

## How to Zoom!

If you have a device that has a camera and audio, you will be able to see and hear the other people in the meeting. That's the best part!

If you don't have a camera and microphone, you can join by **any** phone; land-line or otherwise. That's the next best part! Note, you won't be able to see anyone, but you will be able to hear them, and they will hear you.

**When calling in**, I don't know why they give you so many options of phone numbers to call. I usually just use the first one. If you have trouble getting through, try a different one. Then enter the meeting ID provided. Zoom just added a required password. The password we will use for our meetings is 3039. Call just a few minutes before the meeting. You don't need to set anything up beforehand. Just dial in, enter the Meeting ID number and the password when prompted. Then say "Hi!" to all your friends when it prompts you to announce yourself.

**When joining by computer** or smartphone, you will typically receive an email that has a link to the meeting. It will say "Join Zoom Meeting." Under that a link will be highlighted. Click on it to join. If you have never used Zoom on your device (computer, laptop or smartphone) you will need to set it up prior to the meeting. In the next few days, go ahead and click that link. (Don't worry, that link is just for this group. You won't end up in someone else's meeting.) It should prompt you or ask you if you want to set up an account. Click yes. It is free. You will have to enter your information including name and email address, but do NOT put in a credit card number. It's not necessary. (I don't recall if you need to download an app or not - if it says you need to do that, follow the prompts. My Apple devices usually ask for my Apple ID and password when I get free apps. I assume non-apple users have a similar code that you have previously set up. You may have written it down somewhere or if someone helped you set up your device, you might need to ask them.) Whether you have to get the app or not, follow the prompts to get Zoom set up. It's pretty user-friendly.

This is really the hardest part. If you can get it set up, I think it will be worth it and you will really enjoy seeing everyone.

A few minutes prior to the meeting, open the email. Click on the link. When the window opens, it will ask you if you want to access the camera and then it asks about the microphone or audio. Click, yes or "Allow."

In the lower right hand corner of the window there is a little icon with arrows pointing out. Click that to show the window "full screen."

In the lower left corner there are two icons. One is a camera, the other is a microphone. (You may have to hover your cursor in that area in order to see the icons.) When you join the meeting, you will likely be muted and red diagonal strike-through lines will appear over these icons. Click once on each to unmute yourself to speak and be seen. After initial introductions it is good meeting etiquette to keep your microphone muted unless you are the person speaking.

I realize this may seem overwhelming if you've never done it before. If you need help, please feel free to call me at 602-309-0261, or call someone else who has used Zoom before.

I hope you give it a try. I think you'll be glad you did.

*Pastor Janet*