

How to ZOOM “Video Conferencing”

How to Register with Zoom:

Step 1: Go to: Zoom.us

Step 2: Click the orange button that says “Sign-up, It’s Free”. It will ask you for your information including your email address. Zoom will send you an email.

Step 3: Go to your E-mail to find a message from Zoom

Step 4: Click the box (in the E-mail) that says “Activate Account.”

Step 5: It should take you to the Zoom page that says “Welcome to Zoom”

Step 6: Type in your first and last name and create a password. Hit continue.

Step 7: Following this step it will prompt you to go to “Start my meeting.” However, you will not need to do so because we will E-mail you the link when it’s time to meet.

It’s time to meet, now what?

Prior to the day of our meeting, you will receive an E-mail with the link to our meeting including the Meeting ID and password.

- At the time of our designated meeting, you will simply click on the link.
- It may ask you, do you want to open “[zoom.us?](https://zoom.us)” Select Allow. Or you can log into your Zoom account and click Join a meeting a put in the Meeting Id and Password.
- Click “Join Audio Conference by Computer.”
- You should now see yourself with the use of your camera. If not, look at the bottom of the screen and select “Start Video.”
- Check that your computer does have a camera otherwise will not be able to see you.
- Likewise, you should notice that when talking the microphone should say “Mute” which means it’s currently live and we can hear you.
- If for any reason you cannot hear us, consider turning up the volume on your computer.

As we gather, a few things to note about video conferencing for this meeting:

- 1- We can hear and see you! Pick a space that will not have a lot of background noise.
- 2- While we want to encourage conversation during portions of the meeting, I would suggest that everyone would simply keep their microphone off until the appropriate time.
- 3- Only during certain portions of the meeting will you be able to see everyone on the Zoom meeting.
- 4- More instructions regarding the Presbytery Meeting can be found on meeting instructions and participant procedures.

Zoom on the Smart Phone

If you're interested in using Zoom on your phone, simply download the blue "Zoom" App. Follow all the Zoom registration instructions, as stated above, and then using your phone open your E-mail to the link provided by whoever is hosting the meeting and it should take you directly to video conferencing on your phone. It's that simple!

Zoom on Any Phone, Audio Only

Finally, you can also use a call in number to join in the meeting audio only. In the email from the host, you will see a phone number that you can dial into. You may need the phone number, meeting number and password that can be found in the host email.

The whole point of using Zoom is to make this more convenient for you. There could be a variety of reasons why your device may have challenges using Zoom and those may need to be addressed separately. Do yourself a favor, try it out before the meeting! Make sure you video and audio is working. If you want to make sure that it's working correctly, let us know and we try to call you.