

Tips and Tricks

zoom

General information about what's involved in using Zoom.

- If you have not been using Zoom for other meetings (or Happy Hours, Birthday parties, Book clubs, Discussion groups – Zoom calls them all “Meetings”) since the pandemic started, ***it's very easy to do and it's free.*** During the pandemic, FPC has been using it for its staff, session, committee meetings, and more. If you're an experienced Zoomer, you may not need these tips. If you are a new Zoom user, you may not need them either. But you can use them to reference should you run into any issues.
 - Carolyn Wright, on staff, is available by phone for folks who have never used Zoom and would like someone to walk them through it. *Send her an email if you would like to arrange an individualized help session.* cwright@fpcrichmond.org.
 - If all else fails, ***these classes will be recorded and made available on YouTube.*** You will be able to access them at youtube.com/fpcrichmond without participating live.
 - ***You do not need to have or create a Zoom “account.”*** Zoom will not have your email and you won't need another password to keep track of.
 - **You can use Zoom to attend class, using your**
 - Smartphone (any brand)
 - Other “non-smart” cell phone
 - Landline
 - Tablet (e.g., iPad)
 - Desktop computer (Mac or PC)
 - Laptop computer (Mac or PC)
 - ***Zoom uses what it calls “video” to enable class participants to see the teacher and each other.*** As long as you are using a device with a screen (Smartphone, tablet, desktop or laptop), you will be able to see other people. As long as your phone or computer has a camera, others will be able to see you if you so choose. ***If you don't want them to see you, you can join class “without video.”*** But please join with video if you can. Everyone wants to see you. And there's no dress code. 😊
- [Note: Certain offerings will be using the Zoom **Webinar** format, which does not allow participants to see anyone on screen except the “panelists,” who will include the teacher, the Host, and class officers making announcements. So, class members won't need to worry about the camera. Questions can be asked, but class discussion won't be possible. Discussion based classes will use the traditional Zoom **Meeting** format. More about this on page 3].
- ***You can also use a landline telephone to dial in and listen only.***
 - ***Before each “meeting,” class or Zoom call, you will receive an email*** containing the information you will need to access the meeting or class – either by dial in or via a web link. And you can also access this information on the church website by going to fpcrichmond.org/calendar. Find the event or class you wish to join and the link will be included in the description.

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- ***Unless you are only dialing in for “listen only,” you will need to download the Zoom application*** to whatever device you plan to use. *This is easy.*
 - If you have not used Zoom before, the first time you click on a Zoom link provided in an email, you will be prompted to download the Zoom software to your device.
 - You just click on the button instructing you to do the download. Zoom does the rest for you.
 - All you will have to do to attend class after that is click on the link you receive every week.

Operational Instructions for Participating in a Meeting/Class

1. *Open email from FPC meeting or class organizer.*
2. If you are dialing in only, the phone number and Meeting ID are in the email. You will be prompted to enter the meeting ID followed by the (#) pound sign.
3. If you are using video to see and/or be seen, *Click on the Zoom meeting link*, in the body of the email.
4. *The screen that pops up may look something like this (See image 1 below)).* Download software (the first time only). If you are installing Zoom software for the first time, you may need the Meeting ID the first time after installing the Zoom app. If you have already used Zoom before on the device you are using, click on “launch meeting” near the bottom in blue. In that case, you shouldn’t need the meeting ID. Note – the Meeting ID in the screenshot below is just an example – yours will be different.
5. *If it’s not your first-time using Zoom, your screen may look like this (See image 2 below).* Click on open.

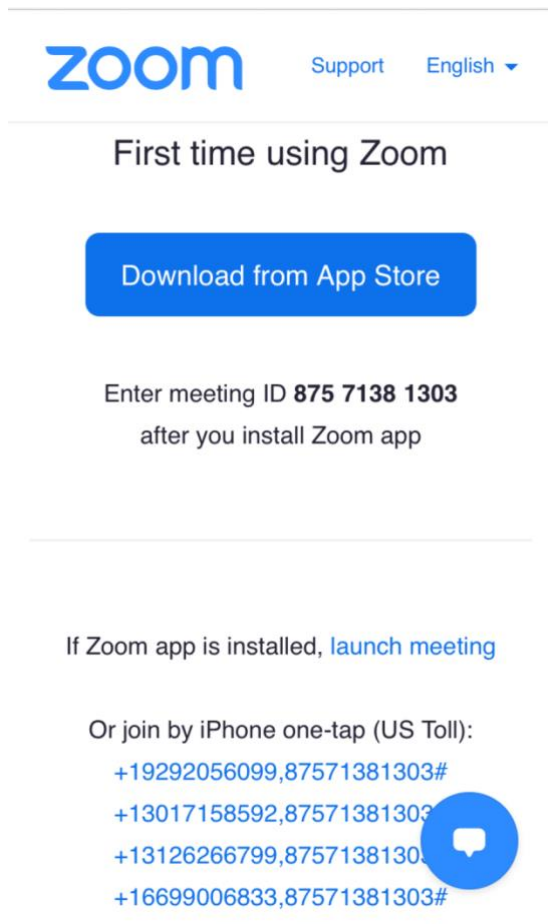


Image 1 (step 4)

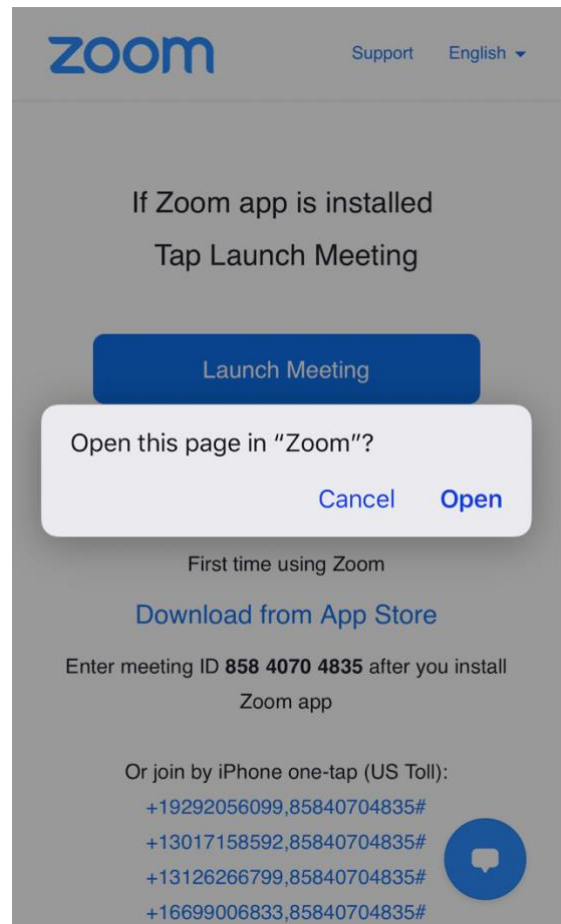


Image 2 (step 5)

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6. *Unless your “meeting” is being conducted as a Webinar, you will be asked whether you want to join with video or without video.* If you choose “without,” your image will be represented by your printed name or the name of your device. Choosing “video” means that other attendees will see you when the meeting starts. We encourage you to “join with video.” It’s more fun that way and the closest we can get to in-person fellowship these days.
7. Once you choose how you want to join the meeting – with video or without, you may see a screen saying that you are in the Waiting Room and that the Host will “let you into the meeting” once the meeting starts.
8. Once the Host starts the meeting, everybody’s image pops onto the screen and you will be able to see the teacher and others who are using video (unless the meeting is being conducted as a Webinar in which case you will only see the teacher and/or host).
9. The Webinar format is best when the meeting has a large number of attendees and one main speaker. The primary difference with Zoom Webinar is that only the Host and the class leaders will be able to speak and be heard by others in the “meeting.” It will be possible for class members to submit questions for the teacher in real time using the “chat” function in Zoom. When we meet, we will teach and remind you how to use that. The teacher will be able to see the questions when (s)he is ready to consider them. The class leaders will make sure they come to the speaker’s attention when the speaker is ready.
10. *To stop attending the lesson, there’s a red button in the bottom right corner of the screen that says “Leave.”* You just click it and confirm “Leave Meeting”– and you’re out, until the next time you click on a zoom link and join a meeting.
11. *Emails about the “meeting” or class will come from the meeting organizer.* Watch for those. They will have the Zoom link and the Meeting ID for joining the “meeting” via computer/smartphone/tablet. For those joining by phone only, the email provides the phone number and Meeting ID for dialing in.