

Generally Useful Information about Using Zoom

Some general guidelines for getting onto Zoom:

- You need a computer/tablet/smartphone with a microphone and speaker - and hopefully a camera. Most laptops/tablets - and all smartphones - have these, but not all desktops do.
- Or...you can call the Zoom phone number from any kind of phone for an audio-only connection.
- For audio and video, click on the Zoom link. On a laptop, you will be prompted to download Zoom, unless you already have it.
- On a tablet or smartphone, you will need to download the Zoom app.
- It may take a couple of minutes to get connected.

If you are new to Zoom, please connect early or practice ahead of the event. The people operating the systems can offer only minimal support for your personal computer system, please check your audio and video.

As you are logging into Zoom, there is a menu to check the sound: 'Test Computer Mic & Speakers.' This allows you to check that your speaker and mic are working, please check it so you know it's working before you finish logging in.

After you have logged in:

You'll see a bar at the bottom with several choices. ***You may need to move the cursor to make the icons visible.***

- **Mute** - far left, please mute yourself until you speak so there is no background noise. (To un-mute, you must be in Gallery View. For Gallery View, see below.)
- **Video** - far left, toggle to turn video on and off
- **Chat** - Click it and a window will open onto the page. We can communicate this way by sending a message to the group or privately to one individual.
- **Gallery and Speaker** views - In the upper right corner, there is a choice for either Gallery or Speaker View. Gallery View lets you see everyone and Speaker View shows the Speaker with a couple more on the side. Please note that in order to un-mute, you must be in Gallery View.
- If you are **new to this system and think you may need time to make sure everything is working, please enter early.** You can always leave the room, use 'stop video' which will close your image until you want it back on and mute for background noise.

While you are in the Zoom event:

- **Mute** when not speaking, because of background noise, please make sure you are muted.
- During the event, the host will control the muting to make sure that everyone is muted. Also, please check yourself to make sure you are muted.
- Before and after the event, everyone is able to mute/unmute themselves to connect as a community.
- **Comments/questions:** use the "Chat" area to share thoughts or ask questions during the service.
- **Private chats** are fine (saying hi or asking questions of just one person).

Thanks to Lake Erie Yearly Meeting (Bill Warters, Webmaster), who created a document from which this is taken.

Participating by phone (note: with a smart phone you can go to the link with the Zoom app.)

- Participating with video is helpful but not required.
- To join by phone, call the number in the announcement, and enter the meeting id when asked.
- To mute or unmute your phone, dial *6
- To “raise your hand” press *9
- At the end of the call, just hang up.

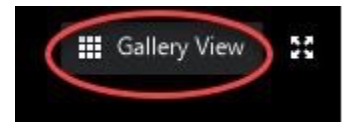
Instructions for Using Zoom During a Conference

Note: If you don't see any of the controls shown in the illustrations below, try moving your cursor over the window where the control is supposed to appear.

Controlling Your Display

In the upper right of the video portion of your screen,


- Select Gallery View to see a small video box for each participant.
- Select Speaker View to see the person speaking full screen, with the other participants in small boxes along the top of your screen.






Muting and Unmuting

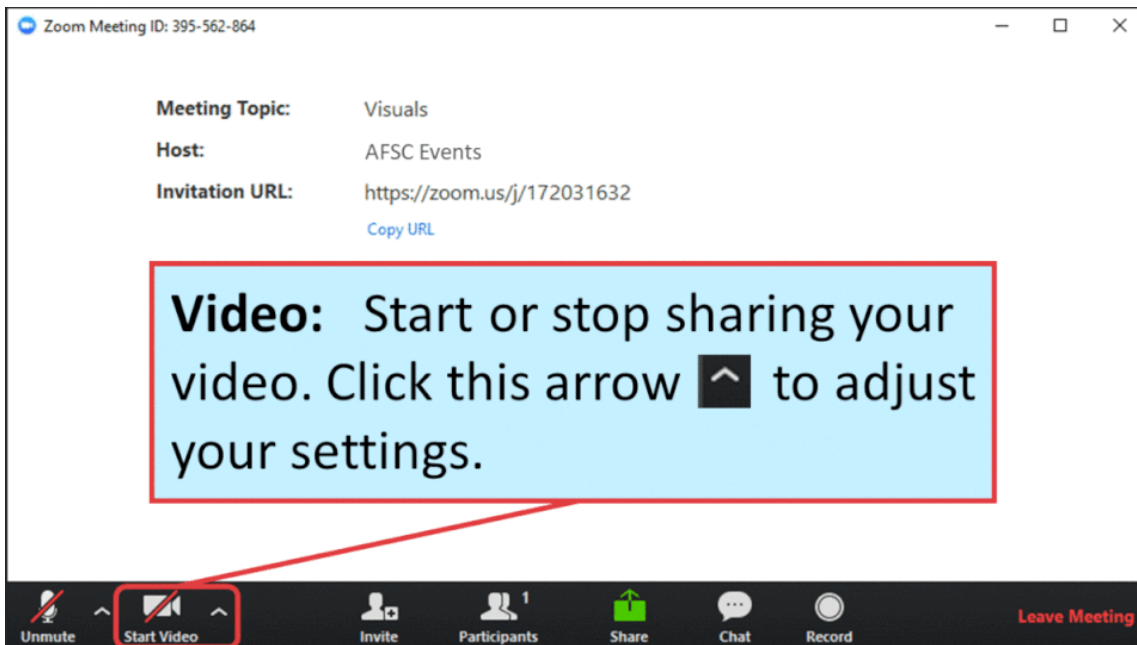
Zoom Meeting ID: 395-562-864

Meeting Topic: Visuals
Host: AFSC Events
Invitation URL: <https://zoom.us/j/172031632>
[Copy URL](#)

Audio: Mute and unmute here.
Click this arrow  to adjust your settings.


Unmute  Start Video  Invite Participants  Chat Record [Leave Meeting](#)

Starting and Stopping Video



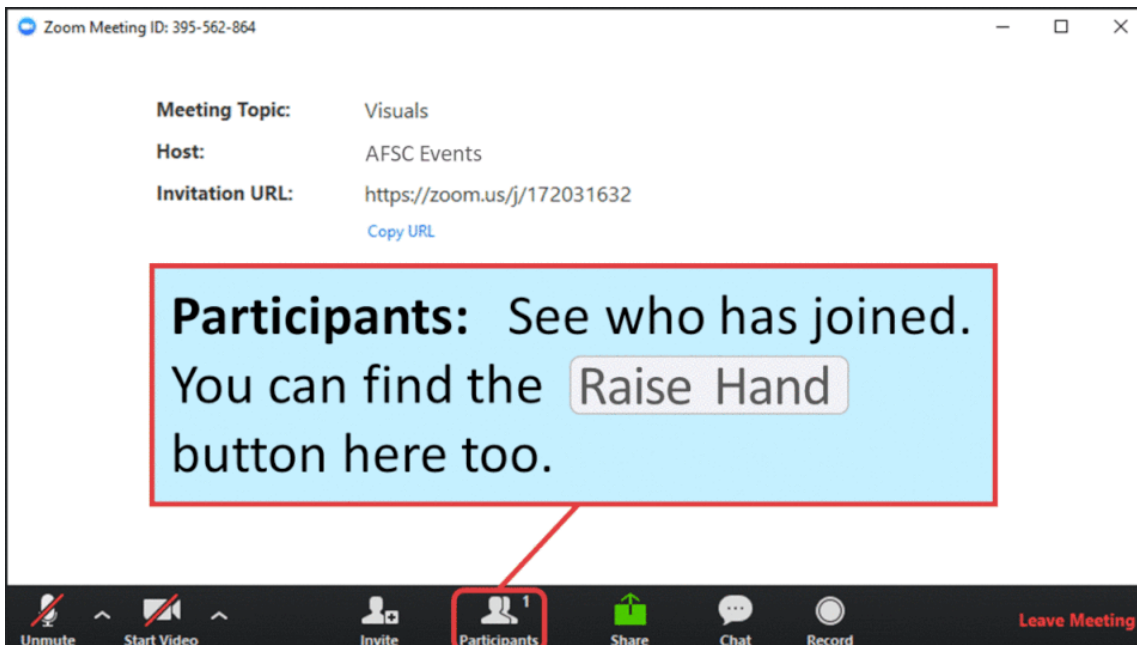
Zoom Meeting ID: 395-562-864

Meeting Topic: Visuals
Host: AFSC Events
Invitation URL: <https://zoom.us/j/172031632>
[Copy URL](#)

Video: Start or stop sharing your video. Click this arrow  to adjust your settings.

Unmute Start Video Invite Participants Share Chat Record Leave Meeting

Participant List



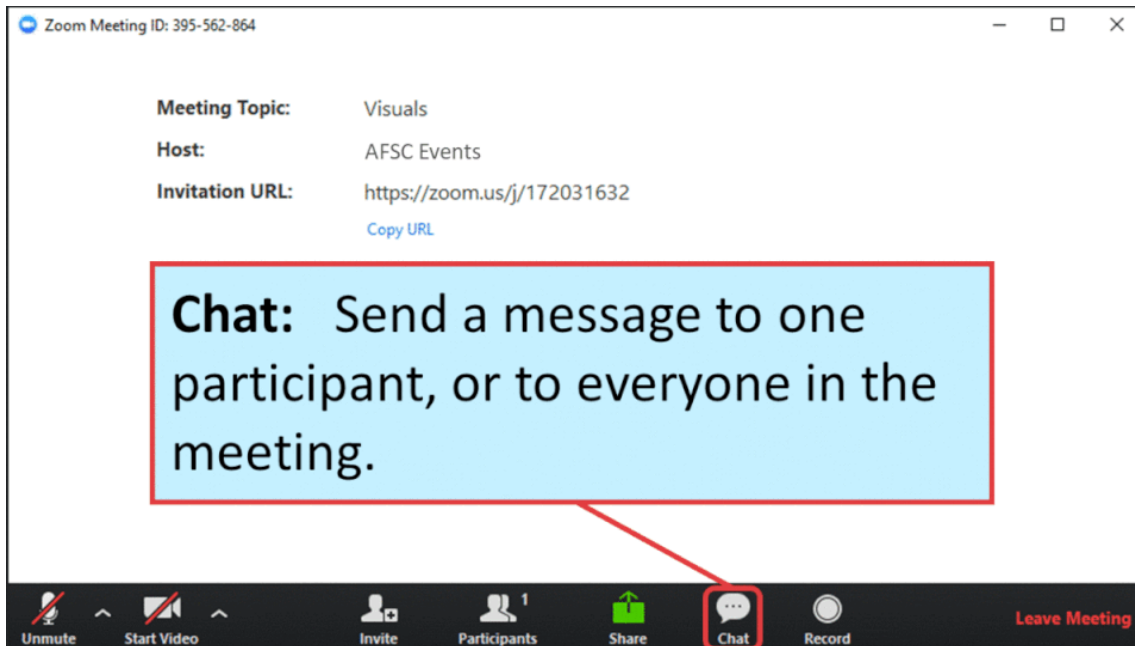
Zoom Meeting ID: 395-562-864

Meeting Topic: Visuals
Host: AFSC Events
Invitation URL: <https://zoom.us/j/172031632>
[Copy URL](#)

Participants: See who has joined. You can find the **Raise Hand** button here too.

Unmute Start Video Invite Participants Share Chat Record Leave Meeting

Using the Chat Feature



Additional Resources

Zoom Help

- How to join and test audio and video: https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc_load_policy=1
- New to Zoom? You can test Zoom here: <https://zoom.us/test>
- [Zoom video tutorials](#)