

# **Zoom instructions for participants for computer, smartphone, tablet or phone options:**

## **Before a videoconference:**

You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

## **To join the videoconference:**

- At the start time of your meeting, click on the link in your invitation (request one from Pastor Doug) to join via computer. You may be instructed to download the Zoom application (this is recommended).
- You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”
- You may also join a meeting without clicking on the invitation link by going to [www.join.zoom.us](http://www.join.zoom.us) on any browser and entering the Meeting ID.

## **If you prefer to call in from any phone (for audio only option):**

- On your phone, dial (669) 900-6833.
- Enter the Meeting ID number when prompted using your touch-tone keypad.

## **Participant controls in the lower left corner of the Zoom screen:**

Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen
- Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.