Welcome to Zoom![1]

Zoom is going to be a critical part of our life together. Over the next few pages you will find installation and startup instructions for Zoom:

1. on an Android phone or tablet (Samsung, LG, etc.)
2. on an iPhone or iPad
3. on a desktop computer using a Web browser

The last page of the document shows you where the critical controls are for using Zoom, primarily the Mute button (if you have a lot of noise going on around you, please mute yourself!), the Stop Video button (if you want people to be unable to see you), and to leave the meeting.

PLEASE NOTE: you do NOT need to register as a Zoom user. If you register, you do NOT need a paid account. Either do not register at all, or register as a FREE user only!

Please enter Zoom meetings in a quiet place. Your devices pick up the sound around you very easily. When you receive your meeting invitation, it will include a nine- or ten-digit meeting ID. It should also include a link that you can click. If you can't click the link, or if you are dialing in from a regular phone, you need the meeting ID number.

Zoom is a standard platform being used by many schools and businesses. Many of you will already be setup for Zoom, and that's great – you won't need this guide.

We hope you find this helpful. Over the next weeks we will be using Zoom for worship and committee meetings, and we are open to expanding it to Sunday School classes, a virtual coffee hour, or whatever will be helpful to you!

We want everyone to be able to participate!

Please contact us if you have any questions.

Grace and Peace,

Pastor Doug
Douglas.d.browne@gmail.com

---

[1] This reference was created by Rev. Richard Hong at Englewood Presbyterian Church, New Jersey. Customized for Westminster and used with his gracious permission.

**ZOOM Startup Guide: Android phone or tablet
(Samsung, LG, etc. – not iPhones or iPads)**

1.   Go to the Play Store and search for "Zoom". Install the "Zoom Cloud Meetings" app. It will be free. Press the "Install" button.
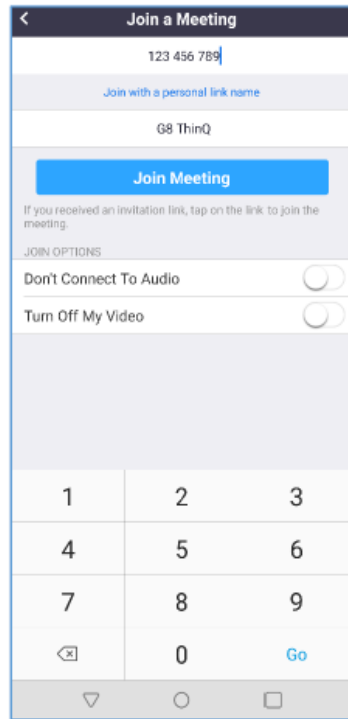

2.   Find and run the "Zoom" app. It has the icon of the blue square with the camera in it:

3.   The opening screen looks like this. Click the blue "Join a Meeting" button at the bottom.

4.   Enter the nine- or ten-digit meeting ID in the upper box. Below change the name of your device to reflect your name.

<- Enter Meeting ID

<- Enter your name

5.   You may receive a notification like this that Zoom will be asking for permissions. This is fine.

Please allow Zoom access permission.

For the best meeting experience, Zoom may ask to access to your microphone, camera, and storage.

Got it

6.   If you want people to be able to see you, "Allow" Zoom to use your camera.

Allow **Zoom** to take pictures and record video?

ALLOW
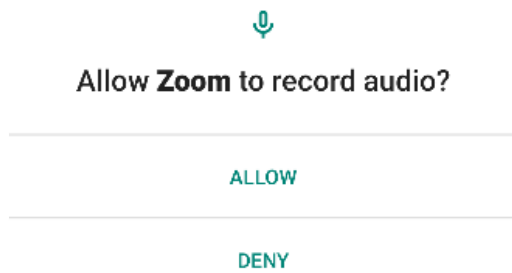
DENY

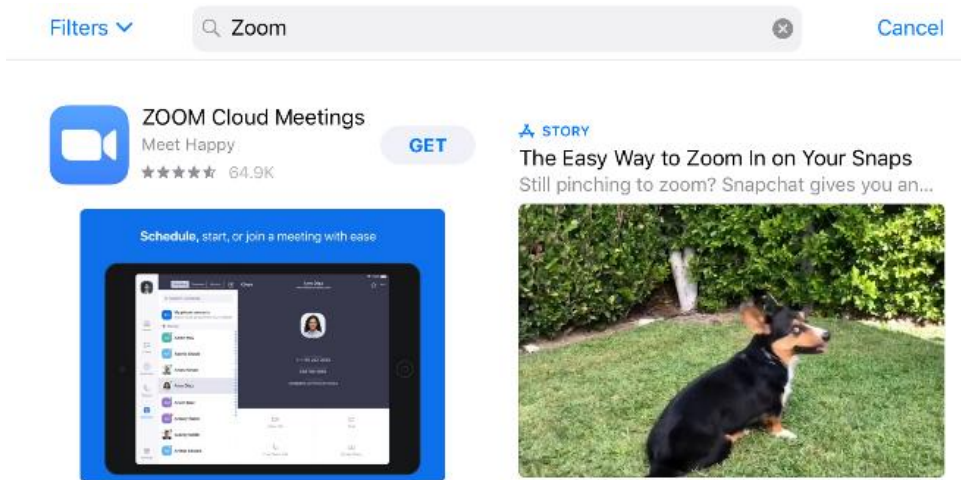7. If you want to be visible in the meeting, choose "Join with Video"

8. Finally, let Zoom use your microphone so you can be heard!
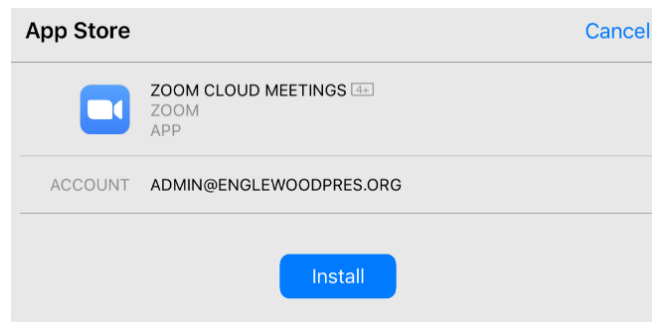

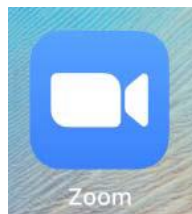Enjoy Zoom!

ZOOM Startup Guide: iPhone or iPad

1. Go to the App Store and search for "Zoom". Install the "ZOOM Cloud Meetings" app. It will be free.

2. Install the app.

3. Locate the app and launch it.

4. This is the opening screen of the app. Choose "Join a Meeting"

Start a Meeting
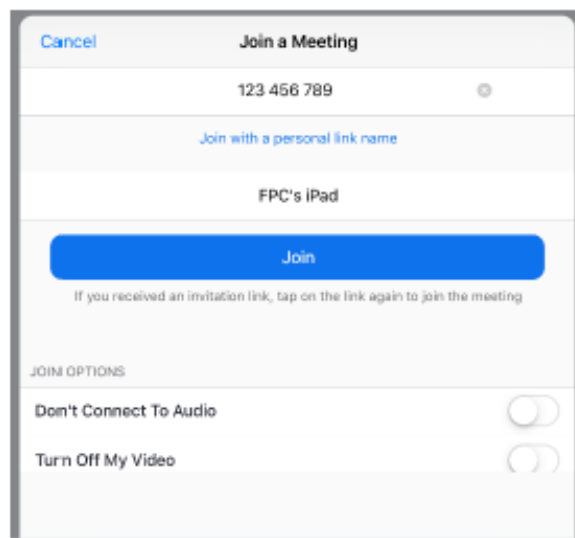
Start or join a video meeting on the go
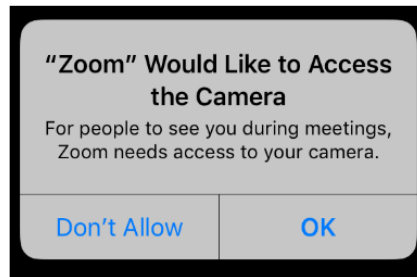
Join a Meeting

Sign Up   Sign In

5. Enter the nine- or ten digit Meeting ID in the top line and your name in the second:

Cancel   Join a Meeting

123 456 789   ⊘   <- Meeting ID

Join with a personal link name

FPC's iPad   <- Your name

Join

If you received an invitation link, tap on the link again to join the meeting

JOIN OPTIONS

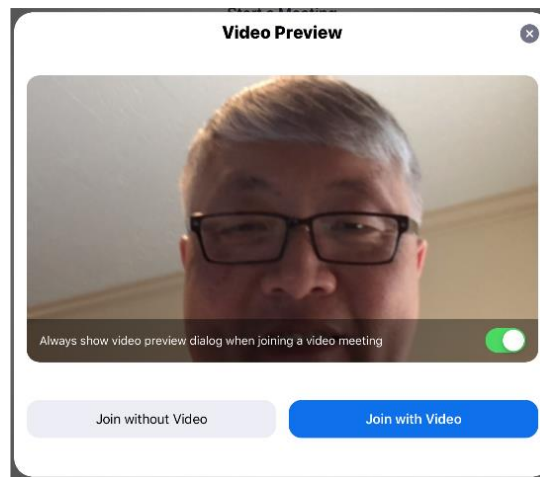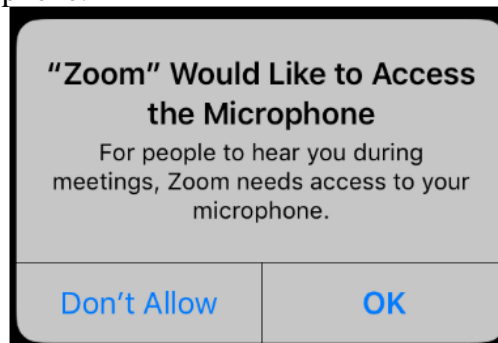Don't Connect To Audio

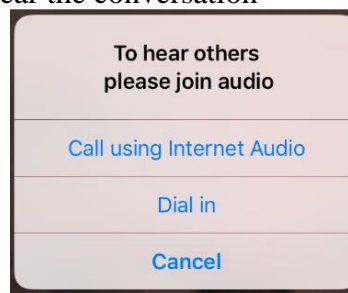Turn Off My Video

6. Allow Zoom to access your camera.

7. "Join with video" so people can see you:

8. Let Zoom access your microphone:

9. Use Internet Audio so you can hear the conversation

Enjoy Zoom!

ZOOM Startup Guide: Desktop Computer Browser

Note: you do not have to register for a Zoom account in order to use it. You may if you wish.
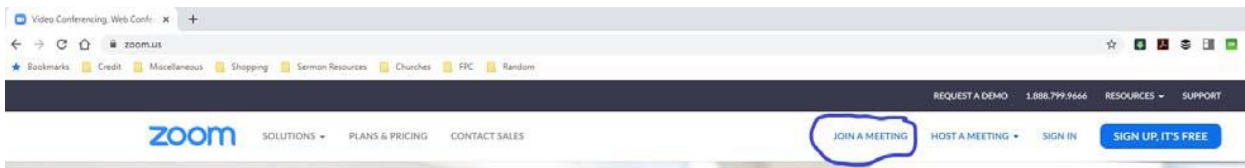
1. If you were sent a LINK to click, you can just click on it. The link looks something like:
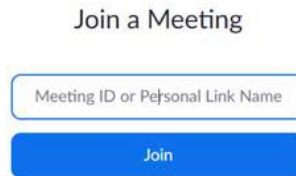
    https://us04web.zoom.us/j/506001432

    If you do this, it will take you **directly to step** 4.
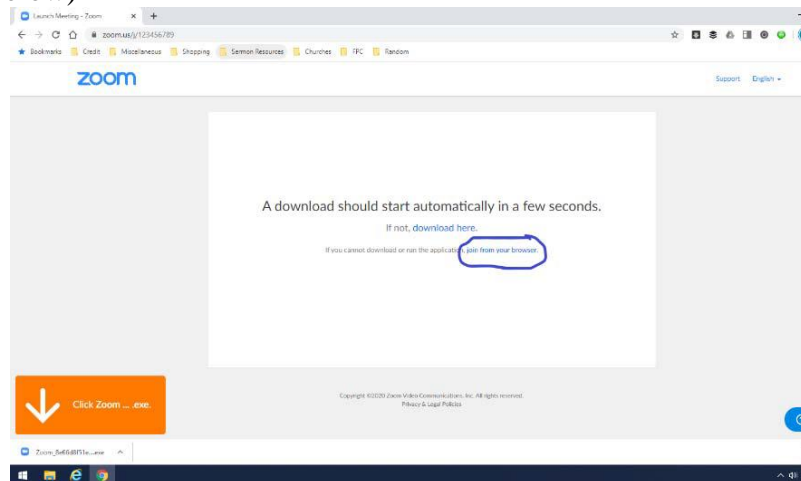   If you only have the Meeting ID, which is a nine- or ten-digit code, proceed to step 2.

2. From a desktop browser: first, go to zoom.us. You should a window that looks something like this at the top. Click "Join a meeting" on the right side, circled in blue in the image below.

3. You will see a pop up like this. Enter the nine- or ten-digit Meeting ID in the box and click "Join"

4. At this point, you have TWO options. You can install the Zoom Desktop Client (click BENEATH the orange box) and follow instructions, or click on "Join from your browser" (circled in blue below)

5. Next, enter your name in the popup box that looks like this:

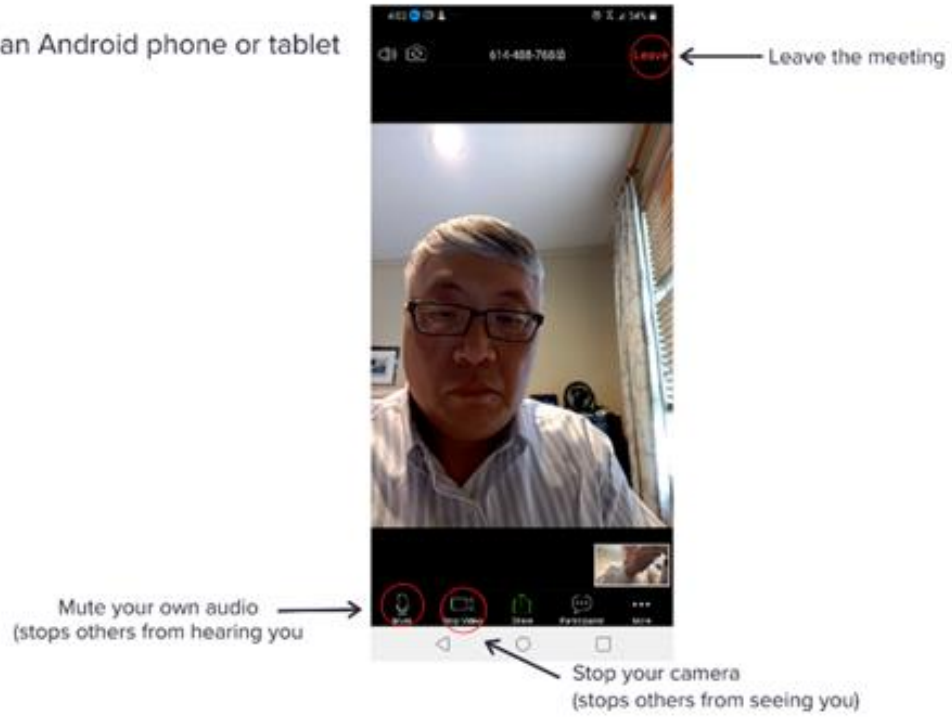Please enter your name to join the meeting

Your Name

Richard Hong|

Join

6. Next, it will ask you if you want to get audio by dialing in via phone or using your computer microphone. If you have a microphone, use "Computer Audio" and click "Join Audio by Computer." Else you can have the Zoom system call you on the phone, and you can listen on the phone and watch on the computer screen.

7. Various pop up boxes may request permission to use your microphone and your camera. Please click "allow".
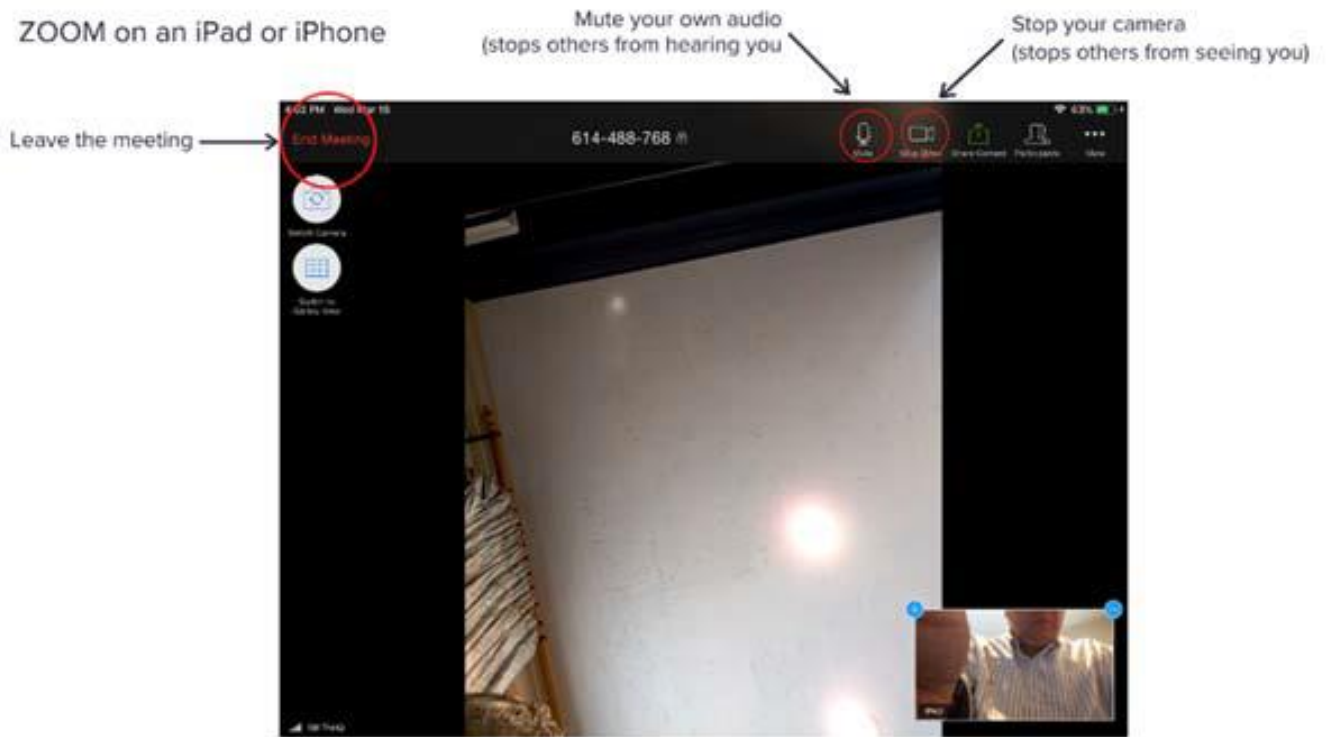
You should be in! Enjoy Zoom!

Where the critical controls are in each version of Zoom:

ZOOM on an Android phone or tablet — Leave the meeting

Mute your own audio
(stops others from hearing you

Stop your camera
(stops others from seeing you)

ZOOM on an iPad or iPhone

Mute your own audio
(stops others from hearing you)

Stop your camera
(stops others from seeing you)

Leave the meeting

ZOOM on a desktop computer

Switch to Gallery view
(see many others at once)

Leave the meeting

Mute your own audio
(stops others from hearing you

Stop your camera
(stops others from seeing you)