

Using Zoom

We are going to try to use Zoom for the Lent Course this year. If you've not tried using Zoom, these brief notes may help you get started.

To use Zoom you will need a computer, laptop, a "smart" phone or a "tablet" (ipad or Android) with an Internet connection. Your device should have a microphone and camera but if you don't have a camera you can use Zoom in "audio" only mode. Zoom uses the speaker in your device or headphones for the audio part of the meeting. [Hint: If you have used Skype or FaceTime or Teams on your device, you can use Zoom on it.]

You need to download the Zoom app from www.zoom.us/download or install it from the app store for your device. There is no charge for this app. You only need to do this if you've not used Zoom before.

You may receive an invitation to take part in a Zoom event by email and the invitation will include a link (url) which you click on to join the meeting. The link to join a meeting may also be published on the website (rather like the link to view an online service).

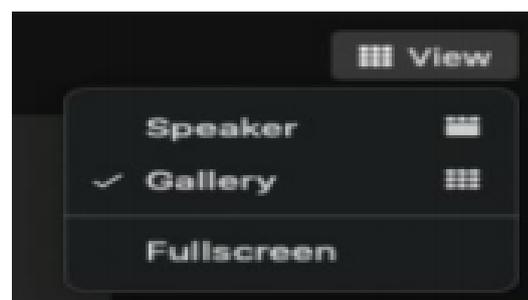
To join the Zoom event, just click on the link. This will start the Zoom App and connect you to the Zoom system.

If you are asked about joining with Computer Audio reply "yes". If you have a camera on your device, you may also be asked if you want to join with video, again reply "yes". You will then be placed in a *waiting room* until the meeting/event convenor starts the event.

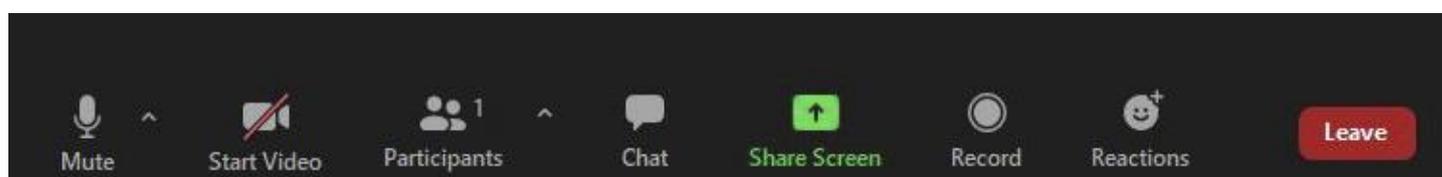
When you join the meeting, you will either see a screen with a grid showing (some of) the other participants who have joined the meeting or just the meeting convenor.

When you speak through your microphone, all the other meeting participants will hear what you say. Zoom works best if only one person speaks at once!

During the meeting the person who is speaking will be on the screen. If you would like to see everyone on the screen click the View icon at the top of your screen, then click *Gallery*. To go back to the screen with just the person speaking, click the View button again, then click *Speaker*.



At the bottom of the Zoom screen, you will see a set of controls as shown below (or similar). If you want to speak make sure that the *Mute* icon does not have a red line through it; just click on the icon to unmute (or mute) your microphone. If your device has a camera but you can't be seen on the video, check that the *Start Video* icon does not have a red line through it; you can turn the video on and off by clicking *the Start Video* icon. You leave the meeting by clicking on the *Leave* icon.



If you are using a desktop computer or a laptop you can test Zoom for yourself. In your web browser go to <https://zoom.us/test> and click on . This lets you

join a “meeting” where you can test that your audio and video are working. . (This does not work for phones or tablets.)

There are lots of documents about using Zoom on the web. A good place to start is <https://support.zoom.us/>.

For church events, we start the Zoom meeting about 10 minutes before the event starts – this allows those trying Zoom for the first time to get used to how it works and to get some help.

There is no charge for joining any Zoom meeting (including the “test meeting”).

It sounds much more complex than it really is. Give it a try if you can and enjoy our online Zoom events.