**A Quick Guide to Using Zoom**

Zoom is an online video conferencing application. It allows groups of people to gather for meetings using a computer, a tablet, or a smart phone. It even allows people to call in with any kind of phone and participate in gatherings.

Each of our Zoom meetings will be hosted by someone. They will ensure that everyone except the speaker is muted and for some classes and the fellowship time, they will create small groups

**There are several ways to join a Zoom meeting.**

1) You can join using a link provided in an email. Click the link and your computer's browser will automatically prompt you to download the Zoom app.

* You must allow this to join the meeting.
* *NOTE: to participate in a Zoom meeting, your computer must have a microphone and speakers.*
* To allow others to see you, you will need a webcam, which most laptops have. External webcams connected to a computer work fine as well. *You don't need a camera to use Zoom and see what is on the screen. A camera only allows others to see you.*

2) You can dial into the conversation with a phone. You simply dial the location number. Then when prompted, enter the Meeting ID number followed by the # sign. The Meeting ID is on the meeting invite.

* When entering as a phone participant, your video is off and your sound is usually on. It is helpful to know the control \*6 which mutes and unmutes your phone. Just hit \*6 to talk and \*6 again to mute. Phones create a lot of background noise in a Zoom meeting so it's helpful to a meeting if phone users are muted when not speaking.
* An invite from Free basic Zoom account may not give a dial in number, but the local New York number 1-646-558-8656 does appear to work. It may be necessary to give users this number to call and the Meeting ID from your invite.

**Let's look at joining a meeting on computer:**

Start by clicking the link in the meeting invitation.

* Your computer's default browser will automatically try to launch the Zoom software.
	+ If the software is not already on your computer, the browser will automatically download the app. Follow all the prompts to install it (just click where it tells you to click). If it asks you to "Run" a file, click yes or run.
	+ You will join the meeting as soon as the software installs. This should only take a few seconds.
	+ If the software is already on the computer, you will be asked to "launch" the Zoom app.

Before entering the class or webinar you will be asked to join audio. Click "Join with Computer Audio." We recommend testing it if you are given that option so that you can adjust the volume to a comfortable level before entering the class/gathering.

**Meeting Controls on a Computer**

At the bottom of your screen, you should see the control bar. If not, move your cursor on the screen and it should appear.



MUTE/UNMUTE: This toggles your computer's microphone on and off. If you have a red line through the button, it will read "unmute" meaning you are currently muted**. It is very helpful to all if participants are muted at all times except when one needs to speak**. We also recommend that users wear earbuds or earphones to hear the meeting as your microphone will pick up the sound from your speakers and start feedback (that high pitched annoying sound that interrupts the meeting).

 START VIDEO/END VIDEO: This turns your computer's camera on or off. If you don't have a webcam, others will only see a generic icon representing you on the screen. But you can still participate through audio. **You will need to hit START VIDEO to see all the participants.**

PARTICIPANTS: This brings up a list of those in the meeting on the right side of your screen.

CHAT: This allows you to type a message either to the entire group or privately to an individual by clicking the recipient under "To:" in the message box.

**Expectations for Synod School**

1. You will be muted when you enter the evening gathering. We invite you to sing along but respectfully request you keep yourself muted due to the varying delays people have with their internet providers.
2. In classes your instructors will guide you in terms of muting and unmuting.
3. During the large evening events, what you see will be controlled by the staff. But when you are in your classes, in fellowship times, and at other gatherings, you have the choice of the Gallery View or the Speaker View. The Speaker View means that whoever is talking will be seen in a large picture with the other people in small pictures. The Gallery View reminds many of the Brady Bunch, if you are old enough to remember that TV show – a bunch of boxes with people in them. The person who is talking will have a yellow frame around their picture so you can identify who is speaking.
4. If there is any inappropriate imagery, the Synod School Committee will act as quickly as possible to remove that person from the gathering or class.
5. We encourage you to put your name with your picture. You can do this by selecting participants and then hovering over your name. A button entitled “More” will appear. Click on it and one of your options is to rename yourself.
6. We will use the Chat function to gather questions for the group or the speaker.