



TIPS FOR ZOOMING

TO JOIN THE GATHERING:

- Just click on the link for your event. If you've not yet installed the (free) Zoom app, you'll be prompted to allow it to download and install. This will take only a minute or so to install automatically. If you've previously installed Zoom but do not have the latest update, you may be prompted to allow it.
- Once Zoom is installed on your device, you may need to click on the link again or enter the meeting number, which is the last 9 digits of the link.
- Click on "Run Zoom Meetings." If you see a bar that says "Join Conference by Computer Audio," click it so that Zoom can use your internal webcam and microphone on your computer or mobile device. You also may be asked to start your video cam - please do so. (This all sounds far more complicated than it actually is!)
- Now you'll be in the meeting waiting room. You'll be admitted in just a few moments. In the meantime, you'll be invited to test your video and audio settings so you can have the best experience communicating with others. Once you've entered the meeting room, you can enjoy a slideshow with music, images and words of wisdom that set the tone for what's to come. It's worth coming early to enjoy it!

YOUR CONTROL OPTIONS:

Display On your desktop, you'll get the best results using fullscreen mode . Click the hollow square at the top right of your screen. You can use escape to return to a smaller screen.

Also in the upper right corner, you can toggle between "Gallery View" and "Speaker View" to display either everyone or just the current speaker. In Gallery View, the current speaker will be highlighted.

Audio/Video

Controls At the bottom left of your screen are icons for your camera and mic that you can toggle on and off. The adjacent arrows give you some more advanced setting options. Please keep your camera on throughout the session, and mute your microphone except when you are talking.

Chat At the bottom of your screen, you can click on the Chat icon to display the chat screen. If you're having technical difficulties, you can ask for help there. The facilitator may display messages there as well. You can hide the chat view, and if a new message arrives, the icon will flash.

Participant

List If you don't see it displayed, click on Participant List at the bottom of the screen. You'll see every person in attendance, along with another option to turn your mic or camera on or off.

Mobile

Devices Obviously, you can see much better on a desktop or laptop than on your phone! If you plan to use a mobile device, be aware that access to your controls varies from device to device. In general, look for "More" or the [...] icon, or swipe left or right, up or down to find the additional controls. If you've never used Zoom on the mobile device you plan to use, it's worth taking a few minutes to download the app in advance and run through the controls. If you need further help locating them, you can Google "zoom tip" and your device's make and model, and you'll find articles and videos to help you out.