

## **ZOOM, Step-by-Step**

Zoom allows groups of 2 to 100 or more to join together in an interactive meeting, much like gathering in a large room. You can see and hear all the other people through your device.

You can participate in a zoom meeting without a camera or microphone. You don't even need a computer. You can participate in a zoom meeting using an ordinary phone and hear and be heard by other participants (See section 3) **Please contact Paul Belz-Templeman at 503-720-5392 if you need to attend a Presbytery meeting using a landline/traditional telephone.**

**If you have a computer, but no microphone or camera,** you will be able to see and hear the other participants, and the other participants will see just your screen name. You can send "chat" text messages to the group or to individuals.

However, **if you do not have a microphone,** I recommend you participate audio using a phone ([See section 1b](#)) and video using your computer.

**Most laptop computers have a built-in camera and microphone** and are ideally suited for Zoom meetings, and using that configuration is described in [Section 1](#).

**Tablets and smart phone devices** are also well suited and are described in [Section 2](#).

**Connecting with a traditional phone** for audio participation is described in [Section 3](#). [Section 4](#) contains details about navigating some of the useful and optional features of Zoom. You may also visit <https://support.zoom.us/hc/en-us> for tutorials and the most current Zoom information.

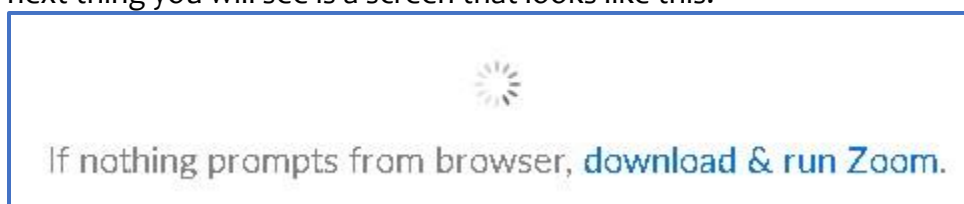
When you find out about a Zoom meeting you want to participate in, it will probably include a link that looks something like this:

<https://us04web.zoom.us/j/098455742?pwd=NlibG5VcG5lQmozcTJDNoFORHJMUT09>

It makes no difference whether you found that link in an email message or on a website. Clicking that link is the key to joining the meeting.

### **Section 1. Laptops and desktop Computers.**

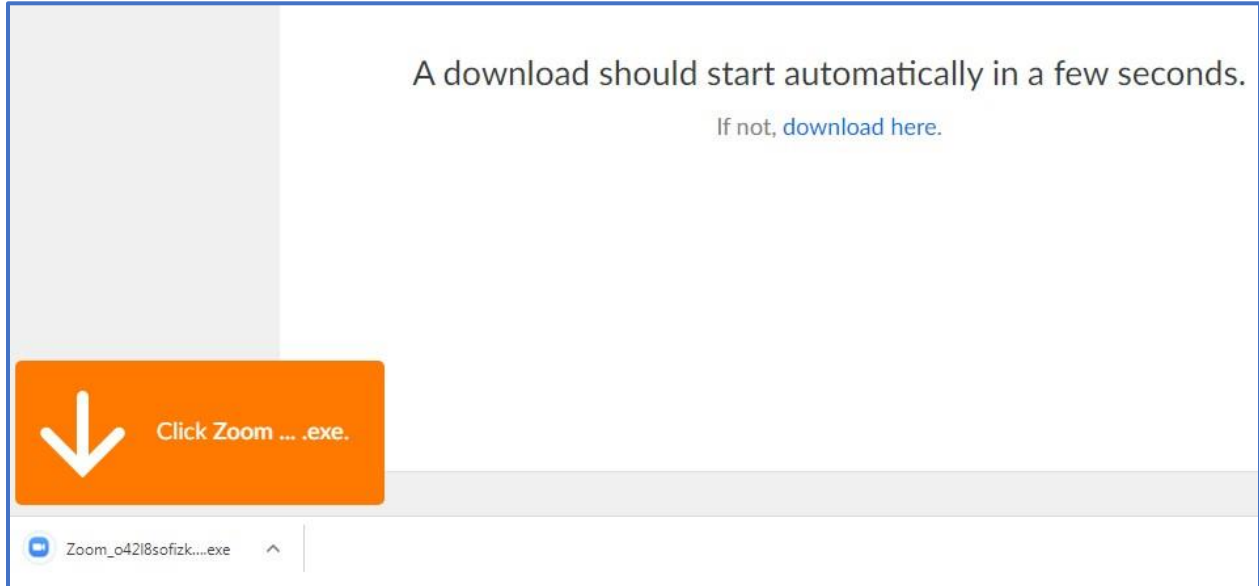
After you click the meeting link, what happens next is dependent on the browser you use. Other browsers will follow a similar pattern. If you are using Google's CHROME browser, the next thing you will see is a screen that looks like this:



If you have used Zoom before, skip down to the section “[If you have used Zoom before](#)”.

**If this is the first time you have used zoom**, you will need to download and install the Zoom App, and after a few seconds, the screen will change to one like this:

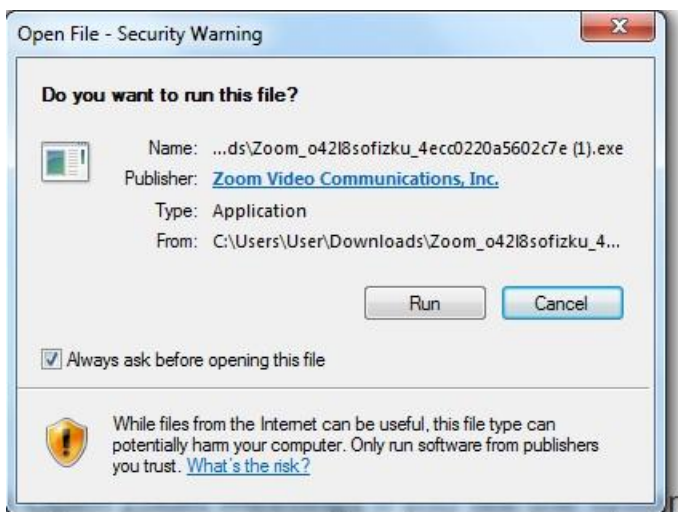
If the screen below never appears, then click the words, “download & run Zoom.”



If you never see the orange block/white arrow, click the words “download here” in the middle of the screen. You may need to open your downloads folder and double-click on the item, “Zoom\_o4.....exe”

It may take several seconds before the orange rectangle with the white down-arrow appears while it downloads the installer. When it does appear, click the text “Zoom\_ (etc).exe” below the white arrow.

You will promptly be shown the security screen for installing software that looks like this:

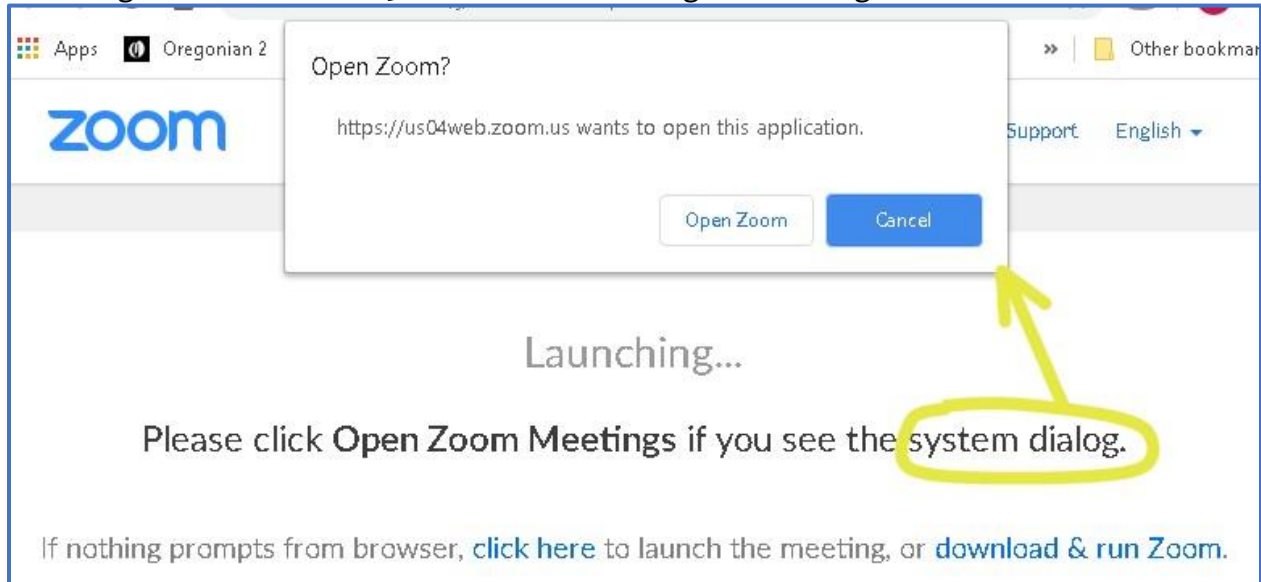


Click the Run button to finish the installation.

Next, you will see a message saying, “Your meeting will begin soon...” That message will get replaced by a space in which to enter your Zoom screen name. Pick a name or nickname that others in the meeting will easily recognize as you. If the meeting had a password, there will also be a space for entering it.

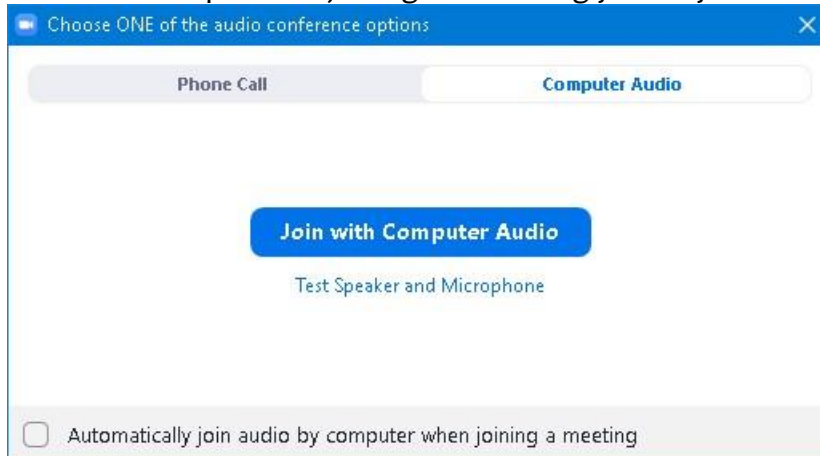
Now, skip down to the last paragraph about computer audio.

**If you have used Zoom before** (and already downloaded the Zoom App), you will see the following screen within 2 or 3 seconds after clicking the meeting link:



When you see this screen, click the button labeled “Open Zoom” and you will quickly join the meeting. **NOTE:** Shown here is for Chrome running on Windows 10. For other operating systems and other browsers, the question and button labels are different, but have the same effect. Some non-Chrome browsers skip the above step and go directly to joining the meeting.

As the final step before joining the meeting you may see a screen like this:

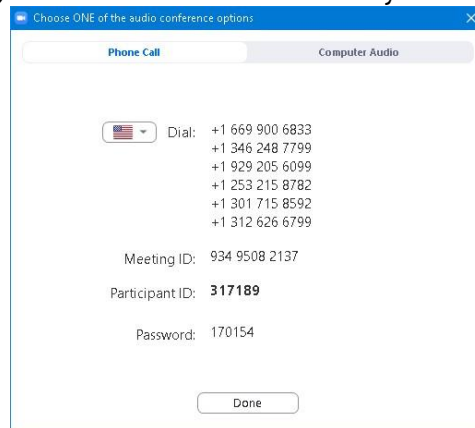


Click the button “Join with Computer Audio” to proceed to join the meeting using your computer’s speaker and, if you have one, your computer’s microphone. You are done and ready to participate in the meeting.

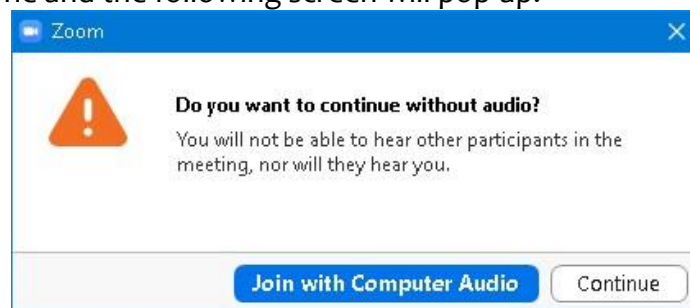
### Section 1b – No microphone

If you do not have a microphone, you will be in listen-only mode when you click that button. However, if you wish, you may join the meeting using your phone for audio by clicking the smaller button “Phone call” in the upper left. If you do not see the smaller buttons in the top row, skip down to the section Phone Option Not Shown.

After you click “Phone Call”, the button turns white and you will see a list of phone numbers:



These are not toll-free numbers. Dial the nearest one. (For Portland area folks, that would be the 253 number which is Tacoma.) These will be the same phone choices that may have been listed in the meeting invitation you received via Email. When you call you will be prompted for the Meeting ID, and either your participant ID and Password. Although you can skip the Participant ID by pressing #, entering it is preferred since that will associate your phone call with your Participant icon viewed by others in the meeting. If you entered your participant ID, you will not be asked for the meeting password. When you have made the phone connection, click Done and the following screen will pop up:



Click **continue** to proceed using your phone audio connection. If you changed your mind or couldn't complete the call, you can click **Join with Computer Audio** and be in listen-only mode. It is not necessary to join by phone at the beginning of your participation in a meeting. That option can be exercised anytime or multiple times during the meeting by clicking the Audio icon in the lower left corner.

### **Phone Option Not Shown**

If you did not see the button labeled “Phone Call”, it may be because phone call-in is not available for your meeting. However, for meetings hosted on a free Zoom account (for example, by a committee chairman or independent organizer), the phone option still exists, but may be suspended during peak usage times. To see if phone connection is available, try it by doing the following:

1. Go ahead and click “Join with Computer Audio”
2. Click the **i**-in-the-circle icon in the upper left corner to display the information block for the meeting which gives the Meeting ID and your Participant ID.
3. Dial the number for Tacoma, 253-215-9782.
4. Enter your meeting ID number when prompted, ending with the # key.
5. Enter your Participant ID when prompted, ending with the # key. Entering your Participant ID will associate your phone call with your video and automatically put Zoom in the phone-in mode. Since you entered your participant ID, you will not be asked for the meeting password.
6. Click anywhere outside the information block to close it.

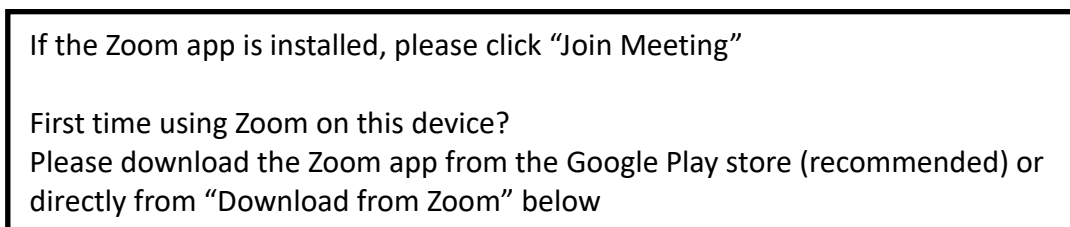
You may hang up at any time and be back in listen-only mode, and call back again as you wish.

### **Additional Phone features.**

While participating by phone, you can still “**Raise Hand**” by pressing the sequence \*9 to signal to the moderator that you wish to speak, and you can mute and unmute your microphone by pressing the sequence \*6. After each use of \*6 you get a voice confirmation of your new mute/unmute status.

## **Section 2. Tablets and Smart Phones.**

If you click a zoom link in a message or email, you may see something like the screen below.



If the Zoom app is not installed, nothing happens when you click Join Meeting. In that case, follow the prompts to complete the download and installation of the Zoom app. A good video showing the installation of Zoom on an android or iPhone is:

<https://www.youtube.com/watch?v=GEQLjLYhuJQ>

Once installed, if you click a meeting link in a message, email or website, Zoom will connect to the meeting. If you see a prompt about the audio connection tap “Call using Internet Audio” or “Call via Device Audio”

You will briefly see the message “connecting” and then a large box with a Letter, word or number. This is how you will be seen by others until you turn on your video if it is not turned on automatically.

Once in the meeting, you may tap the meeting screen to get the local menu at the bottom and then manually start video and unmute as desired. Note the other items in the bottom menu that are shown any time you click the meeting screen.

Beside your microphone symbol in the lower left corner you will see a word or number. This is how you will be identified in what the other participants will see. You may change that to make it display something useful like your name by clicking “Participants” in the menu along the bottom of the screen, and then click the “>” in the upper right corner of the participant screen and select “Rename” from the pop-up menu. When done, click “close” in the upper left to close the participant screen and go back to the meeting screen.

Tap the meeting screen to see the “Leave” button at the top right corner that enables you to exit the meeting.

Overall, Zoom works just like it does from a computer. See Section 4 for some of that information.

### **Section 3. Participating with a traditional phone.**

***Please contact Paul Belz-Templeman at 503-720-5392 before attending a presbytery meeting using a traditional telephone.***

You can participate in a zoom meeting using an ordinary phone and hear and be heard by other participants. When you received an invitation for a Zoom meeting, in addition to the link for computers, you should have also received a Meeting ID, a ten or eleven digit number, and a password (if required), typically a six-digit number. Have these numbers at your fingertips when you make the phone call following the steps below.

1. Dial one of the numbers given in the invitation. These are not toll-free numbers. For Portland area folks, the nearest number is Tacoma, 253-215-8782.
2. When prompted, enter the Meeting ID ending with the # key.
3. When asked for the Participant ID, just tap the # key.
4. When prompted, enter the meeting password (if one is required) ending with the # key.

You will be then be connected to the meeting.

You will initially be shown to other participants as a box containing the phone number from which you called. If you have an opportunity, you may ask the meeting host to rename your box with your own name.

While connected by phone, you can mute and unmute your microphone by entering the key sequence \*6, and each time you enter \*6 you'll hear a voice response giving the new mute/unmute status of your microphone. You can also “raise your hand” to signal to the host

that you wish to speak (or vote) by entering the sequence \*9. (The host will lower your hand when appropriate.)

#### **Section 4 Navigating and Features.**

Along the bottom of the Zoom screen are a row of menu icons. If the icons are not visible, move your cursor or tap anywhere in the Zoom screen. Those menu icons and items are listed below with a brief explanation of their use. These are listed in their order of appearance from left to right.



Active Microphone. Mute your microphone by clicking.



Muted microphone. Unmute by clicking. Click ^ beside the icon for other choices. When your microphone is muted, you can temporarily unmute by pressing your space bar and holding it down while you speak.



Active camera. Suspend your video by clicking. Your image as seen by others will be replaced by a box with your screen name.



Suspended video. Restore video by clicking. Click ^ beside the icon for other choices.



Participants. The little number indicates the current total participants. Clicking this icon brings up a right-side panel with several more options. The side panel lists all the current participants and at the bottom are links to Invite, Mute or Unmute, and Raise or Lower your hand. Clicking “Invite” brings up a window with several options for inviting others to join the meeting. Raising (and lowering) your hand is a way to signal to the host that you would like to speak, or to vote. If you move your cursor over your name in the list (always at the top) and click the “More>” button it will give you additional options including renaming yourself with a new screen name. Clicking Participants again closes the Participants side panel.



Chat. Clicking this brings up a side panel where you view other’s chat text, or (at the bottom) you may enter a text chat to either everyone or an individual.



Share Screen. Allows the user to share their screen with other participants.



Record. Indicates is the meeting is being recorded. Red if recording.



Reactions. Allows you to place a symbolic gesture above your image that persists for five seconds.

**Leave Meeting** At the right end is the button to leave the meeting. On some devices, this will be located in the upper right corner.

## VIEWING OPTIONS

Just inside the upper right corner of the image window will be controls to **switch to** **Speaker View**  and to **Gallery View** .

**Speaker view** detects who is speaking and shows their image filling the available space.



**Gallery view** shows all the participant at once. (Most commonly used option.)



**Note:** switching from Gallery to Speaker View is not intuitive and the user is encouraged to play around with this feature to orient oneself on how to use it.