


## Information from Tony Le Fevre, regarding attending a Zoom meeting or service

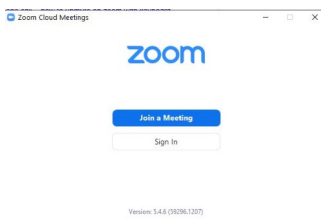
Hi there...I hope the following information may help those of you who are not familiar with using Zoom! Since the beginning 2020, many people have started attending 'virtual' meetings from their homes using a free computer service such as Zoom. Zoom allows several individuals to join a meeting, at the same time, so that they can both hear and see one another. This is achieved by using the camera and microphone that are part of their computer, tablet or smart phone.

To get started using Zoom, in advance of your first meeting or service, there is a free piece of software (a computer program) which you can download. To get this you can go to your web browser and type **zoom.us/download** into the search box. Depending on what device you have, this will lead you automatically to the correct Zoom program.

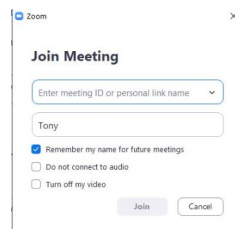
Alternatively, simply click on the blue text link in an email invitation to join a Zoom meeting or service well in advance. If you do not have the right program already, this should invite you to download the software. If you already have the software, you should see one of the dialog boxes below.

When the time for the meeting comes, you can click on the blue link in the email invitation, and join in.

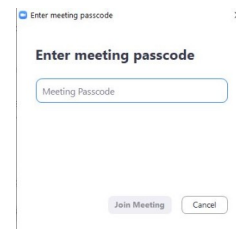
If you want to join a meeting without using the special blue link, you can use the blue Zoom icon . In the opening 'dialog box' you can select the blue button to join a meeting. The next selection dialog box allows you to enter the 'Meeting ID' which is a 10 digit number, and this is also where you can type in your name. On the next dialog box you will then be asked for a passcode, which could be a number or text. See images of computer screens below.



Opening dialog



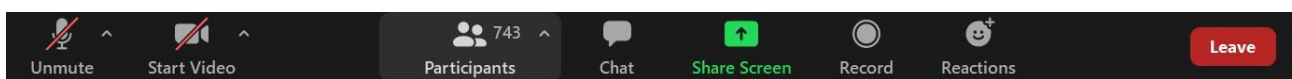
Selection dialog



Passcode dialog

When you join a meeting or service, you will usually have to wait briefly in a 'waiting room', until the Zoom host can invite you to join.

These attendee controls below may appear at the bottom or elsewhere on your screen and you need to be familiar with them



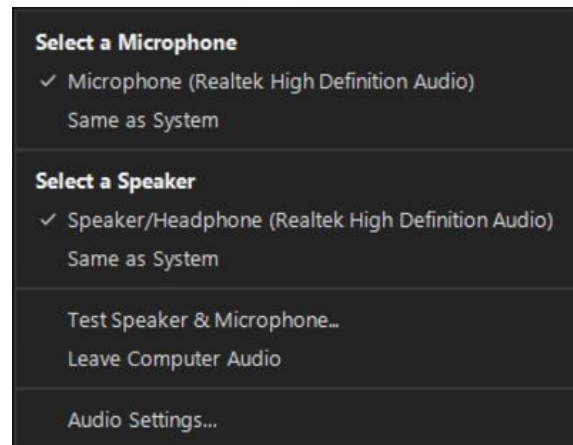
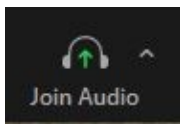
The most useful one will be the MUTE and UNMUTE microphone controls.



**Mute / Unmute:** Mute and unmute your microphone.

If you see a red line through the microphone icon (as above, right) people can't hear you, because you are 'on mute', but you can click this microphone button to 'unmute', yourself, or use 'push to talk' if you want to unmute yourself by holding down the spacebar.

Enhanced microphone controls can be accessed by 'Audio Controls' (click the '^' on the Mute / Unmute button). This allows you to change the microphone or speaker that Zoom is currently using on your computer, leave computer audio, or access the full range of audio settings. If no one can hear you, the answer may be here in this Audio controls menu. 'Join Audio' is usually visible only while joining Zoom, and should soon be replaced by Mute or Unmute.



Audio Controls menu

During a Church service, it is helpful for everyone if we all ensure that our microphones are set to the 'mute' position most of the time. The mic then has the red line, and the button label is 'Unmute'.

**Start Video / Stop Video:** Turns your camera on or off.

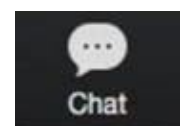
Video Controls (click the '^' next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.



**If your camera is switched on, then you are visible to all participants.** Don't forget, we can also see what's behind you! With your camera off you will be represented in the meeting by your name (or your profile picture if you have created one).

**Participants:** If you click on this button, then you will see a list of who is currently in the meeting. You can also access **Rename**; move your mouse pointer over your name, you may need to click 'More' or '...', and choose Rename to change your screen name displayed to other participants.

**Chat:** Access the chat window to type chat messages, and send share them with other participants.



There are other options, such as 'share screen' or 'record', which are not usually made available during Church events.

While we are all still new to all this, I am very happy to help you feel more confident in using this technology. If you would like a gentle, private introduction, please phone or email me, Tony Le Fevre (01209 901432 / TONY.LF.1509@gmail.com) and I will set up a short, private, Zoom meeting to practice with. Every blessing and regards. Tony