

If You Have Never Used Zoom Before...

If you have never used Zoom before, you are in for a treat. This is a very user-friendly video conferencing tool that lots of individuals and organizations use every day.

Zoom is easiest to use from a computer, but a tablet or smart phone are great too. Each meeting has an audio conference option, but it works best for our congregational gatherings if you can try using the full Zoom tool. That way you can see anything that's being shared (like videos, slides, etc.) and can join the chat.

What to Do: Download the App

Go to <https://zoom.us/download> from whatever device you want to use.

- **On a computer**, it will automatically know if you're on a Mac or Windows and start the download. Once it's done, go to your default download folder and double-click the file to install Zoom.
- **On a mobile device** (smart phone or tablet), this link will automatically redirect you to either the App Store or Google Play where you can install the app.

That's it! The Zoom app is very small and should install easily. But if you're having any questions, contact Donna Dolce of the UUSD Executive Team for assistance at Zoom@uusd.org for assistance.

Optional: Try a Test Meeting

This will help you get used to Zoom and make sure your audio and video are set up correctly. Zoom has made that really easy. [Click this link for instructions](#).

Optional: Create an Account

You **do not** need a Zoom account to attend a Zoom meeting. But if you find you like Zoom and want to use it to connect with family or friends, you can create an account for free. This allows you to have a long virtual conversation with one other user (no time limit) or meet with lots of people for up to 40 minutes.

If you are a facilitator or leader of a UUSD committee or group, please use the [Calendar Request for Zoom Meetings form](#) to schedule your Zoom meeting. UUSD's Office Administrator, Sandy Scheet-Robitaille, will handle meeting requests on Tuesday, Wednesday, and Thursday during her working hours, so please plan accordingly. She is working remotely for now. Nancy can provide you with a church Zoom meeting link to share with

those you want to invite to your online meeting. You do not need your own Zoom account. There will be no time limits on the length of your Zoom meeting.

Alternative: Use Your Web Browser

Using the app is best, but you can instead use a browser like Safari, Chrome, or Internet Explorer. This is a good alternative if you do not want to download the Zoom app or are having trouble. It also may be a better option for joining on your TV. See the instructions below.

Join a Meeting

Preferred: Use the Zoom App on your computer or mobile device

When we have a meeting or other gathering, you'll see a Zoom meeting invite shared. The easiest way to join is simply to click the link.

This is a sample of what the instruction block will look like. These ARE NOT the numbers that our calls will be using.

Join Zoom Meeting

<https://uuma.zoom.us/j/123456789> 

Meeting ID: 123 456 789

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 253 215 8782 US

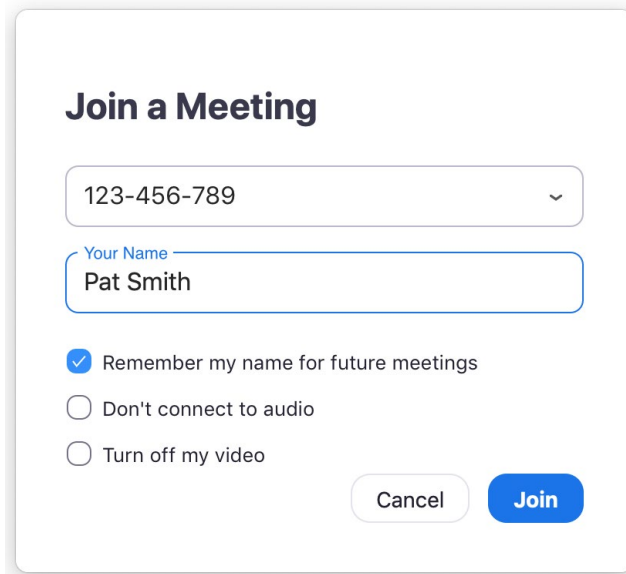
+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 123 456 789

Your Zoom app will launch and you'll see a window or screen that looks something like this:



Join a Meeting

123-456-789

Your Name
Pat Smith

Remember my name for future meetings

Don't connect to audio

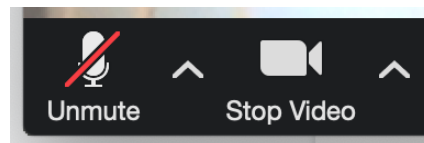
Turn off my video

Cancel Join

If you clicked on the link, the meeting ID will automatically be in the first field. If you've used Zoom before, your name will already be there too. Otherwise, you can manually enter the meeting ID and/or your name.

Click join and we'll see you in a moment.

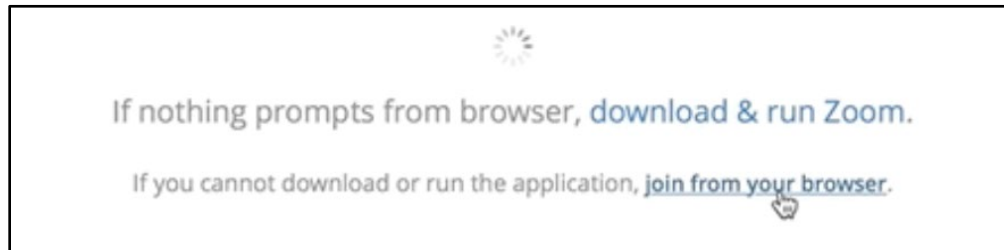
Once you're in the meeting, confirm your audio is muted. We hope you'll show your video, but you can choose to stop video if you like. You'll see those controls in the lower left or bottom of your screen (depending on device). Wiggle your mouse or touch your screen and they'll appear. Click the microphone to mute/unmute. Click the camera to stop/start your video.



If something isn't working right, you can access audio and video settings by clicking on the up arrow next to the icons.

Use Your Browser

If you are on a computer and do not have Zoom installed or do not want to install Zoom, you can also join from your browser. Click on the Zoom meeting link provided. You'll see the following screen. Click "join from your browser."



By Phone

If you must use your phone (for audio only), there will also be a list of phone numbers in the event details. Dial the number that is geographically closest to you. You'll be prompted to enter the meeting ID followed by the # sign.

Press *6 to toggle between mute/unmute (or use your phone's mute feature). If joining worship or a large group meeting, you will be muted by the meeting's tech person and will need to press *6 to unmute. To raise your hand, press *9.

Remember, you will not be able to see any shared videos, slides or other visual items. You also will not be able to chat. But you will be able to hear, and we'll be glad you're present!

Some Zoom Meeting Etiquette

Often on video calls there can be an echo sound. This comes from computer mics picking up what is coming through the speakers. The best way to eliminate this is to: 1) use a set of headphones when you are on the video call, and 2) keep yourself muted except when you are speaking.

The default type of viewing in zoom is to see the video of the speaker enlarged on your screen. Often it is nicer to see everyone's faces at the same time. To do this, look in the upper right-hand part of your screen for a button that says "Gallery." Click on that and you will be able to see everyone.

Consider keeping yourself muted except when you are talking. Otherwise, everyone in the group might hear conversations in your home, your dog barking, or even “Darth Vader” breath which might be your mic picking up on your breathing.