

Helpful info to Join a Zoom Meeting: On your computer

- Click the join link in the email.
 - If you haven't downloaded the Zoom client it will need to download - should be fairly quick.
 - A dialogue box may ask if you want to install and/or if you want to run the file or open the application. Answer yes to all of those kinds of questions
 - If you have downloaded the Zoom client before, it will ask if you want to open the application.
 - Click Open Zoom
- It will ask your name. Use your name... then we'll all know who's there.
- You will be asked if you want to join the conference with Computer Audio or with Phone Audio.
 - If your computer has a microphone, choose Computer Audio
 - **If your computer doesn't have a working microphone there are two options:**
 - If you want to watch/listen only you can choose Computer Audio - the rest of us won't be able to hear you, but you will see and hear what's going on.
 - If you want to interact, choose Phone Audio and see instructions immediately below.

On a Plain Old Telephone (or Phone Audio in conjunction with a computer)

- **Numbers to dial-in:** 253-215-8782 is the most local to us (alternate phone numbers include: 346-248-7799, 669-900-6833, 301-715-8592, 312-626-6799, and 929-205-6099)
- Phone only: When prompted enter the meeting ID and password from the email
- Phone plus computer: on your screen you'll see a pop-up window with the meeting ID, password (where applicable) and a participant number. The participant number links your phone to your square on the screen.
- Things to note when using phone audio (whether in conjunction with computer or not):
 - The phone number you need to call is long distance, so use a phone that doesn't charge you for long distance calls.
 - Using the speakerphone may be easier to participate...
 - You shouldn't need to yell, the microphones are pretty good.

Helpful info to Join a Zoom Meeting: On your tablet or smartphone

- Download the "Zoom Cloud Meetings" application before you can join the meeting.
 - For Apple devices you can find it [here](https://apps.apple.com/us/app/id546505307) (https://apps.apple.com/us/app/id546505307)
 - For Android devices you can find it [here](https://play.google.com/store/apps/details?id=us.zoom.videomeetings) (https://play.google.com/store/apps/details?id=us.zoom.videomeetings)
- You will need the meeting ID number and password from the email to join.

Helpful Tips once you're in a meeting:

There's a whole bunch of functionality on Zoom we're not going to worry about for now and just a few things that I think will be helpful.

- **Muting:** When you first log onto the call you will be muted. Unless you're intentionally speaking, please keep yourself muted. This cuts down on "noise" and eliminates feedback and echo.
 - On a computer, the easiest way to temporarily unmute is to press and hold the spacebar, when you release the space bar you will be muted again
 - On Device, the easiest way to mute/unmute is tapping the screen then tapping the microphone button in the bottom left hand of your screen (that also works on the computer)
- **Name:** Sometimes your device will default to its name rather than your name... We'd like to know who we're with. To change what everyone sees for your name:
 - On a computer, locate yourself, click the blue box with 3 little dots in the upper right hand corner of your square. Click on "Rename"
 - On a device or computer: open the "Participants tab" by tapping the screen then tapping the "Participants button" (bottom of screen right of center). Your name will be at the top. There will be a ">" symbol on the right edge. Tap that. Tap "Rename", enter your name
- **Raising your hand:** When you have something to say in a larger meeting an elegant way to do that is to raise your hand... virtually.
 - On a computer, click the **Participant's button** (bottom of screen left of center). At the bottom of the participants window, which will come up as a white sidebar, there is a button to raise your hand. Click it - the host will see it.
 - If you have the participants button and the chat tab open, the "raise hand" button will be about mid way up the screen... above the chat tab, at the bottom of the participant's tab.
 - On a device, tap screen, tap "more" (bottom of screen far right). Then tap "Raise Hand"
- **Chat:** This is to send a written message. Particularly useful if you don't have a microphone or can't get it working... but also useful in some other circumstances.
 - On a computer, click the **Chat button** (bottom of screen right of center). At the bottom of the Chat tab, which will come up as a white sidebar, there is a place for you to type a note. It can be directed either to the host or to everyone...
 - If you have the chat tab and the participants tab open at the same time, the chat will show up on the bottom, the participants list will show up at the top of the white sidebar.
- **Views:** Sometimes the host will spotlight a view or share a screen. Other times you can pick your view.
 - Gallery view makes an array of boxes showing everyone's video at once
 - Speaker view makes the person who is speaking a larger video and puts others in a line across the top of screen.
 - On Computer: You will start in one of the views and at the very top right of your main window you can toggle between them, feel free to flip back and forth to see which you like better.
 - You are also able to "Pin" to one person's video - which may be useful when someone is presenting or preaching :). To pin a video right click on that video then click "pin video".
 - On Device: you may be able to switch between views by swiping to the left. Some devices may not support this.