

Zoom Meetings: A How-to Guide

There are also lots of great tutorials online at support.zoom.com/

What You Need To Get Started

For those with email, you will receive an email invite including a link to access the meeting. For those without email, the Zoom information is included in this packet. When it's time to join the meeting, you can use the link in the email or the information on the page in the packet to connect to the Zoom meeting. To participate, you will need the following:

- » To join the meeting with video: an internet connected PC, laptop, or smartphone.
- » To join the meeting with audio only: a landline or cell phone.
- » Your meeting ID number or link to join the meeting.
- » If you're participating with a PC or laptop, you'll need a functional camera and microphone. This is generally an internal camera and microphone, or it can be an accessory that connects to your computer by Bluetooth, or likely USB. (A smartphone can substitute as well.)
- » If having trouble with audio on your PC or laptop, you can also call into the meeting for the audio with a phone.
- » Pre-installing the Zoom app on your smartphone, PC, or laptop can make things quicker. It's always best to install and test the app prior to attending a meeting. You can then open the app and test your video and audio settings to make sure they're working correctly.

Participating in the Meeting

To join the meeting with video on a computer or smartphone:

- » If this is your first time using Zoom, a few days before the meeting install the Zoom app. Go to zoom.us/join and enter in the meeting ID. You will see a prompt that asks you to install Zoom. Click "YES" to install and follow the prompts to install the program. You will only need to do this once.
- » If you wish to connect using a smartphone, simply install the Zoom app before attempting to join the meeting, and once you click on the link, the app will open and join you into the meeting.
- » Once you have the Zoom app installed, on the day of the meeting, click the link in the Zoom invite email or, in your internet browser, go to join.zoom.us and enter the meeting ID number again.
- » If you have used Zoom before you may still get a prompt asking you to "allow" the Zoom meeting. Click "Allow" Zoom to enter the meeting.
- » You will see a prompt asking if you want to use the audio (i.e., the speakers/microphone) on your computer. If you have a microphone on/in your computer, click "Use Audio by Computer" so that you can hear what's going on. If you are using a smartphone, Zoom will use the phone's camera and microphone. (Note: if you have an older computer without a built-in microphone, please follow the "Join the meeting by phone" instructions below).

To join the meeting with audio only on a phone:

Call 646-558-8656. When prompted type in the Meeting ID code.

Participating in a Zoom Meeting

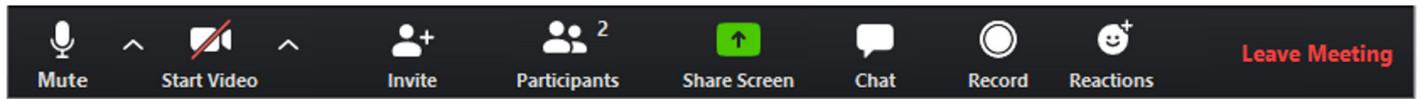
Considerations when participating in a Zoom meeting include:

- » You will be muted when you join the call. If you are not speaking, please keep yourself muted for the sake of the others on the call. (see below for how to unmute)
- » Log in to the meeting using your first and last name as prompted.
- » Please do not attend a meeting in the same room or near another person who is also attending the same meeting on a different computer or smartphone. This can create feedback and disrupt the meeting.
- » Speak clearly and concisely, projecting directly into the microphone.
- » Don't sit with your back to a window or bright light, as you'll likely appear as a dark silhouette.
- » Be aware that you're on camera and everyone else in the meeting can see you and your background. It's easy to forget this fact and do things that you might only do when you're actually alone.
- » Familiarize yourself with the features of the Zoom app so that you can fully participate in the meeting.

Functionality of Zoom in the Meeting

The Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)



1 2 3 4 5 6 7 8 9

With the Zoom Menu Bar you are able to do the following:

1. **Mute/unmute your audio** (not the audio of the participants). Click to “remove” the red line and unmute yourself. Click again to mute (you’ll see the red line return.) You can also select your audio input here by clicking the up arrow next to the microphone icon.
2. **Start/stop your video**. Click to “remove” the red line and show yourself on camera. Click again to turn off your camera (you’ll see the red line return.) You can also select your video input here by clicking the up arrow next to the video camera icon.
3. **Invite**. Invite more people to join by email, IM, or meeting ID. Please do not use this feature.
4. **Participants**. Open/Close a window of with a list of participants and related details. In older versions of Zoom, the participants list allows you to “raise your hand” to let everyone know you wish to speak, and see who else has their hand raised. If you recently downloaded or upgraded your Zoom app, the raise hand function is now in “Reactions.” You can also easily mute/unmute yourself on the participants list.
5. **Share Screen**. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word). Please do not use this feature.
6. **Chat**. Open/Close a window which will allow you to send a message to the whole group or to just one person (using private chat).
7. **Record**. Record the meeting (if you have been granted permission). Please do not use this feature. The meeting will be recorded by Pastor Stacet.
8. **Reactions**. Allows you to chose from various reactions including “Raising your Zoom hand”
9. **Leave Meeting**. Leave the video meeting.