

Quick Guide to Zoom

Zoom is an online video conferencing application. It allows groups of people to gather for meetings using a computer, a tablet, or a smartphone. It also allows people to call in with any kind of phone and participate in gatherings.

Zoom meetings need to be hosted by someone, usually the meeting's organizer. Your pastor, or other church leader, would sign up for an account and then schedule or start a meeting. They are considered the "host" and have control over the meeting, such as sending out invitations, assigning breakout sessions or recording.

Ways to join a Zoom Meeting

1. Computer -- You can join using a link provided in an email. Click the link and your computer's browser will automatically prompt you to download the Zoom app. You must allow this to join the meeting.

In order to participate in a Zoom meeting, your computer must have a microphone and speakers. To allow others to see you, you will need a webcam, which most laptops have. External webcams connected to a computer work as well. You don't need a camera to use Zoom and see what is on the screen, but it allows others to see you.

2. Smartphone App -- You can join with a smartphone. It is similar to joining with a computer; but you need to download the Zoom app to join.
3. Phone -- You can dial into the conversation with a phone by dialing a location number. Then when prompted, enter the Meeting ID number followed by the # sign. The Meeting ID is on the meeting invite.

When entering as a phone participant, your video is off and your sound is usually on. It is helpful to know that *6 mutes and unmutes your phone. Select *6 to talk and *6 again to mute. Phones create a lot of background noise in a Zoom meeting so it's helpful if phone users are muted when not speaking.

Joining a Zoom Meeting on the Computer

Start by clicking the link in the meeting invitation. Your computer's default browser will automatically try to launch the Zoom software.

- ❖ If the software is not already on your computer, the browser will automatically download the app.
- ❖ Follow all the prompts to install it, and if it asks you to "Run" a file, click yes or run.
- ❖ You will join the meeting as soon as the software installs. This should only take a few seconds.
- ❖ If the software is already on the computer, you will be asked to "launch" the Zoom app.
- ❖ Before entering the meeting you will be asked to join audio. Click "Join with Computer Audio."

Montana-N. Wyoming Conference is inviting you to a scheduled Zoom meeting.

Topic: Committee Meeting
Time: Sep 12, 2020 02:00 AM Mountain Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/84547328055?pwd=dVVlOHhyWG8xSVFOU0FIQjNQRUp6UT09>

Meeting ID: 845 4732 8055
Passcode: 249558
One tap mobile
+12532158782,,84547328055#,,,,,0#,,249558# US (Tacoma)
+13462487799,,84547328055#,,,,,0#,,249558# US (Houston)

Dial by your location
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)

Meeting ID: 845 4732 8055

Passcode: 249558

Find your local number:

<https://us02web.zoom.us/j/84547328055>

Meeting Controls on a Computer

At the bottom of your screen, you should see the control bar. If not, move your cursor on the screen and it should appear. The control bar contains all the functions for your participation in the meeting.



Mute / Unmute

This toggles your computer's microphone on and off. If you have a red line through the button, it will read "unmute" meaning you are currently muted. It is very helpful to all if participants are muted at all times except when to speak. We recommend that users wear earbuds or earphones to hear the meeting as your microphone will pick up the sound from your speakers and start feedback (high pitched sound).

Start Video / End Video

This turns your computer's camera on or off. If you don't have a webcam, others will only see a generic icon representing you on the screen. But you can still participate through audio. You will need to hit START VIDEO to see all the participants.

Invite

This allows you or the host to invite others to participate. The host may shut this off to participants.

Participants

This brings up a list of those in the meeting on the right side of your screen.

Share

This allows the "host" or you to share what is on your screen. It gives you or the host the ability to share from other applications open on your computer. The host may shut this off to participants.

Chat

This allows you to type a message either to the entire group or privately to an individual by clicking the recipient under "To:" in the message box. The host may shut this off for participants.