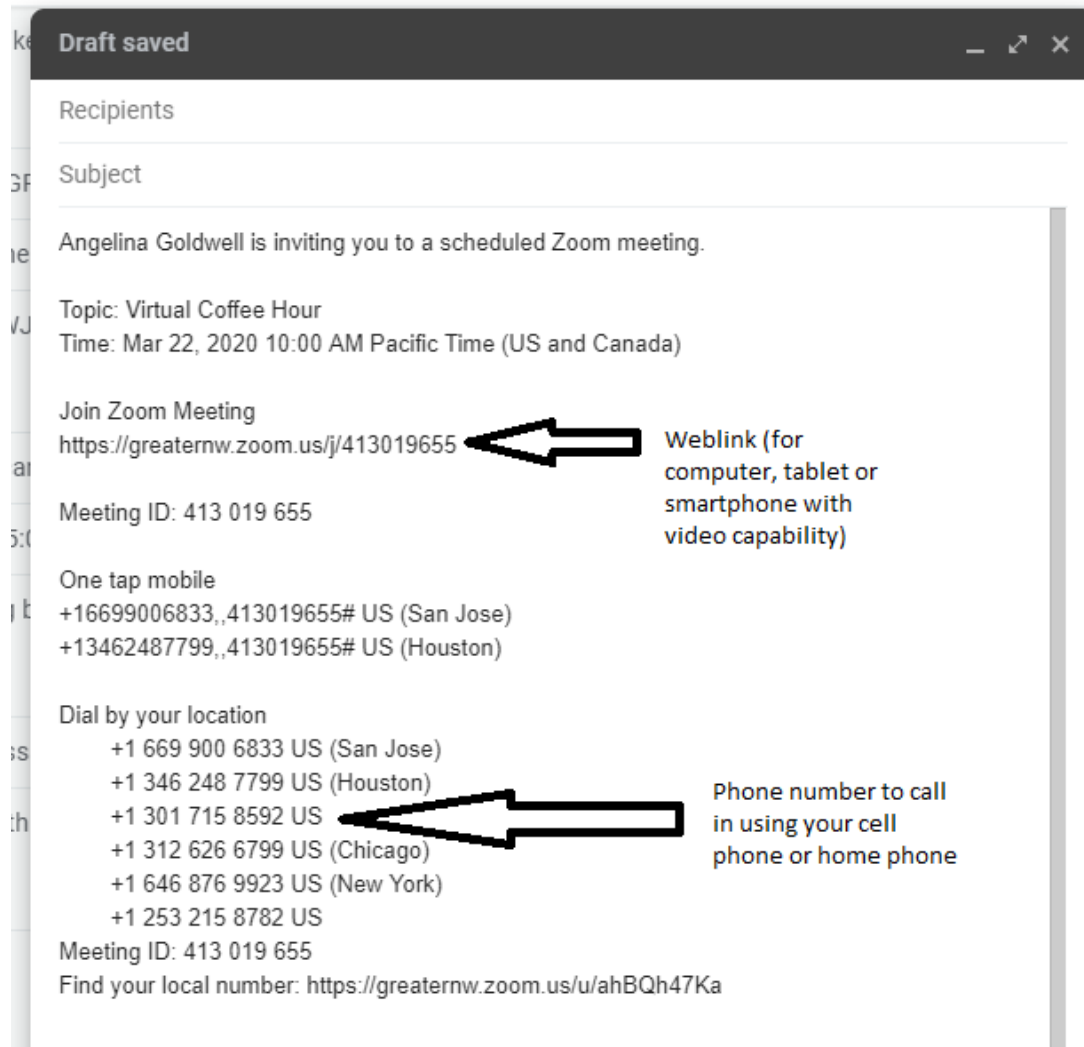


How to Zoom!

To join a Zoom meeting via the internet, you will need a computer, tablet or smartphone that is connected to the internet and has a camera, speaker, and microphone. If your computer does not have a camera or a microphone, please continue down to "How to join a Zoom meeting via the telephone."

You will receive an email from your church that will look like this:



The weblink and the phone number will also be posted on our Facebook pages, websites, etc.

To join a meeting using the weblink, simply follow these steps:

1. Click the link that was provided to you to join the meeting. The link will be something similar to <https://zoom.us/j/123456789>. (This is a sample, and NOT your link.)

2. You will be prompted to download and run Zoom. The zoomusLauncher.zip file will download. If you are using a tablet or smartphone, you will be prompted to download the app.

3. Click on the file and you can install the launcher.

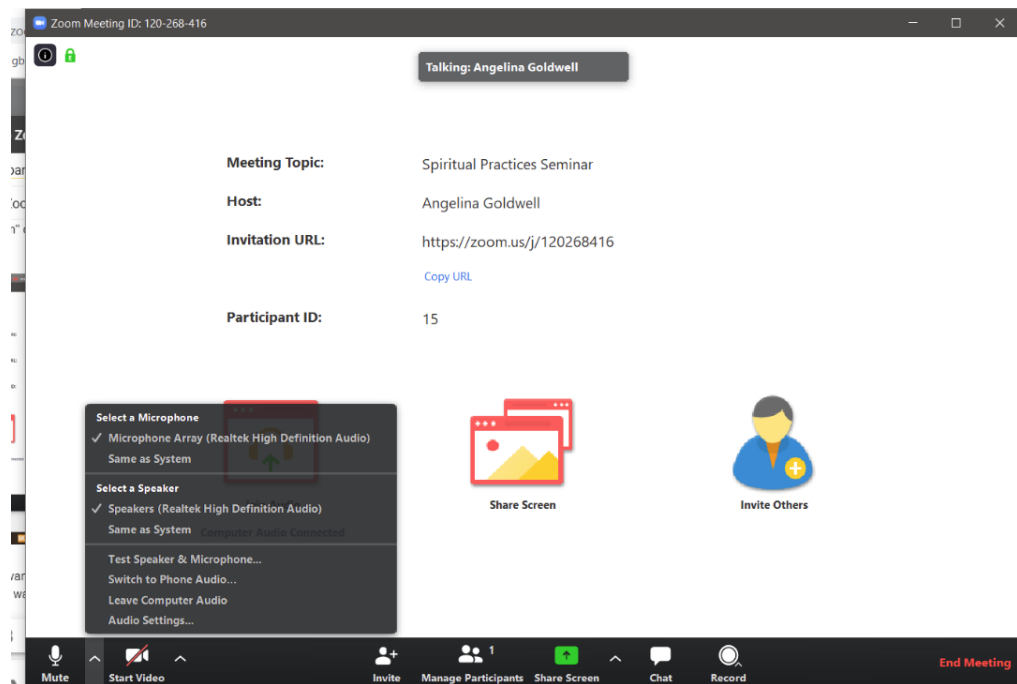
4. The Zoom meeting window will appear where you can join your audio and connect your video. The meeting window may ask your permission to access your camera and microphone. Click "yes," for both of these questions. You can always turn off your camera/microphone while in the meeting (instructions below).

5. Select 'Join Audio Conference by Computer' to join the audio.

6. To connect the video, select the video camera icon in the bottom left hand corner of the Zoom meeting window.

You should now be connected to the Zoom meeting with video and audio.

Your screen will look similar to this:



If there is a red line through this icon no one can hear you. So others can hear you click the icon.



If there is a red line through the video icon it means your camera is turned off and no one can see you. To turn it on, click the video icon and the red line will go away.



Your version will say "leave meeting." Click this button to exit the meeting.

One-minute video about joining a Zoom meeting

If you would like to watch a 1-minute video about how to join a Zoom meeting, click here: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Join a test meeting

If you would like to join a test meeting to check your internet connection and audio and video settings, click here: <https://zoom.us/test>

Mute and unmute

During the meeting, if you are not speaking, you may wish to mute yourself. This will help eliminate background noise for everyone. Your meeting host can also mute and unmute you.

To mute or unmute yourself click on the microphone icon. When a slash is across the microphone you are muted and people on the Zoom meeting cannot hear you.

How to join a Zoom meeting via the telephone

You would use this option if your computer does not have a camera or a microphone. By calling in, you can hear the other participants and they can hear you.

To join a Zoom meeting via telephone you will only need a telephone.

To join a meeting, simply follow these steps:

1. Dial one of the phone numbers in your invitation provided by your host and follow the verbal prompts.
2. You will be prompted to enter the meeting ID – the nine (9) or ten (10) digit ID provided to you by the host, followed by #
3. You will be prompted to enter your unique participant ID. This only applies in very unique situations and if necessary you would have been given special instructions. Press # to skip.

Mute and unmute

During the meeting, if you are not speaking, you may wish to mute yourself. This will help eliminate background noise for everyone. Your meeting host can also mute and unmute you.

To mute or unmute yourself via phone it is easiest to use the mute option on your phone.

If you are on a phone that does not have a mute option you may press *6 to mute and unmute yourself.

Additional Help

If you need help please contact your pastor or church staff or check out this website: <https://support.zoom.us/hc/en-us>