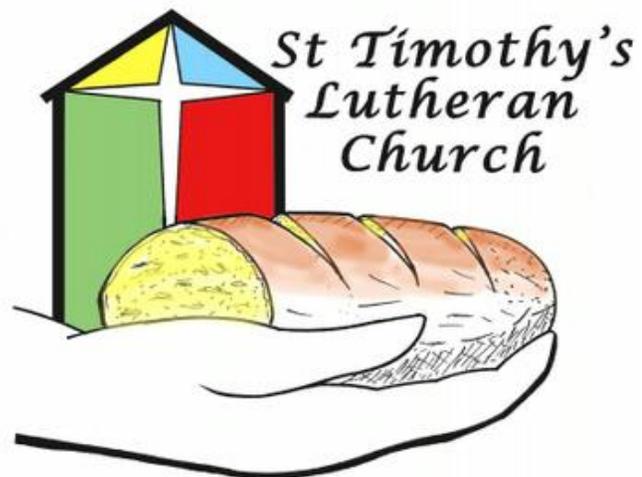


Guide to Live Streaming Worship



*St Timothy's
Lutheran
Church*

"Sharing the Bread of Life"

Guide to Live Streaming Worship

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1.0 Legend of Symbols You Will See in This Document

	These appear on screen prints. They will tell you what to do or explain what you are seeing. If you are to follow steps, they are labeled as (1) ... (2) ... (3) ... etc.
	This means that what you see in the screen print is an example and is not something you are supposed to use. For example, phone numbers, meeting access codes, etc.

2.0 Installing ZOOM on Your Computer

2.1 Download and Install ZOOM on Your PC (non-Apple Computer)

Before trying to join the worship service, let's download and install ZOOM.

Go to the ZOOM web page. Enter this address in your browser to get there **zoom.us/download**

This is what you will see when you get there. Follow the instructions on the screen print below. If you are asked if it is OK to allow ZOOM to install on your computer, answer, "yes" or whatever is an affirmative response.

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zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download Version 4.6.7.0

(1) Click this to download the ZOOM program so you can install it.

Zoom Plugin for IBM Notes

The Zoom Plugin for IBM Notes installs a button on the IBM Notes meeting schedule window to enable you to schedule a meeting with one click.

Download Version 4.7.52180.0404

(2) This will appear at the bottom of your screen ... then click this to launch the ZOOM installation program.

https://zoom.us/client/latest/ZoomInstaller.exe

ZoomInstaller (3).exe

Norton LifeLock

When the program begins to install, this is what you will see this ...

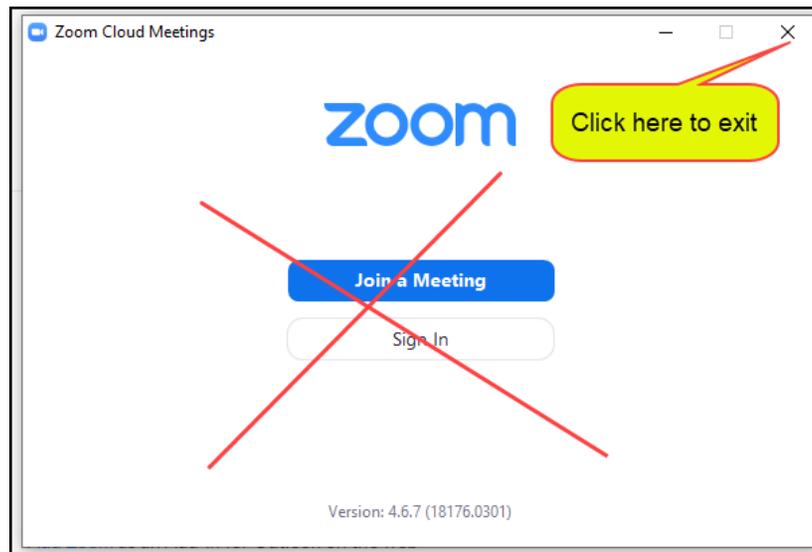


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When ZOOM has finished installing on your PC, this is what you will see.



Since we are only installing ZOOM on your computer at this time, we do not need to ***“Join a Meeting”***.

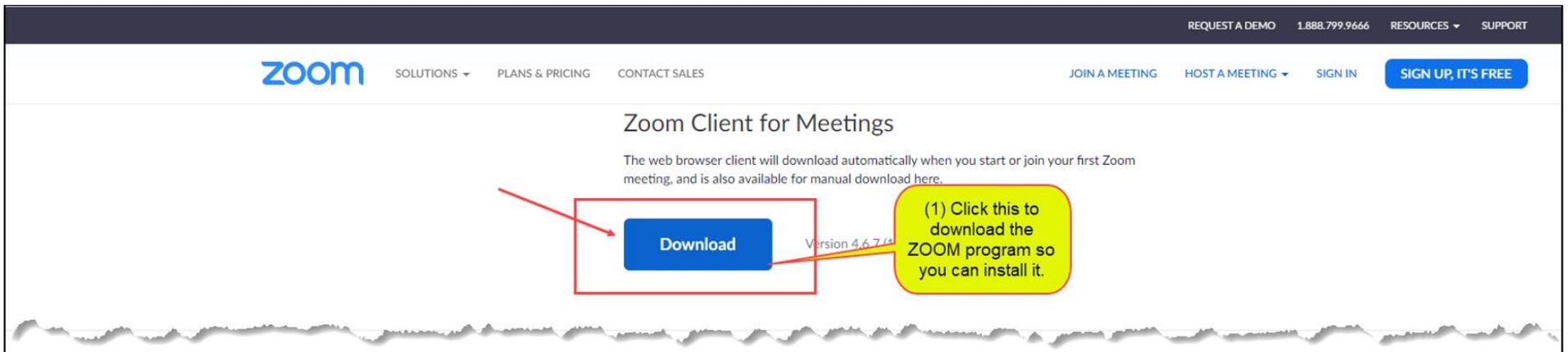


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ZOOM is now installed and you should be ready for all future worship services. You will only need to do this once. After that, you are ready for all future worship services.

2.2 Download and Install ZOOM on Your Apple Computer

The following screen will appear. Follow the instructions on the screen print below...



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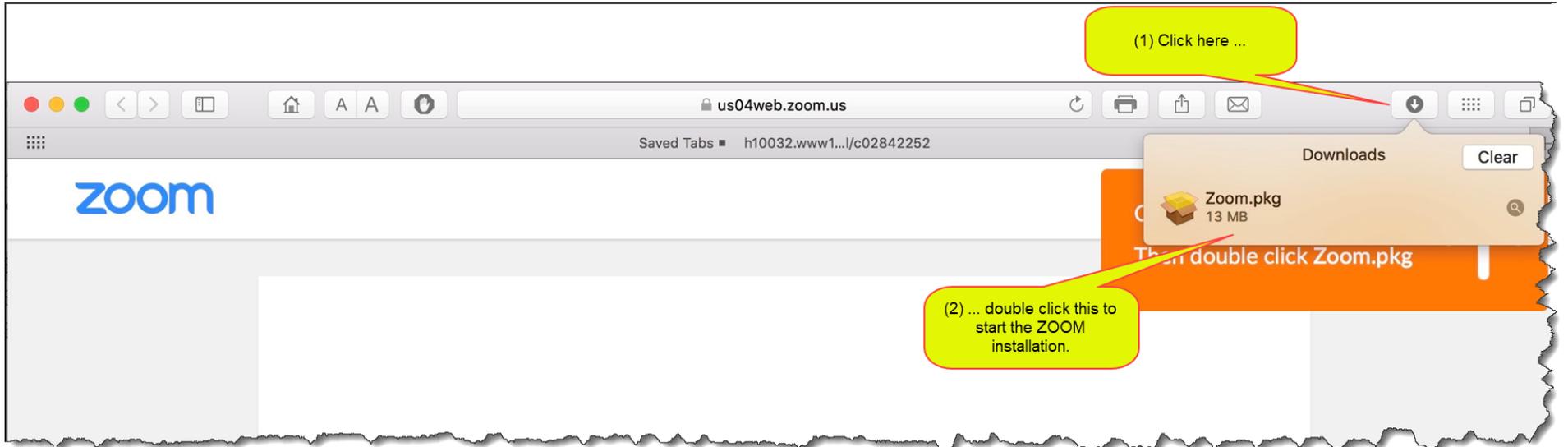
The screenshot shows a web browser window with the address bar displaying "us04web.zoom.us". A blue progress bar is visible at the top right of the browser window. A yellow callout box points to this bar with the text: "(3) The blue bar shows the progress of the ZOOM download."

A system dialog box is open in the center of the browser window, asking for permission to download files from "us04web.zoom.us". The dialog box contains the following text: "Do you want to allow downloads on 'us04web.zoom.us'?", "You can change which websites can download files in Websites Preferences.", and buttons for "Cancel" and "Allow". A yellow callout box points to the "Allow" button with the text: "(1) Click on 'Allow'. This will allow ZOOM to install on your computer."

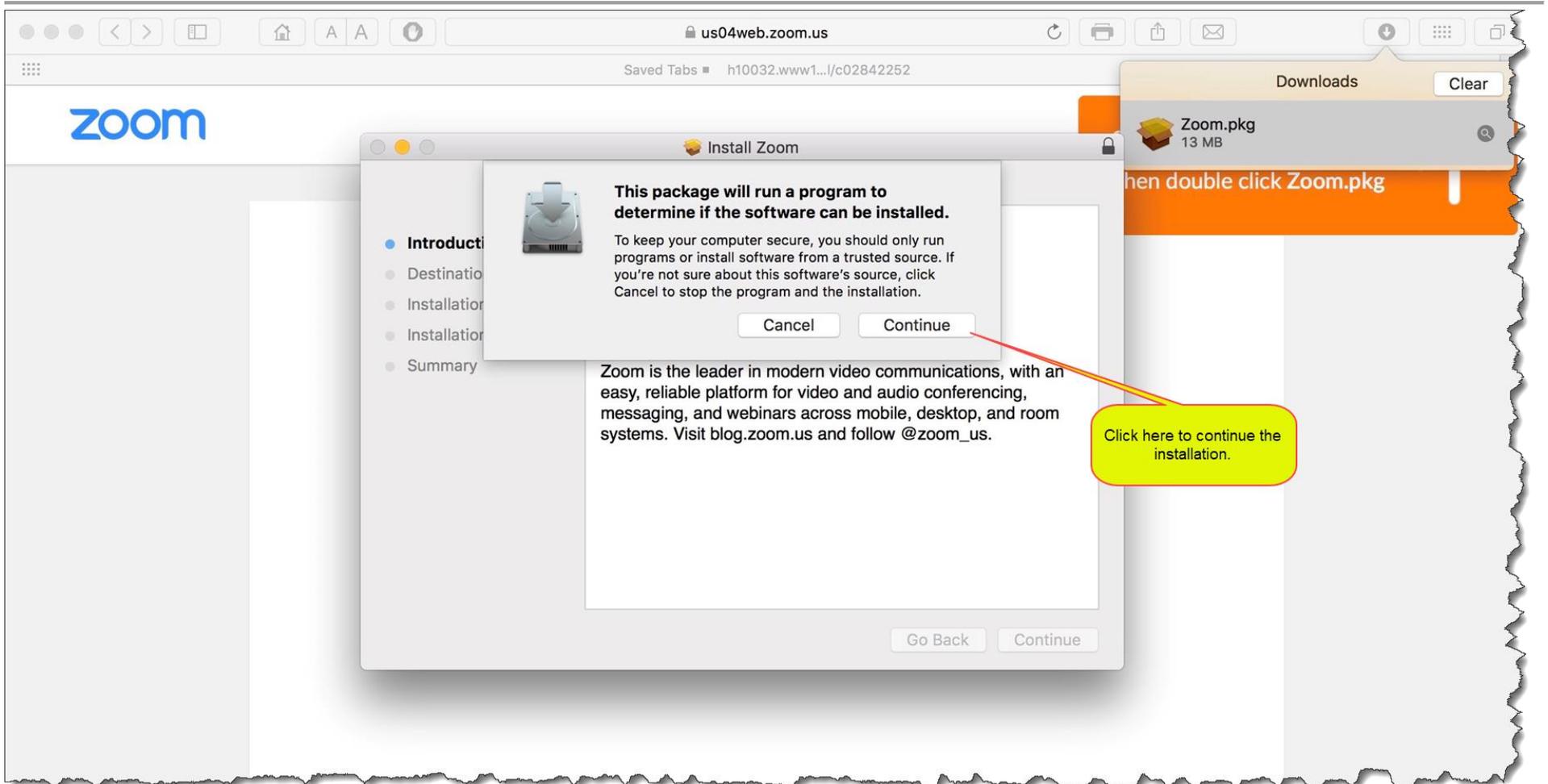
A brown instruction box is located in the upper right area of the browser window, containing the text: "Click icon [down arrow icon] above" and "Then double click Zoom.pkg", with a large white arrow pointing upwards. A yellow callout box points to this instruction box with the text: "(2) This message appears and lets you know what to do next ... see the next page of this document."

The background of the browser window shows the Zoom logo and some text, including "A downlo" and "seconds."

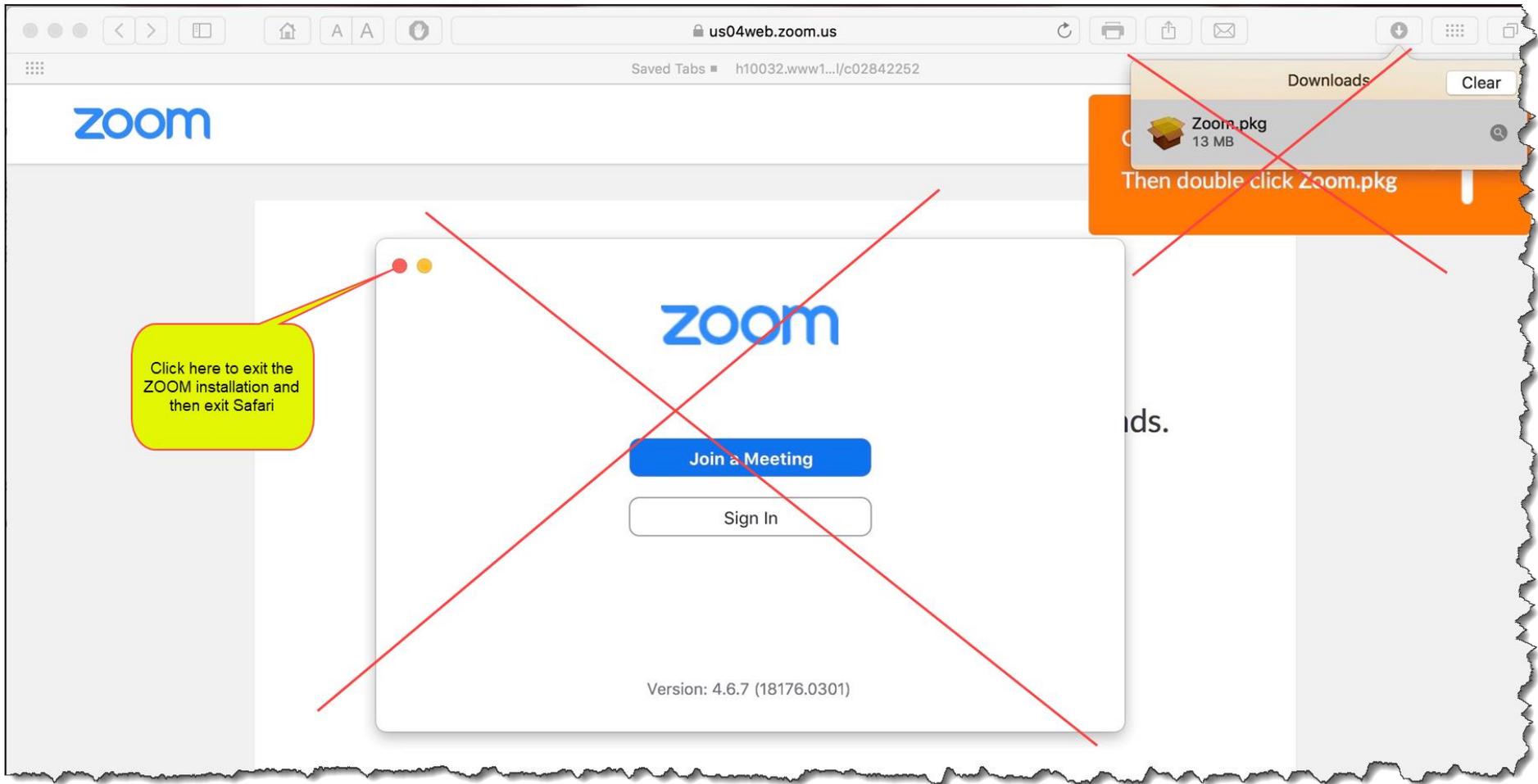
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ZOOM is now installed and you should be ready for all future worship services. You will only need to do this once. After that, you are ready for all future worship services.

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3.0 Joining the Worship Service on Sunday Morning

Pastor Daniel sent you an e-mail invitation to the worship service. This is what it will look like.

When you join the worship service, all congregation audio will be muted. That way, there will not be any distracting background sounds.

Zoom meeting invitation - Test

 Zoom-Meeting.ics
1 KB

 Untitled attachment 00010.txt
150 bytes

Daniel Morris is inviting you to a scheduled Zoom meeting.

Topic: Test
Time: Mar 13, 2020 07:00 PM Central Time (US and Canada)

Join Zoom Meeting
<https://us04web.zoom.us/j/556913530?pwd=TXFKcXFldVV1b2ZkN2FXaDRzVVk3Zz09>

Meeting ID: ~~556 913 530~~
Password: ~~004323~~

One tap mobile
+16468769923,,556913530# US (New York)
+14086380968,,556913530# US (San Jose)

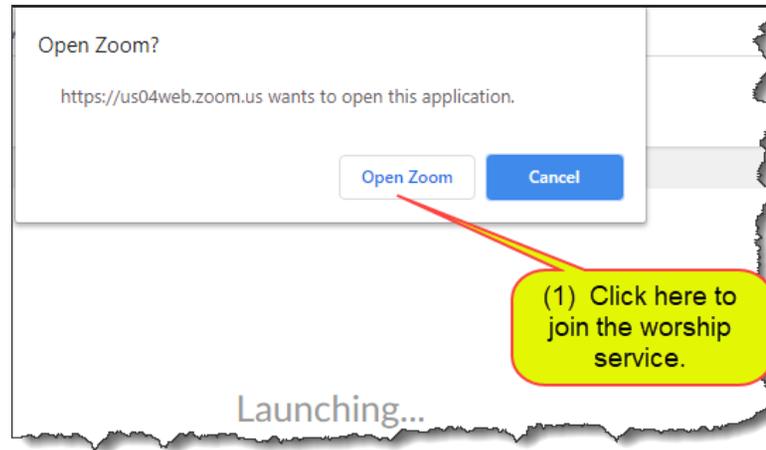
Dial by your location
+1 646 876 9923 US (New York)
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)

Meeting ID: 556 913 530
Find your local number: <https://us04web.zoom.us/j/fcmrCRqaFg>

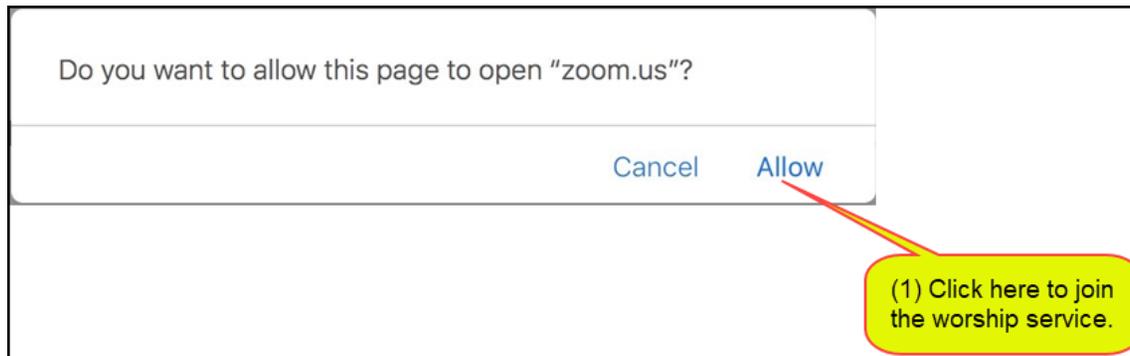
In the e-mail, click here to join the worship service.

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3.1 Joining Worship with a PC (non-Apple Computer)



3.2 Joining Worship with an Apple Computer



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3.3 Time to Choose How You Will Listen to Worship

ZOOM will want to know how you would like to listen to the worship service.

There are two choices ...

- Call into the meeting and listen with a telephone.
- Use your computer's audio. Please note that since all participants will be muted upon meeting entry, it is not important whether or not your computer has a microphone. If you have no microphone, you will see some warning messages. They are not important in being able to listen to the worship service.

3.3.1 Choosing to Use a Telephone (the simplest way of participating)

The screenshot shows the Zoom audio options dialog box. The 'Phone Call' option is selected. A list of phone numbers is provided for dialing. The Meeting ID is 438 004 307 and the Participant ID is 54. A 'Done' button is at the bottom. Five yellow callout boxes with red arrows provide instructions:

- (1) Click here to join worship using a telephone
- (2) You will be presented with a list of phone numbers. Dial one of these on your telephone
- (3) When the phone call is answered, you will be asked to provide the "MeetingID"
- (4) Next, you will be asked to provide the "Participant ID"
- (5) Click here when your call connects to the worship service.

The phone numbers listed are:

- +1 312 626 6799
- +1 646 876 9923
- +1 408 638 0968
- +1 669 900 6833
- +1 253 215 8782
- +1 301 715 8592
- +1 346 248 7799

The Meeting ID is 438 004 307 and the Participant ID is 54.

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3.3.2 Choosing to Use Your Computer's Audio (alternative to telephone)

The screenshot shows a web browser window titled "Choose ONE of the audio conference options". It features two radio buttons: "Phone Call" (unselected) and "Computer Audio" (selected). Below these are two buttons: "Join With Computer Audio" (highlighted in blue) and "Test Speaker and Microphone". At the bottom, there is a checkbox labeled "Automatically join audio by computer when joining a meeting" which is currently unchecked. Four yellow callout boxes with red borders provide instructions and notes:

- Callout 1: "(1) Click this if you want to participate using your computer's audio ... not telephone" points to the "Computer Audio" radio button.
- Callout 2: "(2) Click here to join worship and use your computer's audio (speaker)" points to the "Join With Computer Audio" button.
- Callout 3: "NOTE: You do not need to do this unless you have an audio problem. If you have a problem, see the Troubleshooting Guide section at the bottom of this document." points to the "Test Speaker and Microphone" link.
- Callout 4: "NOTE: If you select this box, you will automatically use your computer audio (not telephone) in future worship services." points to the "Automatically join audio by computer when joining a meeting" checkbox.

3.4 What You Will See During Worship

The image shows a Zoom meeting interface with a central video area. The video area contains the text: "This is where you will see the live video of the worship service." The interface includes a top bar with "Gallery View" and "Exit Full Screen" options, and a bottom toolbar with "Join Audio", "Start Video", "Invite", "Participants", "Share Screen", "Chat", "Record", "Reactions", and "Leave Meeting".

(1) This allows you to have the worship service appear as your full screen or just a smaller image on your screen. Click here to switch

(2) This will list all participants in the worship service. When you join, it will ask for your name. Whatever you enter will appear here and will be visible to everyone.

(3) When worship is over, click "Leave Meeting" to exit.

(4) None of these controls are necessary for your participation in the worship service. They are just part of ZOOM.

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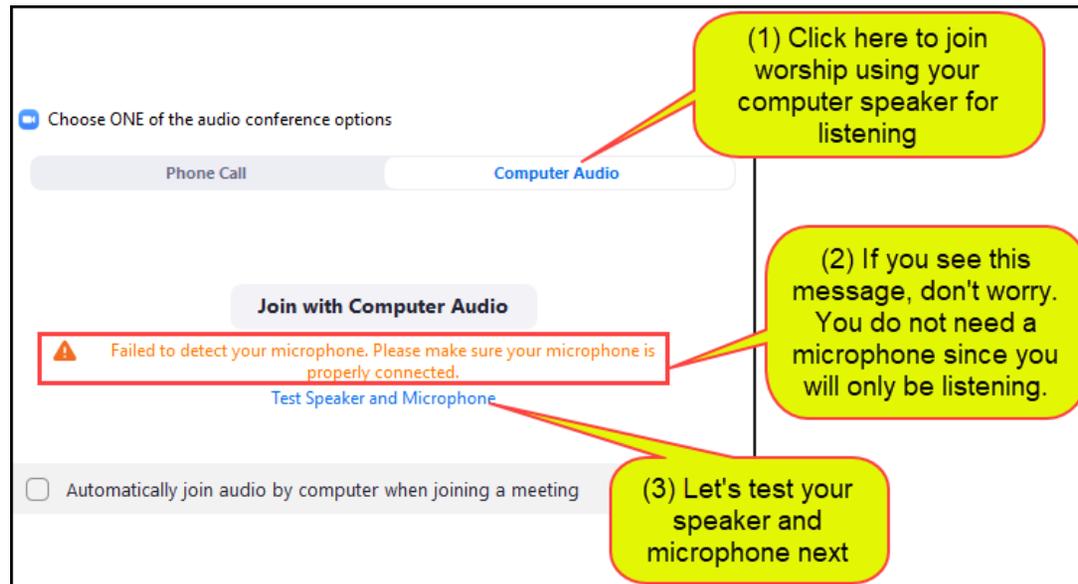
4.0 Troubleshooting Guide and Frequently Asked Questions

Problem	Resolution
I chose to use computer audio but no sound is coming from my speakers.	<ul style="list-style-type: none">• Are your speakers muted?• Is your speaker volume turned up?• Try running the audio test as demonstrated in the <i>“Testing Your Computer Audio (if not using the telephone)”</i> section below.
I want to use my computer audio but I see an error message telling me that I do not have a microphone. 	<ul style="list-style-type: none">• This is not a problem. Your computer may not have a microphone. This is typical of PCs (not Apple Computers). You do not need a microphone to participate in worship since all participants will be listening.• If you want to pursue a microphone test, try running the audio test as demonstrated in the <i>“Testing Your Computer Audio (if not using the telephone)”</i> section below.
Pastor Daniel can't hear me when I ask a question.	All phones, except for Pastor Daniel's, have been muted for the duration of the service. That way, there is no extra background noise from anyone's location. Pastor Daniel can mute or un-mute all lines if a group discussion is going to take place.
I am trying to use the “chat” feature but it won't work.	All group chat functions have been disabled for the duration of the service.

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4.1 Testing Your Computer Audio (if not using the telephone)

NOTE: If your computer does not have a microphone, you will see a screen like this. This is **NOT** a problem.



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You have 2 speakers, now testing speaker 2...

Do you hear a ringtone?

Yes No

Speaker 2: Built-in Output (Internal Speakers) ▾

Output level: [Progress bar]

(1) You will hear a test sound coming from your computer

(2) You will see how loud the test sound is here

(3) When you successfully hear the test sound, click here end the speaker test.

(4) If the test is unsuccessful, click here.

Detailed description: This is a screenshot of a software interface for testing speakers. At the top, it says "You have 2 speakers, now testing speaker 2...". Below this is a question "Do you hear a ringtone?" with two buttons: "Yes" and "No". Underneath the buttons, it says "Speaker 2: Built-in Output (Internal Speakers)" with a dropdown arrow. Below that is an "Output level" section with a progress bar consisting of 15 small circles, the first of which is filled. Four yellow callout boxes with red arrows point to specific elements: (1) points to the top text, (2) points to the progress bar, (3) points to the "Yes" button, and (4) points to the "No" button.

NOTE: This is an unnecessary test ... see below.

You have 2 microphones, now testing microphone 2...

Speak and pause, do you hear a replay?

Yes No

Microphone 2: Built-in Microphone (Internal Micropho... ▾

Input level: [Progress bar]

(1) This is an unnecessary test for worship services. Just click here to end the test.

Detailed description: This is a screenshot of a software interface for testing microphones. At the top, it says "You have 2 microphones, now testing microphone 2...". Below this is a question "Speak and pause, do you hear a replay?" with two buttons: "Yes" and "No". Underneath the buttons, it says "Microphone 2: Built-in Microphone (Internal Micropho...)" with a dropdown arrow. Below that is an "Input level" section with a progress bar consisting of 15 small circles, the first of which is filled. A yellow callout box with a red arrow points to the "Yes" button, containing the text: "(1) This is an unnecessary test for worship services. Just click here to end the test."

4.2 All Done Testing Computer Audio

