St. Dunstan's HOW TO for ZOOM!

One of the ways we are working to stay connected at St. Dunstan's is by leveraging video conferencing technology. By now you may have heard of one called ZOOM. ZOOM is easy to use and has a "freemium" model, which makes it accessible to everyone at no charge.

This tutorial is meant to help you get up and running with ZOOM. If you have any questions, please email Perry Williams at tpdubya@gmail.com. You may also find it helpful to search "How to use Zoom" on YouTube or Google. There are many great online tutorials available.

THE BASICS

To *participate* in a ZOOM meeting all you need is two things:

> 1) the ZOOM App (or access to a web browser – see below) and,
>
> 2) a Meeting ID

To join a meeting with the App simply click "Join" on the App and input the Meeting ID. Please note you do not need to have a Zoom account to participate in a Zoom meeting.

To *host* a ZOOM meeting, you will need an account. Accounts are free. To get an account go to https://zoom.us/freesignup/:

- Enter your email and click Sign Up
- Click Confirm
- Zoom sends you an email
- Go to the email and click activate account
- Setup Password
- Your account is now activated. With an account you can create new meetings by generating a Meeting ID. With a Meeting ID anyone who has this ID can join your meeting.

HELPFUL TIPS!

- If you have access to headphones or a headset use one as you will be clearer to participants in the meeting. Speakers that don't use a headset may sound like they are distant or in a cave.
- If you aren't speaking mute your device by hitting the "mute" button in the App. You can un-mute yourself if you'd like to participate. This will make the meeting less hectic, especially when there are a lot of participants. It also minimizes background noises that can be distracting.
- NOTE: if you are the host/ meeting organizer you have the ability to mute everyone at once. This is a helpful tool for Sunday School teachers!

ADDITIONAL DETAILS on How To participate in a Zoom meeting

Using any **Web Browser [Yes, you can join meetings without the App; however, to have the best experience we recommend downloading the App]**

1. Open browser (Chrome, Safari, Firefox)
2. Go to join.zoom.us.
3. Enter your meeting ID provided by the host/organizer.
4. Click Join

Using a **Desktop App** [available for download at https://zoom.us/download

1. Open the Zoom desktop client and click "Join a Meeting" if you want to join without signing in – or sign in to Zoom then click Join.
2. Enter the meeting ID number and your display name.
3. If you're signed in, change your name if you don't want your default name to appear.
4. If you're not signed in, enter a display name.
5. Select if you would like to connect audio and/or video and click Join.

Using an **iOS/ Apple Device**

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store. Join a meeting using one of these methods:
   a. Tap Join a Meeting if you want to join without signing in.
   b. Sign in to Zoom then tap Join.
   c. Enter the meeting ID number and your display name.
2. If you're signed in, change your name if you don't want your default name to appear.
3. If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and select Join.

Using an **Android Device**

1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store. Join a meeting using one of these methods:
   a. Tap Join a Meeting if you want to join without signing in.
   b. Sign in to Zoom then tap Join.
   c. Enter the meeting ID number and your display name
2. If you're signed in, change your name if you don't want your default name to appear.
3. If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video and tap Join Meeting.