

HOW TO ZOOM

A guide to joining Zoom discussion



STEP ONE - PREPARATION

LAPTOP/TABLET or SMARTPHONE? Overall, it's a far better experience, in large groups, to use a laptop or tablet if at all possible, rather than a smartphone – the larger screen allows you to see all participants.

PREPARING FOR A MEETING Remember that others will be able to see you – so best not to be wearing your PJs and have brushed your hair! If you possibly can, it's best to arrange your phone or laptop camera around head height, and sit in front of a suitable background. Be aware of what is in your background - are you happy with people seeing this?

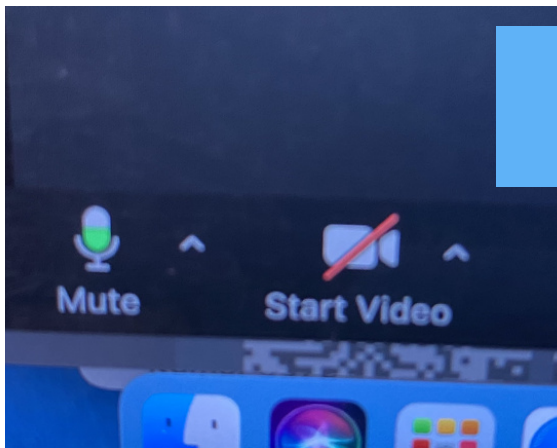
JOINING A ZOOM MEETING

Joining is quite easy – you will receive a link by email (or maybe WhatsApp or some other way) just click on the link. It will look something like this:
<https://zoom.us/j/123456789>

It helps to have already downloaded the ZOOM application but if not you'll be run through the process first time you join a meeting (allow an extra couple of minutes to do this).



IN A MEETING



When in the meeting, the first thing to do is to make sure that your video and audio is on – there are 2 buttons for this at the bottom left of the screen on both laptop and smartphone.

Usually calls start up in a window on your screen – best to hit 'enter full screen' mode to make the most of the screen space.

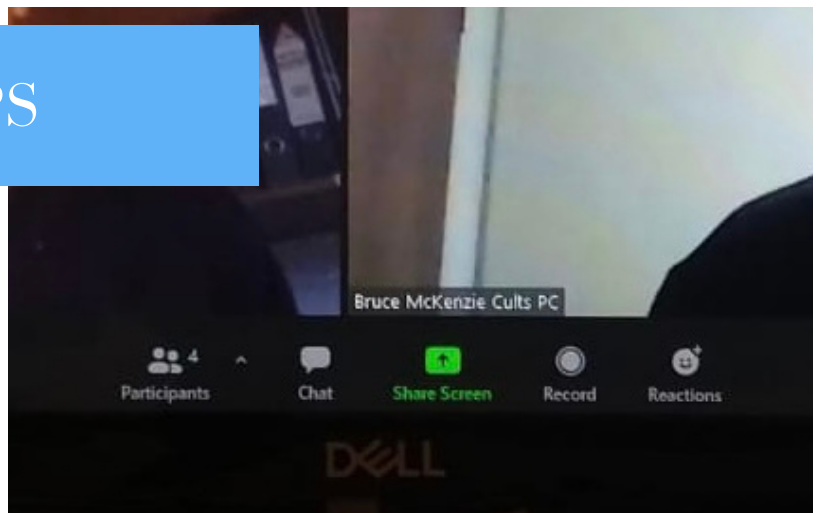
There are a couple of options for viewing other people – these are SPEAKER or GALLERY. I'd recommend GALLERY which shows all the participants on the screen at the same time.

ZOOM ETIQUETTE

The United Reformed Church have produced a helpful guide giving hints and tips for improving your Zoom experience and those of the people you share a zoom meeting with. This guide can be found here: https://urc.org.uk/images/Communications/docs/Guideline_to_Zoom_etiquette.pdf

HINTS & TIPS

- Keep yourself on mute when not speaking. It is surprising what noises Zoom picks up!
- If you want to attract the attention of the person leading the meeting you can raise your hand using the 'Raise hand' function which can be found under 'Reactions' OR by raising your physical hand.



HELPFUL GUIDES

Thanks to the United Reformed Church for these publications which you may find helpful.

Zoom & Security:

<https://urc.org.uk/images/Communications/docs/Using-Zoom-securely.pdf>

Setting up a Zoom account:

https://urc.org.uk/images/Communications/docs/Guide_to_setting_up_a_zoom_account.pdf

If you want anymore help with regards Zoom, please do not hesitate to contact Shuna.
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