

Zoom Instructions

As we continue into a time of extended stay at home orders, we have begun offering online Bible studies. In doing so we selected a web conferencing service that allows for audio/visual connection between people. We know that this is definitely not the same as seeing each other face to face, but it is a way to connect in the midst of an unprecedented situation. Your first “job” will be to determine how you would like to attend the Bible study you selected, and then you can skip to the appropriate section labeled below. Once you are attending your study there are different controls that will help you navigate the call, which can be found in the last section of this document. There is a lot of information here that will help you get set up for success in attending these online studies. And if you run into problems you can call Deacon Sean at the church office during normal office hours or email into zoom@gracelutheran.org for help.

Join by computer (www.zoom.us)

- Close any program on your computer that uses your camera, for instance Skype.
- Have a headset available if possible to minimize feedback – your cellphone earbuds will work well.
- Click the **Zoom link** that’s been sent to you in an email, and Zoom should automatically and quickly download to your computer.
- In Downloads on your computer, click Zoom_launcher.exe or Zoom.pkg. Zoom should direct you to this with a large orange flag.
- Once Zoom has launched, a screen should pop up asking for your name. This will identify you during the meeting.
- You should now be part of the meeting. Click the green button that says “Join Audio By Computer”.

Join by Web Browser (www.zoom.us)

- To join by web browser select the **Zoom link** that’s been sent to you in an email. Zoom will attempt to download on your computer, if you are unable or unwilling to download the app. On the bottom of the window that opened after clicking on the link it says, “If nothing prompts from browser, click here” select “click here” then under that select “start from your browser”
- Once Zoom has launched, a screen should pop up asking for your name and the meeting password. The meeting password is found in the email sent to you with the invitation to join the Bible Study. Your name is how it will appear in the video

chat under your video. Please use your name so that we know who is joining for Bible Study.

- You should now be part of the meeting. Click the green button that says “Join Audio By Computer”.
- You will need to give zoom permission to use your microphone and camera.

Join by tablet or smartphone (Link for [Android App](#) Link for [Apple App](#))

- If you choose to use your tablet or smartphone, be sure to download the Zoom app ahead of time.
- Once you have downloaded the Zoom app, follow the “Join by computer” instructions above.

Join by telephone

- First, dial the phone number provided in the Zoom email.
- When prompted, dial the meeting ID number that is also provided.
- Your phone will be automatically muted once the meeting starts. If you want to speak, press *6 to unmute.

We want to start on time – please allow extra time to get online!

In consideration of the whole group, **please arrive 10 minutes early** in order to get successfully connected. Deacon Sean will be on hand to help you (by phone at the church office or by email at zoom@gracelutheran.org if needed). This is especially important if this is your first time using Zoom. If you come late to the conversation and have difficulties connecting, please disconnect and phone Deacon Sean for support.

Zoom support

The Zoom website has a very comprehensive Help Center. For help with getting set up to use Zoom and with any issues you may encounter, please [visit their Help Center](#).

Zoom Account

You do not need to set up an account with zoom unless you are hosting a meeting, however if you would prefer to set up an account.

- Type www.zoom.us in your web browser.
- On the top right corner of the website, there is a blue box with white writing, that says, “Sign up, It’s Free” select that.

- Enter the email address you would like to use and click “sign up” Zoom will send an email to you.
- Access your email and select the blue button labeled, “Activate Account”
- On the new page opened by clicking that button, enter your first name, last name, and your new password (created by you) twice. Then select “Continue”
- On the page labeled “Invite Your Colleagues” scroll down and select the “Skip this Step” box.
- On the page labeled “Start your test meeting” either, select the orange box labeled “Start Meeting Now” to test your computer and it’s settings, or select “Go to My Account” You are then done with setting up your account.

Controls in Zoom

- **Mute:** You will join muted at first to allow you to get yourself settled into the conversation. To unmute yourself on your computer select the microphone icon at the bottom left of the screen. On your smartphone tap on your screen and select the microphone icon at the bottom left of your screen.
- **Video:** To share your video or to stop sharing your video select or deselect the camera icon on the bottom left corner of your screen next to the microphone icon.
- **Raise Hand:** To raise your hand to interject or to add a comment but waiting for the Bible study leader to call select “participants” at the bottom of your screen, this will open a panel and at the bottom of that panel is an open hand emoji, select it and it will raise your hand
- **Chat:** Another way to ask a question is through the chat function, this is especially helpful if your microphone is muted or if you do not have access to a microphone. On desktop the chat is accessible by selecting chat at the bottom of the screen. On your phone select the “participant” button, then at the bottom of the screen select “chats” from here you can ask questions.
- **Views:** To change the people who you are seeing on your screen, on a desktop at the top right of your screen select either speaker view (a large shot of the current person speaking) or gallery view (a tiled view of all videos, similar to the Brady Bunch). On your smartphone swipe left or right to change between views.