

Zoom Basic User Manual

Joining a Meeting

- Method 1: Click on the link sent to you via email. If you have the Zoom app already loaded on your device (computer, iPad, or phone), it should open automatically. If you do not have the app on your device, it will prompt you to download the app first and then will open the link.
- Method 2: If you have the Zoom app downloaded, click on “Join meeting”. Type in the Meeting ID and password (if there is one).

Note: the Meeting ID and Password for Zoom church are the same every week so if you write down the Meeting ID and password and use this method every week to avoid having to search for the link.

- Method 3: Join by a regular phone. (You will be able to listen and talk but not see anyone.) Call this number - 1 646 558 8656, and enter the Meeting ID and password when prompted

Settings during the meeting:

- Mute/unmute: The microphone icon can be clicked to turn your mic on or off for speaking. (For Zoom church, you will not be allowed to unmute yourself. The host controls everyone's mute button.)
- Start video/Stop video: This icon can be clicked to turn on or off your camera. If it is on, we can see your face. If it is off, we will see just your name on the screen.

Desktop: Mute and Stop start video are on the bottom menu

iPad: Mute and Stop start video are on the top menu

Smart Phone: Mute and Stop start video are on the bottom menu

- Speaker vs Gallery View: (Top menu on desktop, top left menu on iPad, swipe left on smart phone)
 - Choose Gallery View to show everyone present at the meeting.
 - Choose Speaker View to show the person speaking in the main screen.

Troubleshooting sound issues

If you are not hearing any sound, or you cannot get your mic to work even though you are unmuted,

1. Make sure the volume on your device is turned up
2. If it is still not working, click on the ^ symbol next to the Mute button, choose “Test Speaker and microphone,” and perform the tests

3. If it is still not working, click on the ^ symbol next to the Mute button, and choose audio settings to review your devices settings
4. If all else fails, you can use your phone (cell phone or landline) to hear the meeting and speak while watching the Zoom video on your computer. To do this, click on the ^ symbol next to the Mute button and call one of the numbers provided. You will need the Meeting ID and password in order to connect your phone.

Extra but unnecessary things you can do in Zoom:

1. You can change what appears as your name in your video box:

Desktop: highlight your video box, and choose the “...” menu

iPad: Go to Participants menu on the bottom of the screen, tap on your name, and choose “rename”

Smart Phone: Go to Participants menu on the bottom of the screen, tap on your name, and choose “rename”

2. To set a picture to appear when you turn off the video instead of a box with your name, you need a Zoom account (which is free). Go to zoom.us in a browser, set up an account, and in your profile, upload the photo of your choice.

3. Pinning a video: To keep one person in your speaker view even if they are not speaking, “pin” their video box

Desktop: Highlight the person’s video box, and from the “...” drop down next to their box, choose “Pin video.” You can still switch to Gallery but until you Unpin that person (same menu), they will always be the “speaker” in speaker view.

iPad: In speaker view, tap the box you wish to be the speaker from the gallery at the bottom of the screen.

Smart phone: Double tap in the video box you wish to pin, double tap again to unpin.

4. Chat, raising your hand, chat, answering yes/no, thumbs up, applause, and other feedback

Desktop: Chat is in the bottom menu, thumbs up and applause are under reactions in bottom menu, and raised hand and other feedback are in the participants menu.

iPad: Choose Participants menu at top. Chat and options for feedback are at the bottom of the list of participants

Smart phone: Chat, applause, and thumbs up icons are under the “More” menu at the bottom. To raise your hand, go to the Participants menu at the bottom of the main screen. (You can close the box once your hand is raised. Your raised hand will appear on the host’s screen.)

5. Changing your background — you can choose a virtual background to appear behind you on a Green screen. My computer is too old to do that so you’ll have to google it!