

ZOOM INSTRUCTIONS FOR PARTICIPANTS

Before a video meeting:

1. You don't need a Zoom account. You will need a computer, tablet, or smartphone with speakers or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. You will receive notice for a Zoom meeting from the parish. The notification will include a link to "Join via computer". It will also include the 9-digit (usually) Meeting ID.

To join the videoconference:

1. At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application. If you would rather not (it's really simple to install), at this point, you can choose to join the meeting from your internet browser instead.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided in the invitation.

Joining the meeting or webinar

1. **Click the link to join the meeting.**
2. **An option *Join from your Browser* may appear automatically. If it does not, select *Download & run Zoom*.**
3. **The option *Join from your Browser* will appear in this next window, below the download link.**
4. **You will be prompted to enter your name. This is a private space, so you can be Superman if you want!**
5. **Click *Join* to be taken into the meeting.**

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer.

Participant controls in the bottom/ lower-left corner of the Zoom screen:

Using the icons in the lower-left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left). It's best to keep it muted unless you are actually speaking - dogs bark loudly!
- Turn on/off your phone/laptop camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Chat with the group in text format
- Share your screen with others

Views: Somewhere on your Zoom screen, usually top right, you will also see a choice to switch between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” shows all of the meeting participants, which is rather nice.