

Step by Step guide to Join a zoom Call:

You do not have to have a Zoom account to join a Zoom meeting. However, if you download the app for a smartphone or a tablet, it will have you join Zoom to use the App. Creating a zoom account is quick and easy.

Suggestions to make your Zoom experience easier for yourself and others!

1. Join Zoom. It is fairly easy to navigate without joining, but joining is makes it even smoother.

How to Join

- I. Go to zoom.us
 - II. In the upper right corner click "Sign up, it's free"
 - III. Type in your email address where it says "Your work email address" (It does not have to be a work email)
 - IV. It will send you an email to confirm your email, go to your email and click on "Activate Account"
 - V. A screen will pop up, add your name and create a password
 - VI. You should now be all set to go.
2. Do not wait until the worship or meeting start time to try and join the meeting. Go ahead and try to sign on 10-15 minutes before the start time to iron out all of the kinks and you will be ready to enjoy the worship or study when it starts without missing a thing!
 3. Test your speakers and video before hand. If you are unable to hear the meeting, it is most likely an issue on your end. Make sure you do not have your speakers muted in your settings and make sure your speakers are turned up!
 4. If you are in a Zoom room for a bible study, mute yourself when you are not speaking. This will make sure the experience is good for all and will help keep distractions down.
 5. If you need to get up and move, please pause your video before moving!
 6. Use the chat feature to ask questions or add a comment!
 7. In the top right of your screen you can either use "gallery view" that will tile video images of all participants or you can click "Speaker view" to have the host as the main screen you see

Note: The worship service will be set up this Sunday so that everyone is muted when they enter the meeting room. You will have an option to unmute yourself until the service begins. Once the service begins, participants will not have the option to unmute themselves.

Joining a meeting:

Option 1: Computer

Step 1: Make sure your computer has a camera and speakers (and that speakers are turned on and up)

Step 2: Open email with Zoom invite in it from the church

Step 3: Click on meeting link below "Join Zoom Meeting"

Step 4: When you see the prompt "Do you want to allow this page to open "zoom.us"?, click Allow

Step 5: Choose either "Join without video" or "Join with Video"

- If you choose without video, you will be able to see and hear the meeting, but other folks will not be able to see you.
- If you choose with video, others will be able to see you (you will have an option to turn off video later if you want)

Step 6: You have several options here:

1. Option 1: Click on "Phone call" in the upper left side of the pop up box. Once you click on phone call, it will give you a number of phone numbers to call to join the meeting via phone. Use your regular phone to dial one of those numbers and you will be able to hear everything, but not see anything.
2. Option 2: Click on "Computer Audio" in the upper right side of the pop up box. Click "Join with Computer Audio". This option is how you will be able to both view and hear the video.

Step 7: Once you are on, look in the bottom left corner of the screen and make sure you are muted. If you see a red line through the microphone, it means you are muted and others cannot hear you. This is also where you have the option to turn off your video. Please leave your audio muted throughout the worship service. If you are on zoom for a bible study, it is best to mute yourself when not speaking, and then unmute yourself to speak. This makes everyone's experience better.

Other options:

1. You will see on the same bar as the audio/video buttons a "chat" button. If you click on this, a chat box will appear to the right of your screen and you will be able to type in questions if you would like.
2. If you click on "participants" in that same bar, you can see everyone that is logged on to enjoy worship.
3. If you click on "invite" in that same bar, you can send an email to someone to invite them to join the service.
4. In the bottom right corner, in that same pop up bar, you will see the "leave meeting" button, if you want to leave the meeting

Option 2: Tablet or Smart Phone

Step 1: Open email with Zoom invite in it from the church

Step 2: Click on meeting link below "Join Zoom Meeting"

Step 3: Click "Join with video"

Step 4: Click "Call using internet audio"

Step 5: Tap the screen and then go to the bottom left to see if you are muted. If a red line is through the microphone, you are muted. You can also turn off your video when you tap the screen as well

Option 3: Tablet or Smart Phone

Step 1: Open email from church with Zoom invite in it. Write down the Meeting ID and Password

Step 2: Open the Zoom App

Step 3: Click "Join" and type in the meeting ID number

Step 4: Enter in the room password

Step 5: Click "Join with video"

Step 6: Click "Call using internet audio"

Step 7: Tap the screen and then go to the bottom left to see if you are muted. If a red line is through the microphone, you are muted. You can also turn off your video when you tap the screen as well

Option 4: Join by landline

Step 1: Open the email invite from the church

Step 2: Dial the number underneath "Dial by your location"

Step 3: Enter in the Meeting ID number followed by the # key

Step 4: If the meeting has not started, just wait for it to begin!