

Zoom Instructions:

We've put together some Zoom instructions for you to follow so you can join us for some of our online services, meetings, Bible studies, and coffee after our Sunday services, which take place on Zoom. We hope to see you soon.

Do I need an account?

You do not need a Zoom account and you do not need to pay for Zoom.

Do I need a laptop?

You can access Zoom from any internet connected device such as a computer (desktop or laptop), smartphone, tablet / iPad.

Do I need a webcam?

You do not need a webcam, although if your device does not have one, no one will be able to see you. You will still be able to see and hear us and be able to contribute to the meeting.

How do I join a meeting I have been invited to?

Option 1:

1. If you have been sent a zoom invitation with the link web address AND the Meeting code which is after a '/' at the end of the link like the below, you can simply left click on it. Or if that does not work, right click on it and click 'Open Hyperlink'.

<https://us02web.zoom.us/j/4760187062>

2. Then start from step 5 from Option 2.

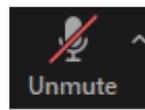
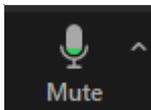
Option 2:

1. Open your internet browser (e.g. Google Chrome, Microsoft Edge, Safari or Mozilla Firefox).
2. In the website bar, copy and paste this link...
<https://zoom.us/join>
3. Type in the meeting number (this is the long number you would have been sent as part of the invitation).
Example: 476 018 7062
This is the meeting ID for the coffee and chat after the Sunday service.
4. You then MIGHT receive a pop up box asking where you want to open it. Click 'browser' if you do not have the App (download on your computer). Click 'open with App' if you do have the Zoom App downloaded on your computer. You would have had to download this yourself so if you have not done this then you won't have the App.
5. You MIGHT then be asked if Zoom can have access to your devices microphone and video camera. Click Yes.
6. Next, you might be asked for a password which you should have been provided within the invitation.

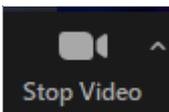
Example: Guthlac123

This is the password for the coffee & cake chat after the Sunday service.

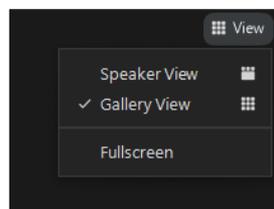
7. It will then say it is letting you in. At this point, it might also say it is waiting for the host (which means you have joined before the host). It will continue to load until the host lets you in.
8. At this point to hear people, you need to make sure your computer speaker is on and your volume is turned up.
9. To speak, you need to make sure you are not on mute. To Mute and Unmute, click this button: It is the same button and will change depending on whether you are muted or not.



10. To make sure people can see you, you need to make sure you have clicked 'start video'. If there is a red line it means you cannot be seen.



11. To view as many people as possible (you will see everyone's screen in a chequerboard style), click here in the top right-hand corner:  View
Then click Gallery View like so:



Speaker view means that whoever is speaking will have the largest video screen on your screen (it switches the screen over when someone new speaks). Everyone else will be in a row at the top.

12. It is good etiquette to mute yourself if someone is leading the meeting to avoid background noise (as then you may accidentally become someone's main screen if they can hear your noise more than the speakers).
13. To leave the meeting, click the Leave button in the bottom right-hand corner. You might need to wiggle your mouse for this to appear.

