

How to “Zoom”

Zoom is a new application our church is using to allow our worship services, prayer gatherings, meetings, gatherings and youth groups to continue. Zoom is a free app, that you do not need an account for. You can setup a free account if you would like. You can access this online with a computer, tablet, or smartphone with speaker or headphones. You can also call in through a telephone to hear the “meeting” audibly. Below is information on How to “Zoom”.

Etiquette:

When anyone logs in/calls in to a Zoom meeting/gathering the etiquette is to keep your microphone muted if you are not speaking. This will help keep the meeting/gathering clear from background noises. When you would like to speak please either raise your hand or unmute yourself (please find information to do so below in each section).

Call-In Zoom Meeting/Gathering

If you prefer to call in to listen audibly to the meeting/gathering please call 1 312 626 6799 and enter the specific Meeting ID and # when prompted. This can be done from any type of telephone. To mute/unmute yourself please press *6 and to raise your hand press *9.

Online Zoom Meeting/Gathering

Prior to any meeting/gathering held on Zoom you will receive notice from the church with a link to access. The notification will also include a 9-digit Meeting ID and Password that you will need to enter.

When a meeting is set to start or a little before, click on the link in your invitation to “**join via computer.**” You may be instructed to download the Zoom application (if it is your first time using it) or it will “launch” the Zoom app. Once the app is open you will have an opportunity to test your audio at this point by clicking on “Test Computer Audio.”

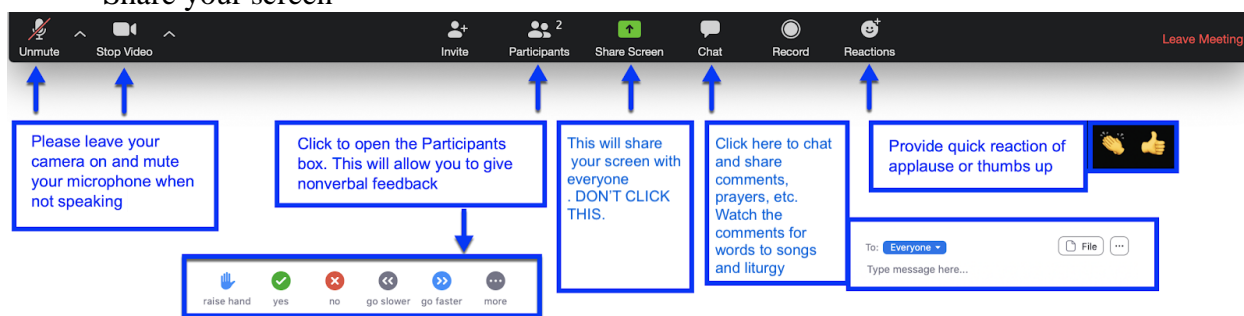
Once you are satisfied that your audio works, click on “**Join audio by computer**” this allows your microphone to work.

You may also join a meeting without clicking on the invitation link, but by going to the app or join.zoom.us on any browser and entering the Meeting ID provided by the church.



Online Participant controls: (See image below) Using the icons, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen



Online Meeting View

In the top right of your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all the meeting participants.

Microphone on Phones/iPad

Sometimes when the Zoom app is downloaded your phone/iPad may not grant the app access to the microphone. Please go to your settings, click on privacy, microphone. Make sure the Zoom app is turned on for the microphone (the toggle is green).