

# ZOOM USER GUIDE

You don't have to have a Zoom account to join a meeting or church service as long as there is a link for you to follow. However, if you would like to, it is easy to sign up for your own account.

## Sign up for a free zoom account:

### New Zoom account on a computer/laptop:

- Visit the Zoom Web Page at: <https://zoom.us/>
- Enter your email address on the page and click on the orange **Sign Up Free** button
- You will be shown your email address, click **Confirm**
- You are then offered the opportunity to receive other resources (i.e. marketing) so choose whether you want to do that.
- Check your email for a mail **Please activate your Zoom account** (check your spam box)
- Click **Activate Account**
- Enter your name and a password - Click **OK**
- You are now set up with a zoom account! Follow steps below for Joining a Zoom Meeting.

### New Zoom account on a tablet or phone (individual rebels)

- Go to the Apple or Google store, then find and install the **Zoom Cloud Meetings** app.
- **Open** the Zoom app
- Click on **Sign up**
- Fill in your email, first name and last name and agree to the Terms of Service
- Click on **Next** (it's at the top right-hand side of the screen)
- Check your email for a mail called **Please activate your Zoom account** (check your spam box)
- Click **Activate Account**
- You are now set up with a zoom account! Follow steps below for **Joining a Zoom Meeting**

## Joining a Meeting or Service

### Join Zoom meeting with link:

The person or group who is 'hosting' the meeting will send you an invitation with a link that looks similar to this: <https://zoom.us/j/173621927> You just have to click on that link and it should start Zoom and take you to the meeting.

### Join Zoom link with a Meeting ID:

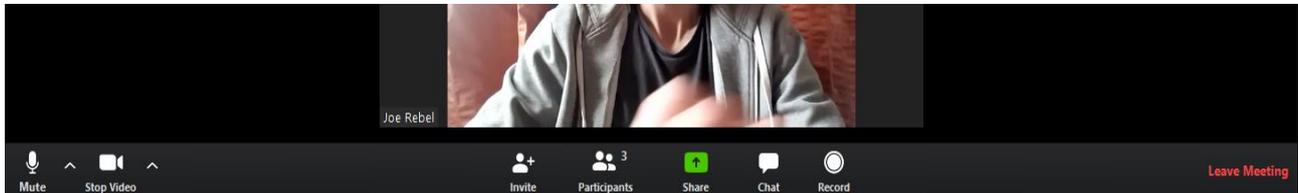
Depending on how you log in to Zoom, you may be asked for a Meeting ID if the invitation link doesn't take you straight to the meeting. In this case, use the meeting ID supplied by the host, along with the password if there is one. Generally, Rachel will use a password as it makes it more secure.

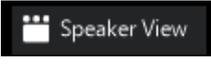
## Using Zoom During a Meeting or Service

Once you are in a meeting, there are several controls, and they look different on a computer or on a phone/tablet, so we'll discuss both below.

### Controls for computer/laptop:

Note the buttons on the bottom of your screen. If you can't see that menu, then move your mouse towards the bottom of the window and they should pop up. They keep disappearing and you just need to hover it over the bottom to bring them back up again.

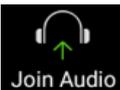
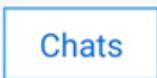


	Both sound & video are on, so other participants can see and hear you. Click once to turn them off or on
	Both sound & video are off, so other participants cannot see or hear you. (But you can still hear them).
	Clicking on this will open a panel to the right of the Zoom window which shows the list of people who have joined the meeting.
	This is at the top <u>right</u> of your screen. It changes how you see the different participants. Click on it a few times to see the different views and decide which you prefer. Generally gallery view is best as it allows you to see all participants.
	Click on this to open a panel on the right of the Zoom window which allows you to send a message to the other participants. This is used to share links to documents or other info which might be useful during the meeting.

### Controls for phone/tablet:

The phone/tablet screen looks and works a little differently than the computer screen described on the previous page. When you first join the meeting, you will have a choice in the bottom left of your screen to **Call via Device Audio** or **Dial In**. Choose the first option.

In order to get the buttons shown on the bottom of the window, you will need to lightly tap your screen in one of the black areas. The buttons are described below:

		<p>You will see this button if you did not choose <b>Call via Device Audio</b> as described above. Click on it once &amp; choose device audio in order to be able to speak</p>
		<p>Once your audio has been activated, you can click and unclick this button to mute and unmute yourself</p>
		<p>Click to turn your video on and off.</p>
		<p>The screen showing people's video images disappears and you see a list of participants' names. Use the phone/ tablet's Back button to return to everyone's image.</p>
		<p>When looking at the list of <b>Participants</b> (see above), you will see a small button called <b>Chats</b> at the bottom left of your screen. <i>You can only find this option when using a phone/tablet from the <b>Participants</b> list.</i> Click on <b>Chats</b> to open a separate screen to send a message to the other participants. This is used to share links to documents or other info which might be useful during the meeting. Use your phone/ tablet's Back button to return to <b>Participants</b> list and hit it again again to see everyone's image.</p>
	<p>View options</p>	<p>In a larger meeting you won't be able to see all the participants' video images. Swipe right &amp; left to scroll through everyone's video.</p>

### Guidance and tips for participation:

- The best way to share a meeting or service with lots of people is to ask everyone to keep their microphones on Mute unless they are speaking. Our microphones pick up a lot of

background noise and when everyone has the microphones unmuted, it can get really noisy. Also, if everyone tries to speak at once, the sound is blocked.

- If you are joining a service by Zoom, Rachel will generally lead it with everyone else muted, but will keep one person (pre-agreed) unmuted in order for them to 'lead' the responses. Everyone is encouraged to join in with the responses at home although they will remain muted and everyone will hear the 'responder'.
- It is good to have others doing readings and prayers and these will be sorted in advance so that the appropriate person can be unmuted to read or pray.