



Simple ZOOM Tips for the Beginner

First Timer?

If you are unfamiliar with Zoom, it's simple. [Feel free to watch a video to help get more out of Zoom on their site.](#) You can ask the host or the technical volunteer for help on “Chat” whenever needed.

Email from Your Host:

You will get the email and can save it to your electronic calendar (i.e. saving the iCal file or simply copying the text to your format) or access via the link from the email. There are several options to join the meeting. If you want to join with video, click on the link to join the meeting via the blue link after the text that states: Join Zoom Meeting. It will prompt you to click through to the meeting or download the app if you haven't been into Zoom yet. There is an option to call in from a phone as well for those without the technology. You can open the meeting from your email or put it into your electronic calendar.

To Use Mic or Video:

Once you are “in the meeting,” you can turn the mic or video on or off by toggling the control icons (clicking on them @ lower left of screen). You can set the app default to join with or without mic* or video by going into the settings when you're in. *It is a good practice to join without the mic being on. If you are not speaking, it's best to toggle your mic to mute—keeping it muted when not speaking. Background noises and talking over others can get very chaotic in virtual meetings when there are more than 4 or 5 people in attendance. The host can control this if it gets too chaotic as they can mute everyone. They can also turn the individual users' video off, to help attendees focus on the study video.

Shortcut to Unmute:

You can also temporarily unmute your mic to give short answers by depressing the space bar for the duration of your speaking. You can also press alt+A to toggle your mic on and off, but beware that it may make beeping alarm tones to do this. If you are going to be speaking for a bit longer, go ahead and unmute your mic, muting yourself again when done.

View of Meeting Attendees/Your Window:

You can change your view by clicking on the icon over the window that shows the attendees of the meeting. They range from highlighting the speaker, to having a strip of attendees at the top or sides, or the “gallery” which shows all of the attendees in one window. The last icon to the upper right will toggle between the speaker and the slides if they are sharing their screen. The speaker's face will either be highlighted in the place the slides were, or if you toggle it, they will be up in the upper right corner in the small window. You can also go full screen with the icon in the lower right corner, or escape to leave the full screen.

Changing Name/Photo:

You can change your photo and name as it reads out on your video image. Go to the "Participants" icon at the bottom of your screen, by clicking on "More" button next to "Me" which comes up on "mouseover" (i.e. when you hover your mouse or cursor over the right of your image in the participant area). You can change your photo here, too.

Virtual Etiquette:

It goes without saying that you should not interrupt or talk over others. Please use the chat if you want to have a side-conversation. If you're stepping away from your computer or needing to take a phone call or a text message, it is a good practice to toggle both mic and video off so the other participants are not disrupted, listening and looking at your empty screen or seeing your cheek on the phone or hand swiping/ typing, etc.

Sharing Slides or Music:

If you have slides to share or want to share a song with the facilitators, you can either "share your screen" by clicking on the green "share your screen" button at the bottom of center your window, then clicking on the "share screen" option that shows up in the box vs. double clicking on the window of the file. If you double click on the app vs. "share screen" in this larger window, you end up having less control over being heard/seen.

Now you can bring up your slides or share the music by going to your music on YouTube to bring up the video that will get your worshippers into the spirit. It's best to have it "ready to go" vs. searching during the meeting. It may be a lot easier to send the host a chat message with the URL of the YouTube video/music, etc. They tend to have more experience with Zoom, but it's good to expand your skills. When you are done, you must click the red "stop sharing" button at the top of the screen to finish and return control of the screen to the host.

Chatting:

The chat function is very handy to send a comment or post a scripture for everyone while the meeting is happening and if you have a comment that you don't want to announce on the mic. To open the chat window, click on the chat icon at the bottom center of the screen. You can either post a message to everyone (default) or click on separate names for private comments.

You can save the chat at the end of the meeting, if there are links you would like to keep, or look up afterward. To save the chat, go to the chat window in the active frame at the bottom, click on the ellipsis (3 dots) at the very bottom right of chat window and select "Save chat". You can do this at any time, and if you click on it again, it updates the saved chat. It saves to the Documents > Zoom folder in Explorer on PC. The window it saves in will open at the end of the Zoom meeting.