**Zoom: A User Guide**

## How to join:

You will need:

- To have a connection to the internet (PC, laptop, mac) – **video and audio possible; or**
- A connection via your smart phone or tablet/ipad (downloading the Zoom app) – **video and audio possible; or**
- A landline with a digital keypad – **audio only possible!**
- It is a good idea to download the app (if needed) in advance and also to have established your account in advance.

Zoom works on the basis of access codes and passwords. You will need both to join a meeting successfully. You can do this in the following ways:

**Microsoft PC/laptop:**

1. The host of the meeting will send an email invitation to all participants.
2. This email will include: a **Zoom.us link** to the meeting, an **access code** (ID) and possibly a **password** (number).
3. To join the meeting directly, click on the Zoom.us link in your email invite.
4. A screen should come up. Allow Zoom to prepare and run for a few moments.
5. You should get a join with computer/audio option or a test speaker/microphone option. If you wish, you can check the test speaker/microphone option (see **video link below** for more on this).
6. Type in the password number where indicated.
7. Add your name where indicated as a participant on the call.
8. Once you have joined with computer/audio, you're on screen and ready.
9. Check that your sound control is **not** on 0. Adjust so that you can hear someone else.
10. Mute yourself (see below) and the meeting host will provide further guidance when the session is ready to start.
11. Note you will appear as part of a "gallery" of participants. Where numbers are large, not all participants will appear in the gallery on screen.

**Smartphone or Mac or Tablet/iPad**

1. You should download the Zoom app (for video and audio options). Follow these steps at the link to do this. https://zoom.us/download. Zoom is in the Appstore or Google Play store as ZOOM Cloud Meetings. It is a blue box with a white camera icon in it.
2. On a mac zoom will suggest joining via Zoom App which you will already have downloaded.
3. You can join by email, as per PC/laptop above. There is another way:
4. Click the Zoom icon on your screen, once installed.
5. Check the **access code ID** and **password** on your email invite. Type in both.

Follow from #7 above.

**Landline/smartphone for audio only:**

1. Check the email invitation and dial in codes available.
2. Dial the access number (there are several options) on your phone, followed by #
3. Enter the password when prompted followed by #
4. Enter the Zoom session.

**How to engage during the session:**

1. **Mute:**

It is important in sessions involving a large number of participants that you **mute** your microphone as soon as you join the call successfully. This is the mic symbol that appears in your profile box (located at the bottom of the zoom screen – move your cursor there to find it). When muted, your mic has a line through it. When live, there is no line through it.

2. **Speak**:

When you are not on mute, you can speak as in a normal conversation. You need not adjust the volume to be heard – this can make it more difficult for people to hear you.

3. **Query:**

If you have any queries during a Zoom call with a large number of participants, you can:

i. **EITHER** – use the Chat function on the bottom bar (middle). You can send a short message. Where sessions are due to follow a set format, such as church service, **please send a message only to the host, not to everyone; OR**

ii. **CALL** the meeting host directly (especially in any trial run for a large call).

*Where the number of participants is large, there is a set format, and to ensure a good session flow, it is important not to use other functions on the screen.*

**How to leave the session:**

If you wish to leave during the session, click **Leave meeting** in the bottom right hand corner of your screen.

The host of the meeting can end the session for all participants, and you will see it close. You need do nothing further to leave.

**Zoom's own help guide:**

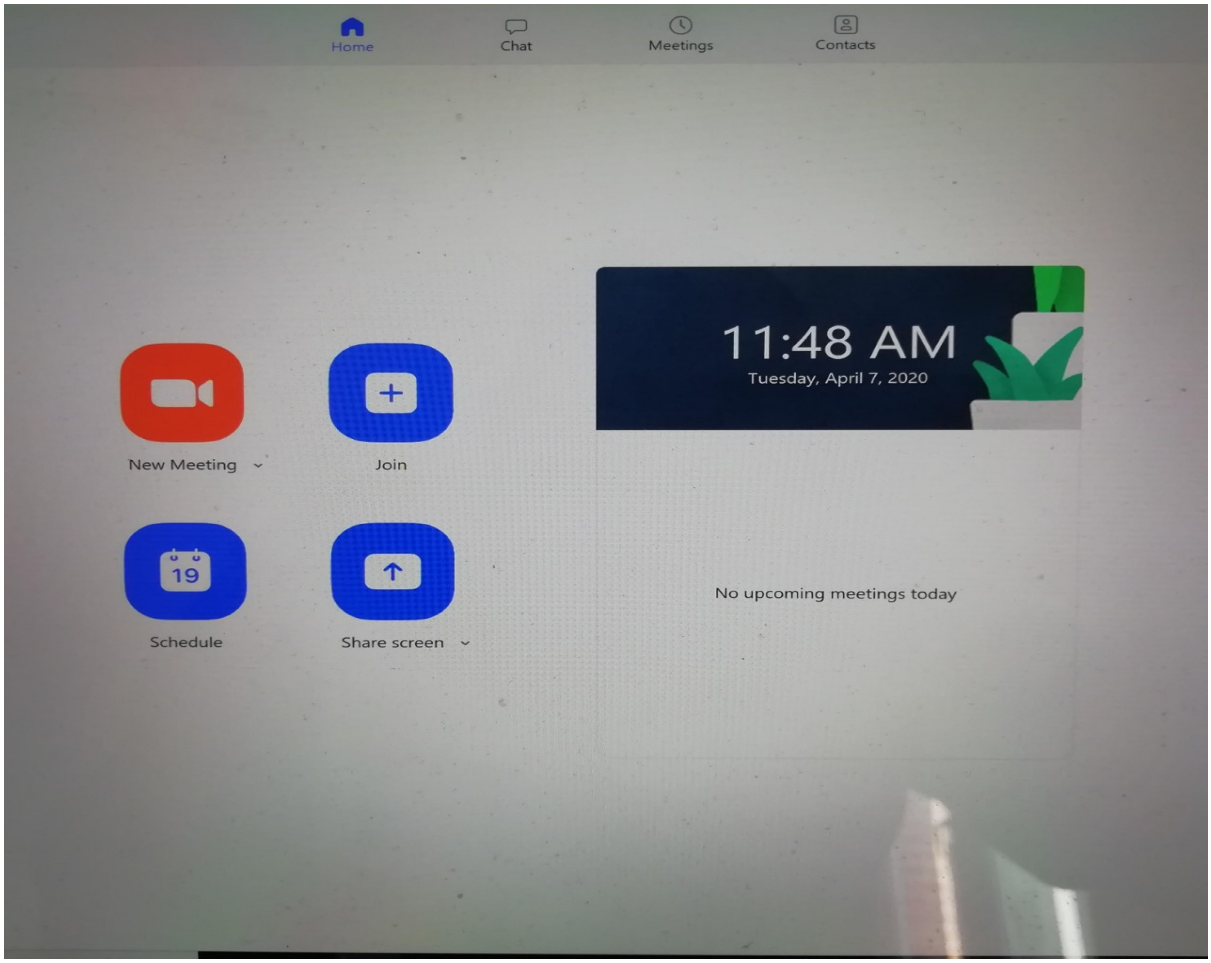
It has a link to click on the video you can watch on PC/laptop/smart phone:

https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

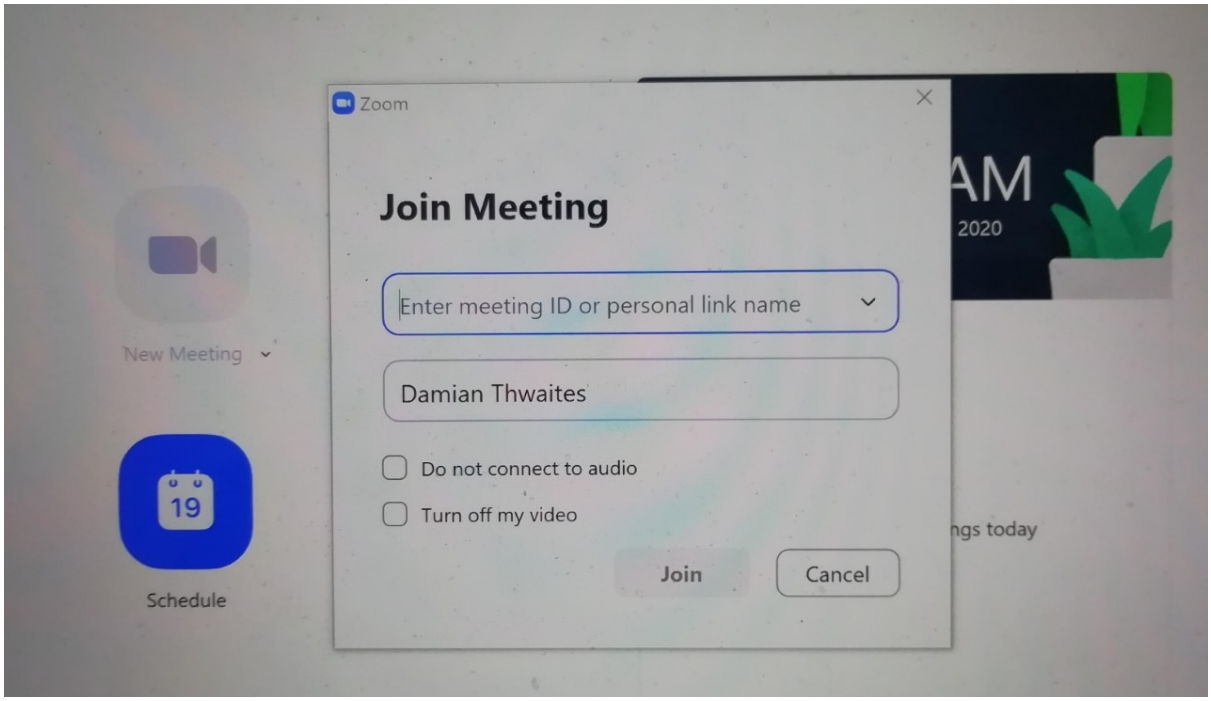
**Screenshots:**

Below are some screenshots covering key steps …

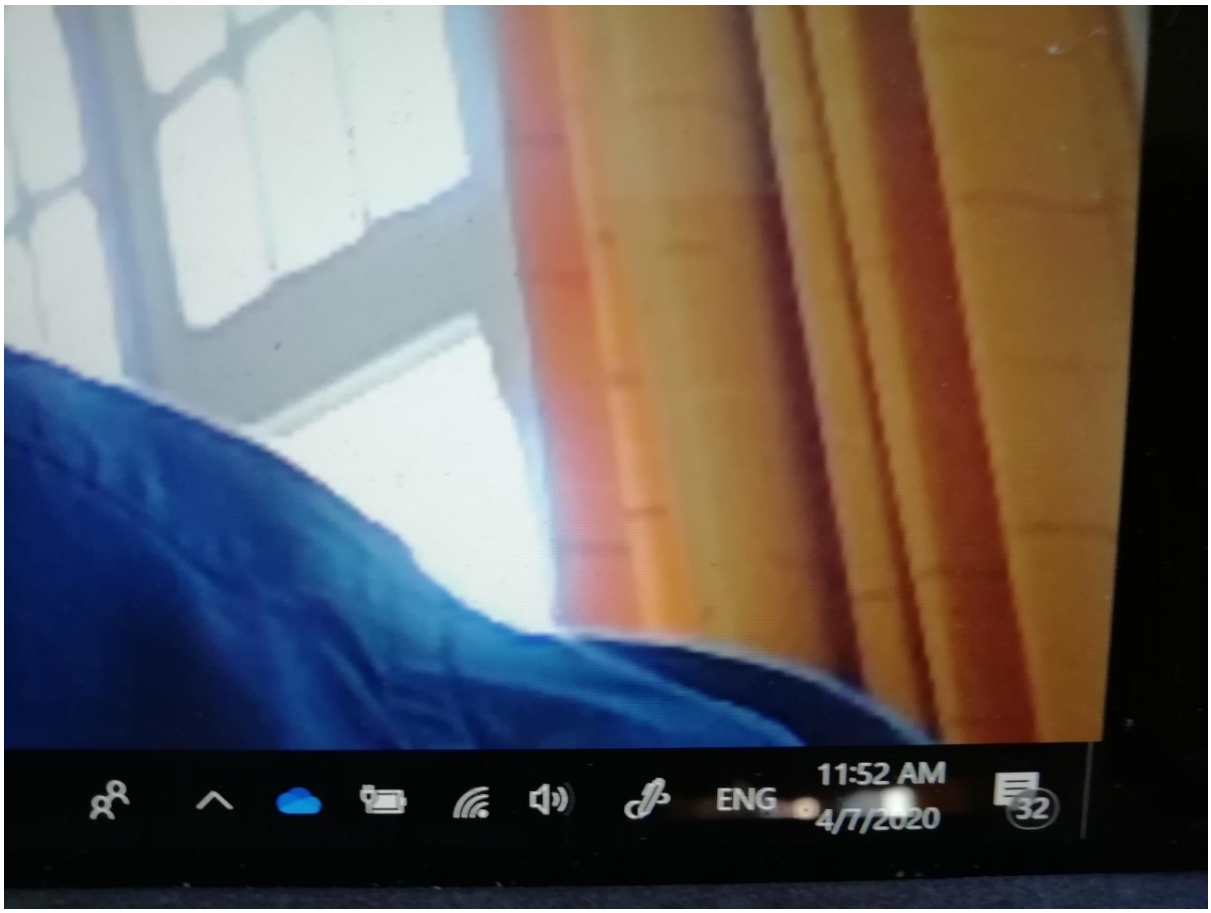
**Pic 1: Click Join from Zoom**



**Pic 2: Enter meeting ID (followed by password on next screen)**




**Pic 3: Check volume control (bottom screen, middle bar – 6th from left)**

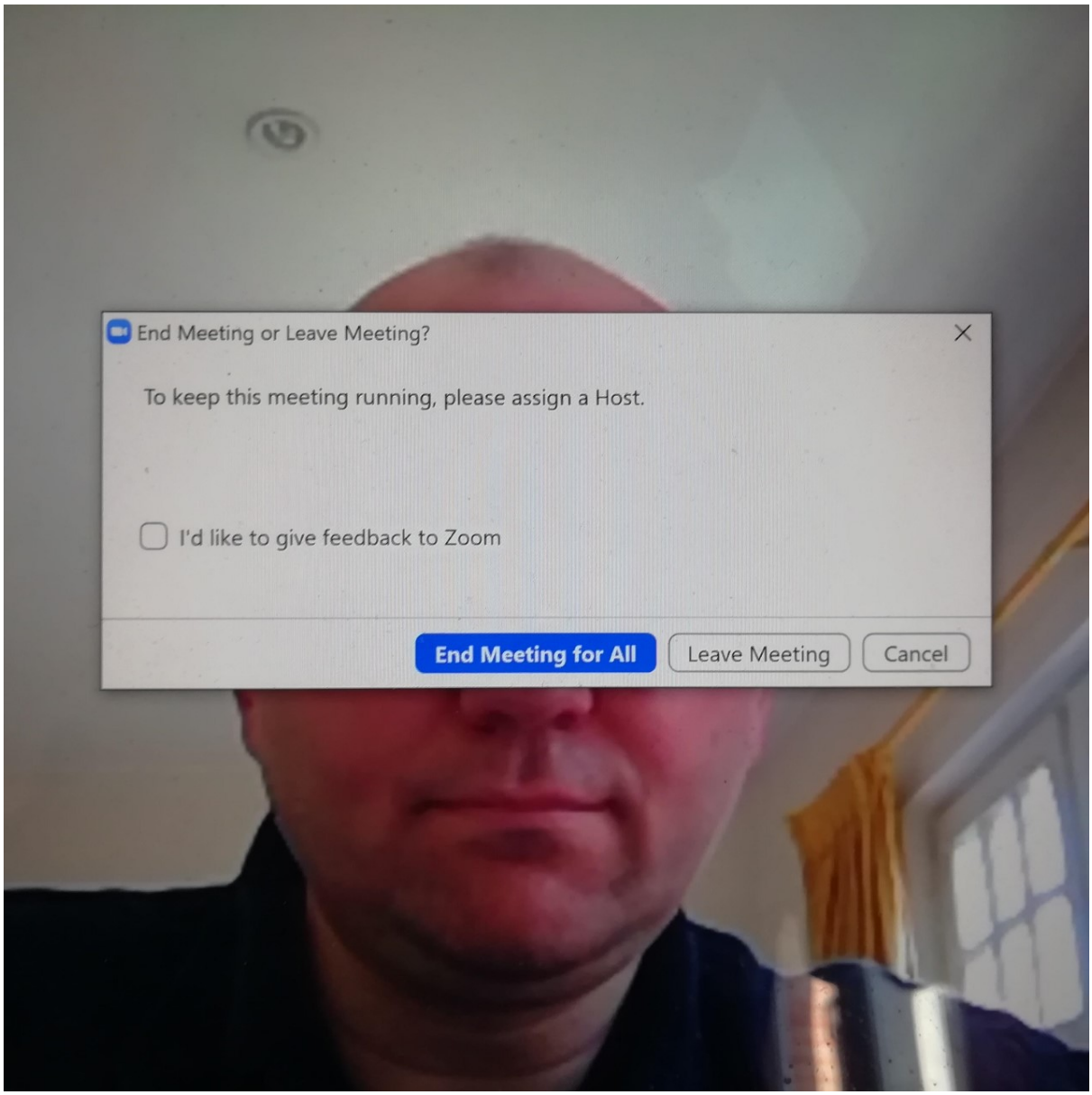


**Pic 4: What your screen should look like when you've joined**



**Pic 5: Leaving the session**

**Click Leave Meeting. Only your host should end meeting for all!**




**Contacts:**

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