

ZOOM – HOW TO JOIN IN

If you have a computer:

- 1. Connect**
 - a. Click the link for the Zoom meeting on the invitation
- 2. Download the App**
 - a. If you have never used Zoom before, when you click the link for the first time, you will be prompted to download the app
 - b. Note: there are Zoom apps for both smartphones and computers. You can use either.
- 3. Turn on Your Sound**
 - a. Zoom will prompt you to choose whether you'd like to use your computer's sound system or use your phone to dial in
 - b. If your computer has a working microphone and speakers, choose computer. If it doesn't or you aren't sure, click the button to join by phone and follow the instructions on the screen to dial the phone number and code
 - c. Note: do not join the sound using both computer and phone – there will be an echo.
- 4. Turn on Your Video**
 - a. You should be able to see fellow congregants on the screen
 - b. If you are uncomfortable with people seeing you on the screen, click the button that looks like a video camera in the bottom left-hand corner.
 - c. If you do not wish to join with video, or computer does not have a camera, don't worry. You are on the call and you are part of the meeting
- 5. After You've Joined the Meeting**
 - a. Stay on Mute as much as possible (to cut out background noises)
 - i. Whenever you are not speaking, put yourself on Mute by clicking the button on the bottom left-hand corner that looks like a microphone
 - ii. If you are on the phone (rather than the computer), mute your phone
 - b. Choose a "View" Option
 - i. On the top right-hand corner of the screen, you can choose between two view options:
 - Speaker view will show a full-screen picture of the person who is currently taking
 - Gallery view will fill your screen with the faces of every person on the call, all at once
 - c. Unable to Get a Word in?
 - i. Use the Chat Box, where you can write messages that everyone can see.

If you don't have access to a computer:

- You can join any Zoom call by phone, by dialing the number on the invitation and entering the access code.
- You will be able to hear and participate, but you will not be able to see or be seen.