting for Church

Time: Mar 17, 2020 04:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/149296095?pwd=a1Z4+rrIFRGhPL1NLc3FBMmNJZG1V>

Meeting ID: 149 296 00

Password: 0192rtf

One tap mobile

+16699009128,,14929600# US (San Jose)

+13462487799,,14929600# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

Meeting ID: 149 296 000

Find your local number: <https://zoom.us/u/ac1cPWW61C>

Depending on how your host has set up the meeting you may also be asked to enter your participant ID. If you do not have a participant ID, simply press the # key. This will allow you to enter the meeting. When using a phone without video your experience will be just like being on a group call. It will be most helpful for you and everyone else if you are in a relatively quiet room so that background noise isn't passed along to everyone else in the meeting.

4 - Let's take a look at your meeting screen on your computer or smart phone app

When your meeting begins your opening window will look something like this. Participants who are joining by phone are displayed with a phone icon (similar to the icon in the lower right in this screen shot). Participants who are on a computer but not utilizing their video camera will display a blank box with their name in the middle (similar to Lloyd in this screen shot). The image box of the person who is speaking will be highlighted with a yellow frame (similar to the upper middle participant).



5 - Remember to mute / unmute your microphone

As you can imagine, it can become confusing and frustrating when a large group meets and multiple people want to speak at the same time. If your meeting is large it may be helpful to raise your hand on screen or give other visual cues that you have something to share. The person who set up the meeting has the option to mute / unmute each participants microphone. But it is really helpful if participants mute themselves when they are not speaking and unmute themselves when they want to speak. This helps the Zoom app know which participants screen to highlight.



Here is how you mute / unmute your microphone. Move your cursor over the lower portion of the Zoom app window and a row of options will be revealed.



From the left corner of this lower option menu you may click to mute or unmute your microphone and turn on / off your video (helpful if you are wearing your pajama pants but want to exit the meeting briefly to refill your bowl of popcorn). This option menu also has tools to text chat, share digital files, and interact with meeting participants in other ways.

At the end of your meeting there is a handy “leave meeting” button in the lower right corner or simply hang up your phone or exit the Zoom application. If you have any questions, please reach out to your meeting leader or host. Happy Meeting!

