

Zoom Cloud Meetings Guide

The following is a basic guide on how to join Zoom meetings and use the basic functions that will support smooth running of meetings in Zoom. There are many more functions in Zoom such as screen sharing and breakout rooms, should you want further training in how to use this functionality please contact the church office who will put you in touch with one of our trainers

You'll need either, a computer, mobile phone, tablet computer or telephone to join a zoom meeting

You will be provided with a link to join a Zoom conference.

The link will look something like this:

<https://us04web.zoom.us/j/7222345678>

Click one of the following to find out how to do it:

- Join by Computer
- Join by a smartphone or tablet computer
- Join by phone
- Simple tools for smooth running

Join by Computer

Click the link, and following screen will appear:

If you have **NOT** downloaded Zoom before, you can choose to join by your web browser or [download & run Zoom](#), we recommend [download & run Zoom](#).

To choose to join **WITHOUT** downloading the software:

Click on [click here](#) on you the opened webpage. The following page should appear, click **I Agree**:

Enter your name as requested and click **Join**:

You will be asked which audio facility you would like to use. Click **Join Audio by Computer**.

Note that if you're computer does not have a microphone or you do not have head phones that have a microphone, using this option will **NOT** work and you should click **Phone Call** and follow the instructions on screen and using your phone. This method will allow you to use a phone as your microphone and speaker.

The following box may appear on your screen:

Click **Allow** and you will be in the meeting.

As you have joined by your webbrowser, you may not have access to your video camera and therefore will see the following message, "**Cannot detect your camera please check the device and connection and try again.**" when you click on the camera icon on the bottom left of your screen.

To choose to [download & run Zoom](#),

Click this option on the webpage, **you will only have to do the following process once.**

Clicking this will download a Zoom.....exe file onto your computer. Double click this file, and **Allow** it to make changes to your computer.

Now whenever you want to join a Zoom meeting, click on the link you've been sent.

You will see this dialogue box appear:

Click [Open Zoom Meetings](#)

Click, **Join with Computer Audio**. And you will be in the zoom meeting.

Join by a smartphone or tablet computer

You will need to download the free Zoom Cloud Meetings App from:

Once you have downloaded the app when you click on the link you may see the following screen:

This usually means you have **NOT** downloaded the App yet.

Once you have downloaded the App when you click on the link you will be asked to open the link by Zoom or your web browser, use Zoom.

Follow the instructions accepting the T&Cs and entering your name. You may find this message appear:

Tap **Call via Device Audio** and you'll be set to go.

Join by phone

Call the UK Zoom conferencing line:

020 3695 0088

You will be asked to enter a **MEETING ID** followed by the **#** key these are the last digits of the link you have been sent for example:

<https://us04web.zoom.us/j/7222345678>

meeting ID in this example is 7222345678.

Use your phone keypad to enter the meeting ID – eg **7222345678#**

It will ask for a participant ID, but as you are calling from your phone only, press the **#** key again on your keypad.

[Useful functions when using your phone:](#)

- To MUTE, press ***6** on your keypad
- To UNMUTE, press ***6** on your keypad
- To RAISE YOUR HAND, press ***9** on your keypad
- To LOWER YOUR HAND, press ***9** on your keypad

Simple tools for smooth running

The following instructions apply to those using a computer, phone or tablet computer.

To ensure the best experience for all on the meeting, please ensure you are muted when you are not talking with the group.

To **Mute** click **Mute** button usually on the bottom left of your Zoom screen:

To start and stop video click the Video button.

When in Zoom you can change how you view the other participants:

“Gallery View”, allows you to see up to twenty-five participants

“Speaker View” allows you to see the main person speaking

To change between these views you usually need hover your mouse around the top right corner of your screen.

Chat to other participants, by using the **Chat** function at the bottom of your screen and typing messages

Raise your electronic hand by clicking on **Participants** at the bottom of your screen and then the **raise hand** button.

Should your Internet be unstable:

- Trying turning off your video
- If that doesn't work, click the up arrow next to the **Mute** button click **Switch to phone Audio** this will give you a meeting ID and participant ID. Call 020 3695 0088, and enter the meeting ID when prompted using your phone keypad, and your participant ID when prompted using your keypad. Your phone will become your microphone and speaker.