

## Join the St. Andrew's Virtual Coffee Hour!

The Vestry would like to offer our first ever weekly Coffee Hour via Zoom! This would be a fantastic way to see each other and share how we are coping during a difficult time. We are all such an encouragement to each other weekly when worshipping together at church and our family is missing you! Once you set up a free Zoom account and join a Zoom meeting for the first time, it will be very easy for you to do this in the future for coffee hour or other virtual gatherings. Blessings to you all!

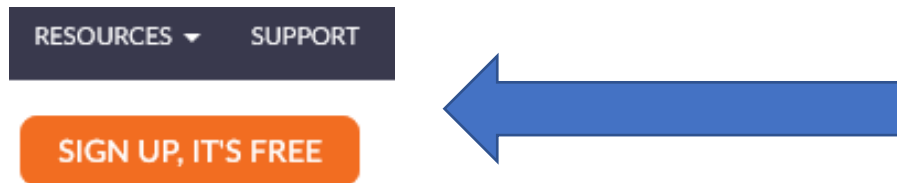
Ken & Melisa

Zoom is an online meeting platform that is free to use. The free account comes with a 40 minute limit for meetings of 3-100 people – that's us! This is kind of like using FaceTime, for those of you who are iPhone users. You can use Zoom on your desktop/laptop computer or cell phone, but these instructions will help you get started with Zoom on your computer. Instructions will look somewhat different on mobile devices. There are also all kinds of videos online but we're attempting to simplify the process and take you through it step by step below. There is a picture and instructions for each step. ☺



Sign up for a free Zoom account at <https://zoom.us/>

Click the button at the top right of your screen to sign up.



**\*\*You may be asked to verify your date of birth.**

Follow the steps to sign up. Just use your home email.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).



You should see something like this:

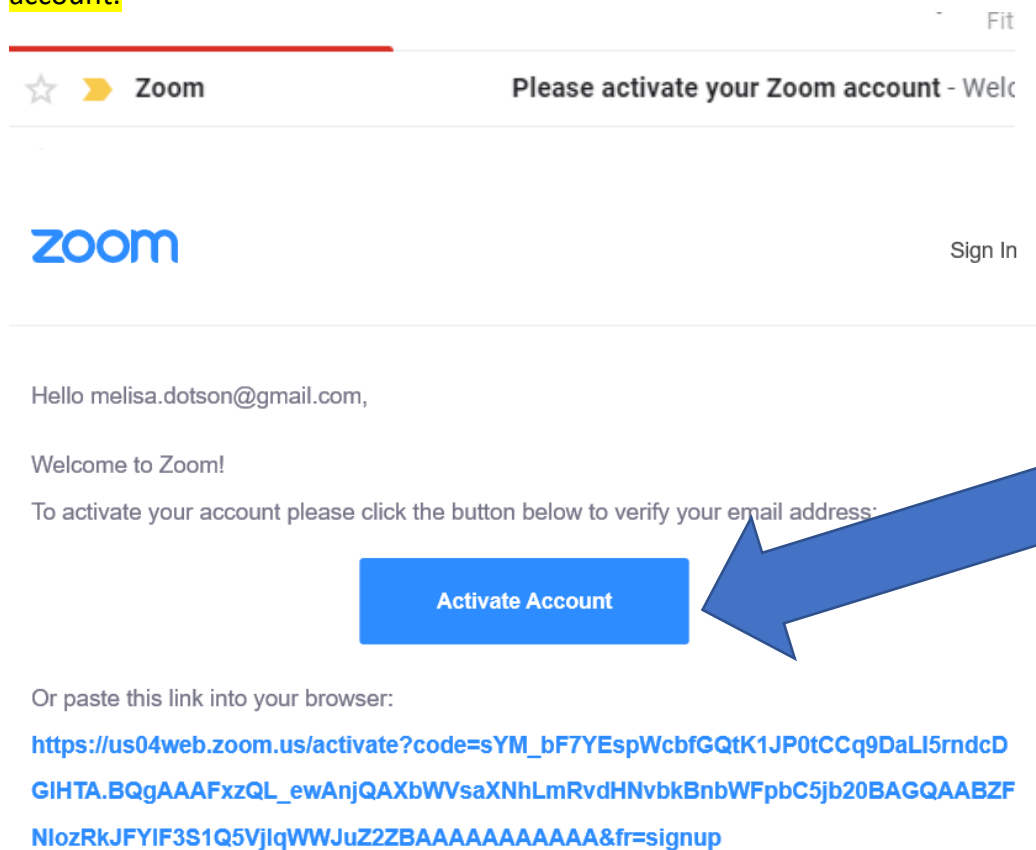


We've sent an email to [melisa.dotson@gmail.com](mailto:melisa.dotson@gmail.com).  
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

Go to your email. You will see an email like this from the Zoom people. Open the email and activate your account.



Now you are going to set up your account on Zoom by entering the info they ask for. Make up a password and auto-save it when asked or write it down somewhere. Pictures are on next page..

# Welcome to Zoom

Hi, josephmclaughlin702@gmail.com. Your account has been successfully created.  
Please list your name and create a password to continue.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

**SKIP this next step.**

## Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)



I'm not a robot



Invite

Skip this step



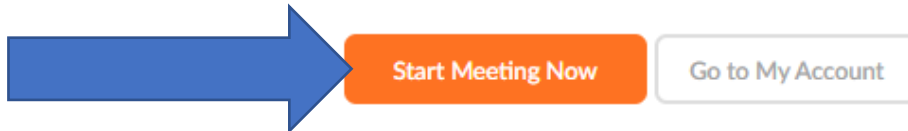
Go ahead and try a test meeting.

## Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://us04web.zoom.us/j/2050520401>

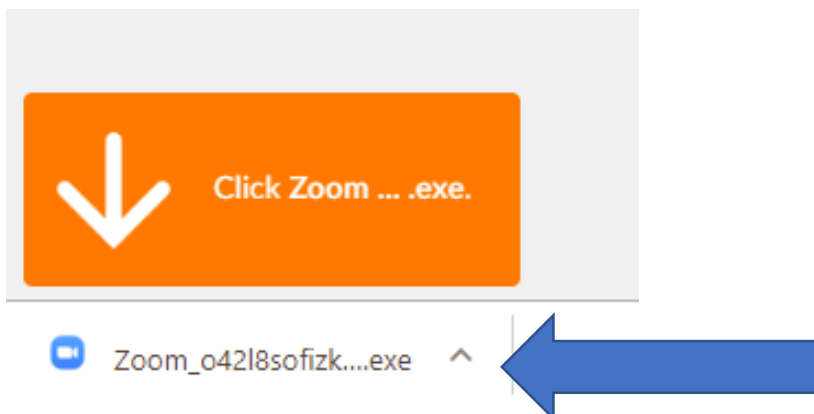


It will next say that a download is starting.

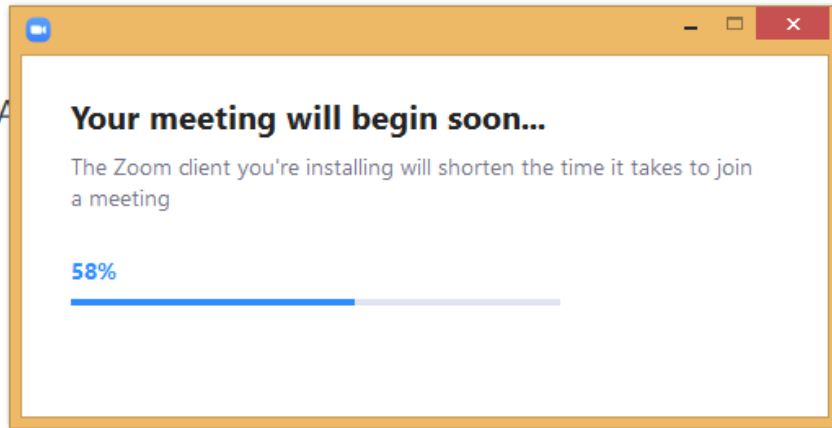
A download should start automatically in a few seconds.

If not, [download here](#).

Click at the bottom left hand side of your screen to open the download or click Run.



You will see a screen like this open and the download will start.



If you have installed anti-virus software, a question may appear asking if you want to allow this program (Zoom) to run. Click YES.

Zoom should open right up for you and perhaps put a little picture of a video camera (the Zoom icon) at the bottom of your screen as a shortcut to use in the future.

If given the option, click "Join with computer audio".

It should look something like this once you are inside your test meeting.

Zoom Meeting

Talking:

**Meeting Topic:** Melisa Dotson's Personal Meeting Room  
**Host:** Melisa Dotson  
**Password:** 2rB9Bk  
**Numeric Password:** 676210  
(Telephone/Room Systems)  
**Invitation URL:** <https://us04web.zoom.us/j/8348140108?pwd=OVZyajZ3dU...>  
[Copy URL](#)  
**Participant ID:** 325604



Join Audio

Computer Audio Connected



Share Screen



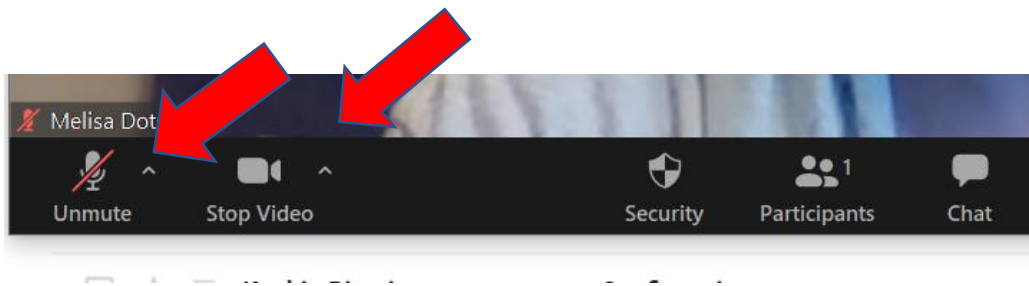
Invite Others

You can click “start video” at the bottom left and see how you look on there, adjust your monitor/screen or laptop, etc... Hello!

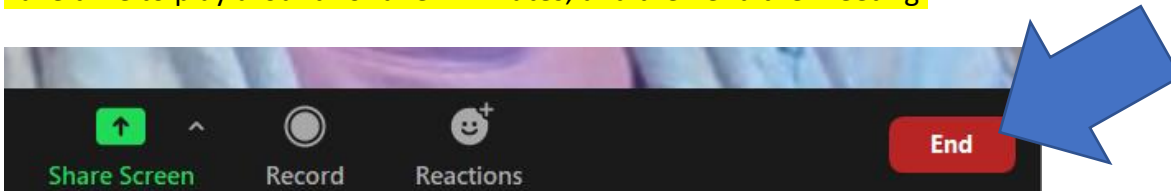


Mute and Stop Video functions are at the bottom of the screen.

During a session you can click those buttons to unmute or stop/start video at any time. (i.e. dog is barking like crazy, mute yourself, want to talk, unmute, etc...)



Take time to play around for a few minutes, and then end the meeting.



For this practice meeting, select End Meeting for All.

During Coffee Hour if you need to leave, you will want to select Leave Meeting.

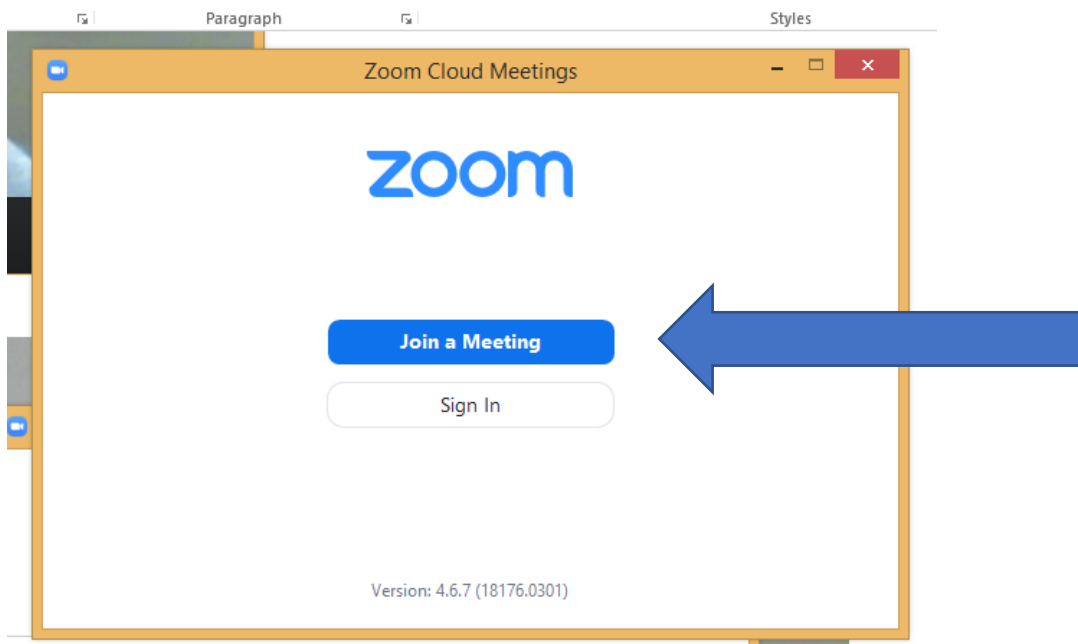
Now you're ready to join your first Zoom session!

In Mother Barbara's weekly email, you will receive a meeting link, ID and Password. A few minutes before the coffee hour, or anytime within that window of time, follow the instructions below to attend coffee hour.

Go to <https://zoom.us/> and enter your username and password information just like before, or it may log you in automatically. Eventually you will see a screen with a join meeting link at the top right. Click that.

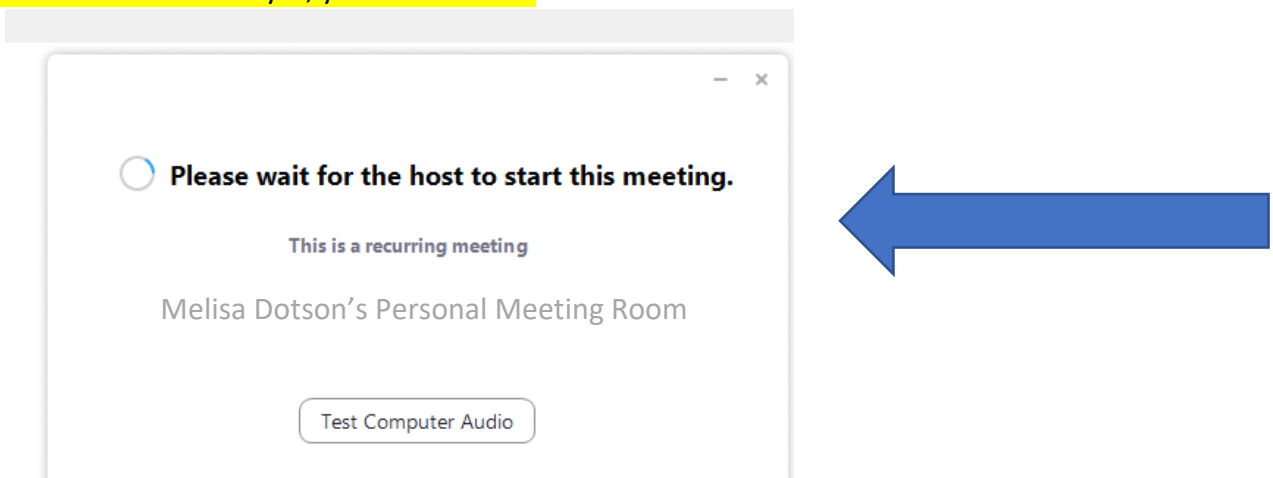


If you see a screen like this, click join meeting.



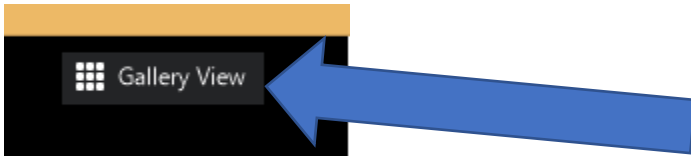
Type in the Zoom ID. This will be provided each week via Mother Barbara's email. Enter the number then click JOIN.

If Coffee Hour has not started yet, you will see this.:

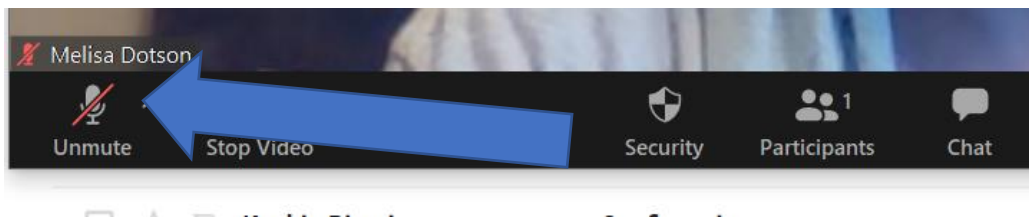


Once the meeting starts, you should see Mother Barbara's picture. Click "join with video". Then on the next screen check the box at the bottom that says "automatically join audio by computer..." and click "join with computer audio" in the blue box.

You can see only Mother Barbara unless you click Gallery View. That will allow you to scroll through and see each other.



You may be muted to start, but when you want to speak, you can click the microphone.



You can go back and forth with the video or microphone during the meeting as you wish. When you wish to leave the meeting, you click Leave Meeting, at the bottom right.

We've added some links below for helpful tips and tricks for first time Zoom users.

<https://youtu.be/9isp3qPeQ0E>

<https://youtu.be/XIPcDnfnNuA>

We're looking forward to seeing you soon!

