

Use of Zoom Conferencing

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While we are all physically isolated from one another, we will still aim to meet albeit in the virtual world. We have joined a teleconferencing service called Zoom which will allow us to hold a simple service on Sundays and other meetings through the week.

Although Zoom offers the best experience via the internet, this is not necessary to join our meetings; it is also possible to dial in from any telephone. The cost of the call will be borne by the bill payer, so please check before phoning in. Joining via the internet is free to you and can be done on a standard ADSL internet connection.

If you are not used to using a teleconferencing service, do not worry these pages will lead you through the process of getting access and joining a meeting.

Even more important than when turning up in person is the need to join a teleconference early, you don't have to travel anywhere but the process can take a minute or two to complete, especially the first time you use it and can be disruptive for others if you are not used to the process.

Preparing to access by Internet

The Zoom Internet interface is done through an app. Support is only given for fairly new versions of each operating system, if you are using old equipment you may not be able to join this way. Don't worry if you don't manage to get through this before joining your first meeting, the meeting link will guide you through any incomplete steps.

IOS/Android

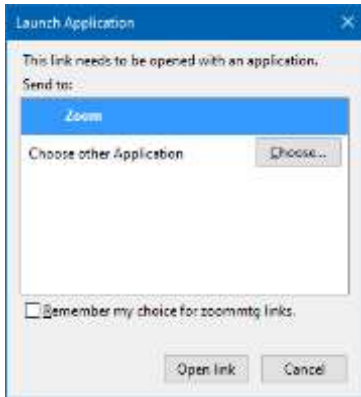
Look for the 'Zoom Cloud Meetings' app in the App Store/Play Store and install it.

MacOS/Windows

Download and install the app from <https://zoom.us/download> and look for the "Zoom Client for Meetings"

Set up the app

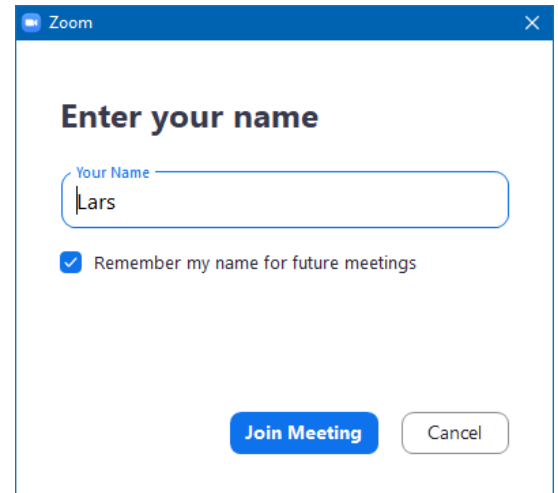
There are several steps to complete the first time you use the Zoom app. Again make it easy by completing these before your first church meeting by using the test meeting from <https://zoom.us/test>.



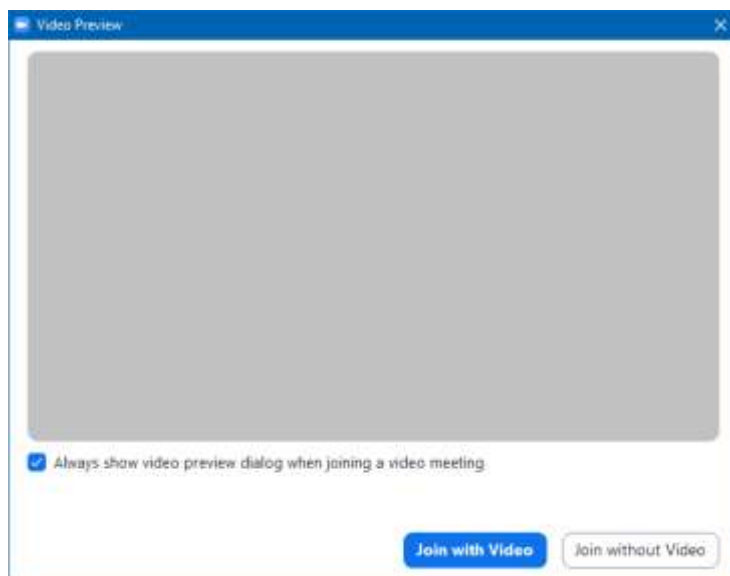
Your computer will ask you to confirm you want to use the Zoom app, remember to tick the 'remember your choice'.

Select Zoom and click on 'Open Link'. The link will open the app and prompt you for a name, enter your name and click 'Join Meeting'.

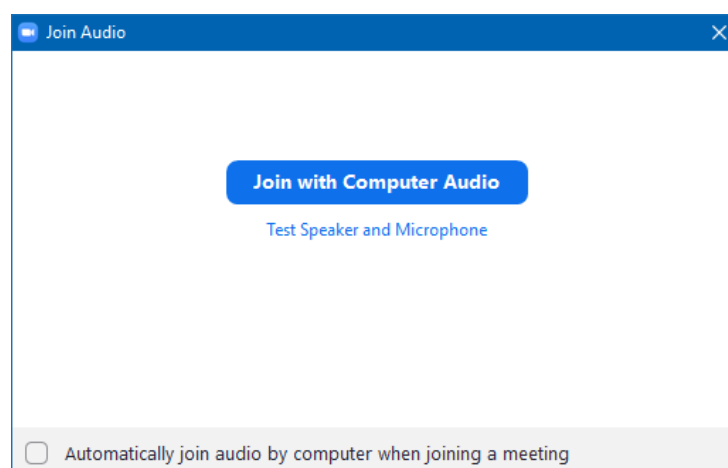
Agree to the Terms of Service and Privacy Policy.



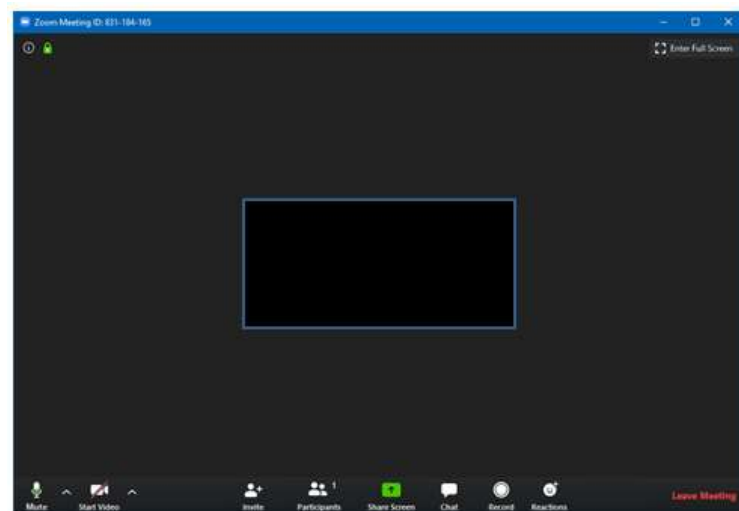
You then come to the 'door' of the meeting 'room', if you have a webcam you will have a choice of joining with or without it, make your choice.



You can test the audio connection or just join the meeting.



Then you are in!



Joining a meeting by Internet

Simply click on the link provided in the notification of the meeting.

If you have not set up the app the link will take you through the preparing to access by internet process above.

If you have completed the setup process you will come to the 'Join Audio' screen, click on 'Join with Computer Audio' button, you will then see the conference screen.

In the meeting

Joining a meeting from your computer gives you several capabilities that attempt to mirror those available to you in a physical meeting for business or church. But due to the nature of the interaction we need to be careful.

Please don't be tempted to play with the controls in the conference window during a meeting, it will be embarrassing if your image, or worse, accidentally pops up during the meeting.

Church Service

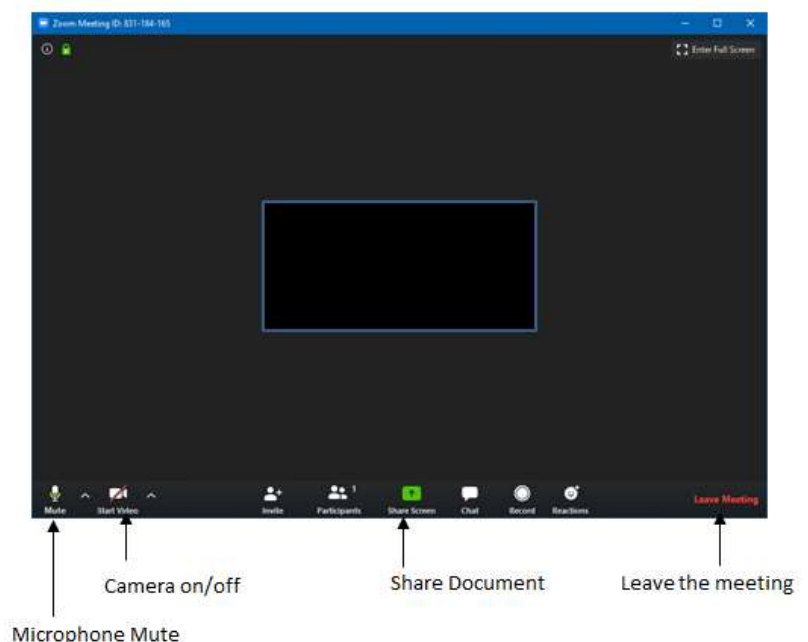
Unless you are asked to, please keep your camera and microphone turned off and do not share a document, we don't need 60 videos of people on the screen at once and we don't need 60 people talking at once or to see your emails.

We may use the ability to exchange messages, but this will come in future Sundays.

When it is time to leave, click the 'Leave Meeting' button.

Other meetings

For small meetings where your full participation is needed you will need your microphone switched on so people can hear you. Try to mute the microphone when you are interrupted by others in your house or need to cough etc.



When talking be aware of others, if two or more are talking at once, the listeners have no chance to concentrate on any one person, so try to give others space to talk as interrupting others is much harder than a face to face meeting.

If you have a webcam, it would be good to turn that on also so that others can see you.

To share a document, open it as normal, click on the 'Share' button, select your document and click the 'Share Now' button. This will shrink your conference window down so you can see your document, the others will still have their conference window to see your document.

To stop sharing find the control at the top of the screen and click 'stop sharing'

When it is time to leave, click the 'Leave Meeting' button.

Joining a meeting by phone

The invite will contain three national phone numbers based in the UK, if you pay for calls all three will be charged at the same rate, simply pick any one of them.

Once connected the system will prompt you for the Meeting ID. This is found in the meeting invite.

Enter the ID number as prompted on your phone's key pad.



For some meetings we may use a password, you will be asked for this after the Meeting ID, you will have been communicated the password if it is needed.

As you enter the meeting you will be given instructions on muting your mic etc. Make a note of how to mute and unmute your phone.

If you have the facility to make or receive another call while you are connected to the meeting, do NOT be tempted to use it. This puts your connection to the meeting on hold and often the phone system will play music which everyone else will then hear!

If you phone from a smart mobile phone you will be able to touch the 'One tape mobile' link on your screen to have the phone enter all these numbers for you.

When it is time to leave simply hang up!