AIEA HONGWANJI BUDDHIST TEMPLE

How to access the zoom meeting / memorial service

1. RECEIVE AN EMAIL INVITATION FROM A MINISTER

Zoom Meeting Reminder (外部) D 受信トレイ× Aiea Hongwanji Jiko To 自分 🔻 Shawn Yagi is inviting you to a scheduled Zoom meeting Topic: AHM BOD Meeting Time: Aug 17, 2021 07:00 PM Hawaii Join Zoom Meeting https://us02web.zoom.us/i/88929308794?pwd=bnd1OFIxaVFIZVczT0JiWWVoSUM2Zz09 Meeting ID: 889 2930 8794 Passcode: 008255 One tap mobile IS (San Jose) +16699006833..88929308794#....*008255 +12532158782,,88929308794#,...,*008255# US (Taca Dial by your location +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 929 205 6099 US (New York) +1 301 715 8592 US (Washington DC) +1 312 626 6799 US (Chicago) Meeting ID: 889 2930 8794 Passcode: 008255 Find your local number: https://us02web.zoom.us/u/knkaOr96H

You will receive the invitation via email from a minister. Please check topic, date and time.

Please click the blue link when service time comes. You may also ask to type Meeting ID and

Passcode sometimes.

2. OPEN ZOOM

When you click the link, this box will appear on your computer screen.

Please click

"Open Zoom Meetings"

Open Zoom Meetings?
https://us02web.zoom.us wants to open this application.
Always allow us02web.zoom.us to open links of this type in the associated app
Open Zoom Meetings Cancel

	×
Always show video preview dialog when joining a video meeting	
Join with Video Join without	Video

3. VIDEO CHECK BOX

You may see this Video Preview box with your face in the screen.

If you prefer not to show your video to participants,

please select "Join without video".

If you can join with video, click the "Join with Video" box.

4. WAIT AT A WAITING ROOM

Please wait, the meeting
soon.

Zoom Meeting

3rd yr Memorial Service for Mr. Taro Yamada $\Box \times$

host will let you in

2021/08/01

Test Computer Audio

You will see this box in the screen. This is waiting room. Please wait until the minister let you in the zoom room.

5. JOIN WITH COMPUTER AUDIO

Choose ONE of the audio conference options	×
Phone Call	Computer Audio
Join with Com	puter Audio
Test Speaker and	d Microphone
Automatically join audio by computer v	vhen joining a meeting

Now, you will find another box on your computer screen. Please click the center box "Join with Computer Audio"

6. YOU ARE IN THE ROOM



Now you enter the room. You should be able to see the minister and other participants faces.

7. IF OTHER PARTICIPANTS CAN'T SEE YOUR FACE...

Unmute



Please check the lower left of your zoom screen.

Please click "Start Video". If you see a red bar over the video camera mark, it means your video is not on.

Start Video

8. IF OTHER PARTICIPANTS CAN'T HEAR YOUR VOICE...



Please check the lower left of your zoom screen.



9. IF YOU CAN'T HEAR OTHER PEOPLE'S VOICE...

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Please check your computer audio.

If your computer is windows, you will find it somewhere lower right of your computer screen.

Please click and change the volume.

10. IF YOU CAN'T HEAR OTHER PEOPLE'S VOICE...

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View Help Shape Form

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If you see X on your volume mark, it means you are muted. Please click X mark to unmute.

11. IF YOU CAN ONLY SEE ONE PERSON'S FACE BIGGER THAN THE OTHER...



Please click

Gallery View to change the view setting.

12. WHEN YOU WOULD LIKE TO LEAVE...



When you would like to leave the meeting,

Please press

Leave button.

IF YOU HAVE ANY CONCERNS, PLEASE FEEL FREE TO CONTACT US. WE HOPE THAT WE CAN HELP SOLVE PROBLEMS LOOKING FORWARD TO SEEING YOU SOON.