

How to use Zoom

PREPARATION

Before you can connect to your Zoom meeting, you must install the Zoom Software on your device. You can obtain the software various ways including:

- * If you were emailed a link that looks similar to this https://adventist-church.Zoom.us/j/***** you can click the link and it will present a method to obtain software.
- * Alternatively, click <https://adventistchurch.Zoom.us/download> to download zoom client or search for "Zoom Cloud Meetings" in your app store.

JOINING A MEETING

STEP 1

To join a meeting you have two options:

1. If you receive a link similar to this https://adventistchurch.Zoom.us/j/***** click it and the Zoom app will open with the desired meeting ID.
2. Open the Zoom App and press "Join a meeting".

- Enter the Meeting ID numbers that you were provided with.
- Below the Meeting ID is a field to where you can type your name.
- Press 'Join'.
- Enter the provided password if the meeting requests it.

- Click 'Join Meeting'.

NOTE:

- "Sign In" is optional. You can join a meeting without signing into a zoom account.
- We recommend signing up with an email address rather than signing in with Google/Facebook for security reasons.
- Ensure the Zoom password you set is unique from your other passwords.

STEP 2

- Your device will ask how you want to connect via audio. Press the option to use Internet/Device Audio.

ZOOM ETIQUETTE

It's really awesome we can come together and worship and do community over the internet. Here are some guidelines to make the Zoom experience pleasant for all:

- Arrive early to test your device as well as to ensure the meeting starts on time
- Pick a quiet spot with no background noise
- Mute your microphone when not talking
- Try to avoid talking over another participant
- If you are singing then mute yourself so you can hear the main singer/music
- Turn your video on so everyone can see your smiling face
- Look at the camera when you speak so the participants feels like you're talking directly to them
- If the quality of your conference is poor consider stopping your video
- Avoid busy backgrounds as they can become distracting
- Avoid having a bright window behind you
- Have good lighting on your face so others can see you
- Take note of the angle of your camera – Beware of up nose shots
- Be aware you are on camera and avoid looking distracted as others will see
- Use Zoom's chat function when appropriate
- Be mindful if your internet connection is poor then your experience will be poor
- Don't forget to smile and give thumbs up now and then to encourage the speaker

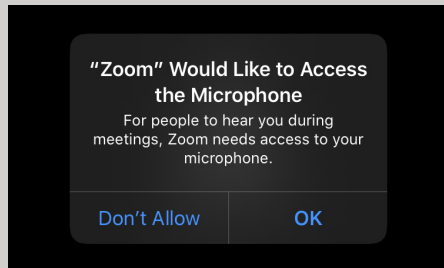
JOINING A MEETING

For iPhone

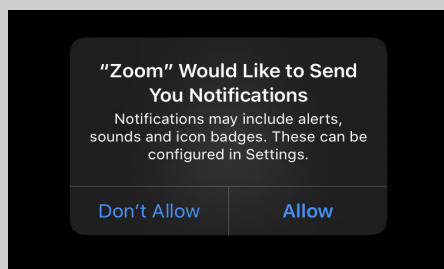
Upon first use you will need to allow Zoom to access your device's hardware.

Below are prompts you may see:

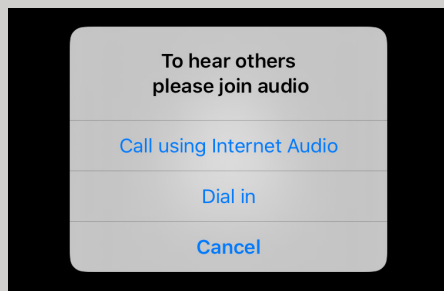
1. Press 'OK'.



2. Press 'Allow'.



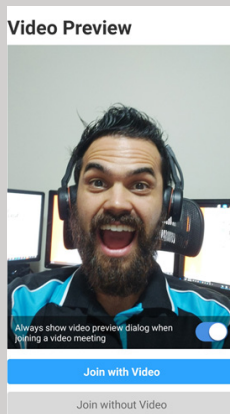
3. Press 'Call using Internet Audio'.



4. If Zoom is setup to have video enabled you may be presented with a window to join with video.

5. Click 'Join with Video'.

6. Your Apple device has now joined the meeting.

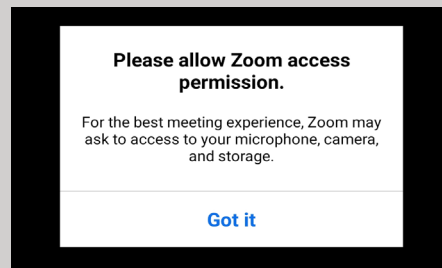


For Android

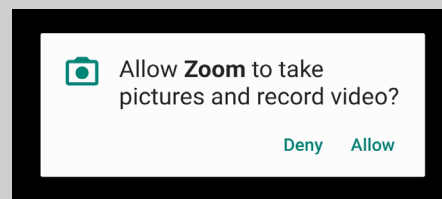
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Below are prompts you may see:

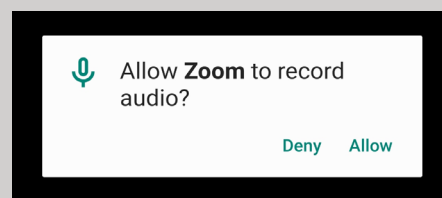
1. Press 'Got it'.



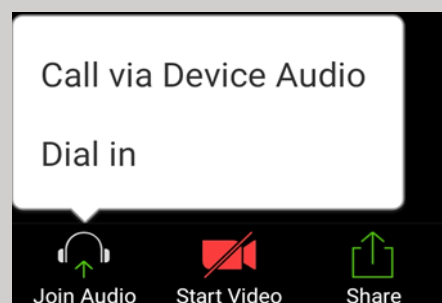
2. Press 'Allow'.



3. Press 'Allow'.

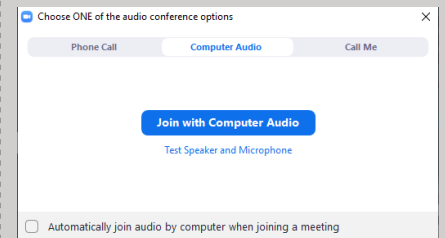


4. Press 'Call via Device Audio'.

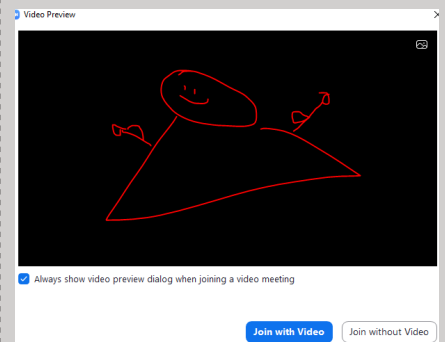


For Computer

1. Click 'Join with Computer Audio'.



2. If Zoom is setup to have video enabled you may be presented with a window to join with video.



3. Click 'Join with Video'.
4. Your computer has now joined the meeting.

No Computer or No Smart Device? No worries!

You can dial in using your mobile phone or landline:

- Call 02 8015 6011, 08 7150 1149 or 03 7018 2005
- Enter your meeting ID when prompted then press #
- Enter your participant ID then #. If you don't have a participant ID just press #
- If prompted, Enter your meeting password then press #.

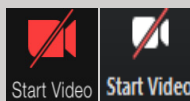
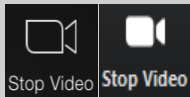
You have now joined the meeting.

MEETING CONTROLS

You will see icons across the screen that let you have some control in how you meet. If you can't see these icons simply touch the main screen.

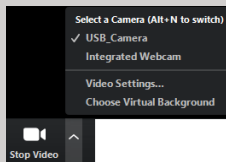
Video

- Your camera is on and people can see you.
- Your camera is off and people can't see you.



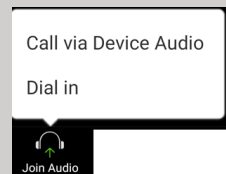
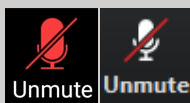
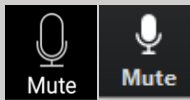
Top bar of mobile device

- You can toggle between front and rear camera.
- If you are using Zoom from your computer and you find video is coming out of the wrong device then check your video device selection settings and change selection of the video device.



Audio

- Your Mic is enabled and people can hear you.
- Your mic is disabled and no one can hear you.
- You haven't joined your audio in properly. Press "Call via Device Audio".



Top left bar

- Your speaker is *activated* and you can hear people.

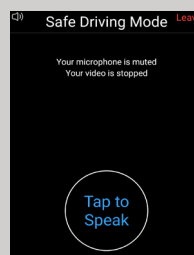
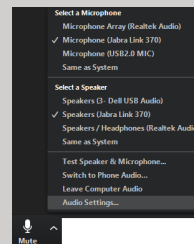


- Your speaker is *deactivated* and you can't hear people.



NOTE:

- If you are using Zoom from your computer and you find sound is coming out of the wrong device then check your audio device selection settings and change selection of the speaker.
- This is where you can change microphone option too.
- If you swipe right you enable safe driving mode where you can listen in and to talk you have to press the big "Tap to Speak" button.



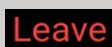
Leave a meeting

When you need to leave the meeting press the 'Leave Meeting' button.

FOR COMPUTER

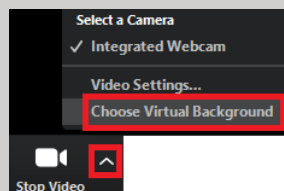


FOR MOBILE

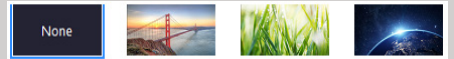


Virtual background

If you want to have some fun and change your background you can simply click the camera options and



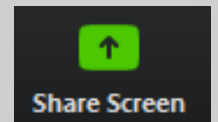
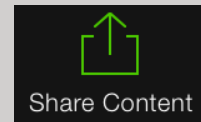
select 'Choose Virtual Background'. You can now choose a virtual background or upload your own.



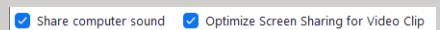
Share Screen/Content

You can choose to share your desktop, particular window or application or start a whiteboard.

- Click 'Share Content / Screen' and select what you want to share.



- If you are sharing video content from your computer, ensure you have selected these options for a smooth video.

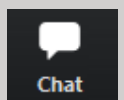


Chat

As well as verbal communication there are written communications within the app.

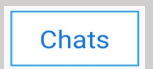
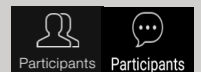
FOR PC

- Click the 'Chat' button.
- And type your message in the message box.



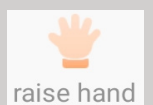
FOR MOBILE

- Click 'Participants'.
- Click 'Chat' and you will be able to text your message to participants.



Raise hand

- If you are muted you can also raise your hand so the host/moderator can see you would like to speak.



SUPPORT

Official website: www.zoom.us

The top right hand corner has a 'resources' tab which includes video tutorials for you to watch.

