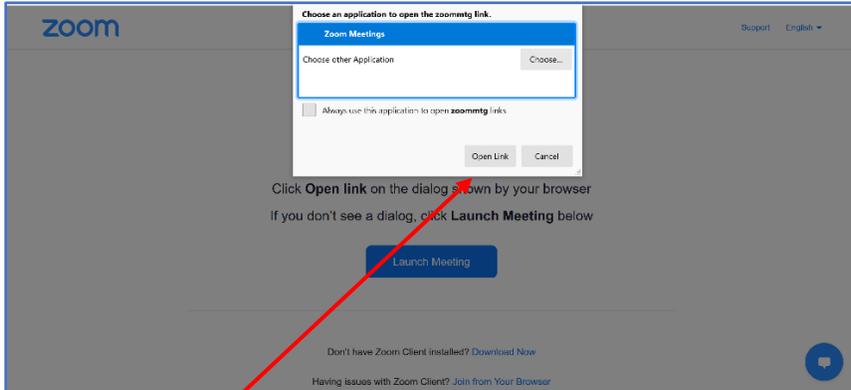


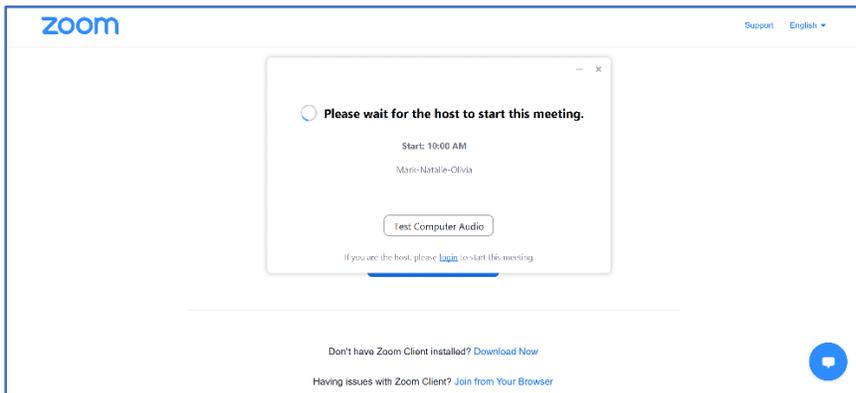
ZOOM JOIN TIPS

To **Join** a Zoom meeting click on the link in the email you received inviting you to the meeting. You should see a web page with a pop up window that looks like this:

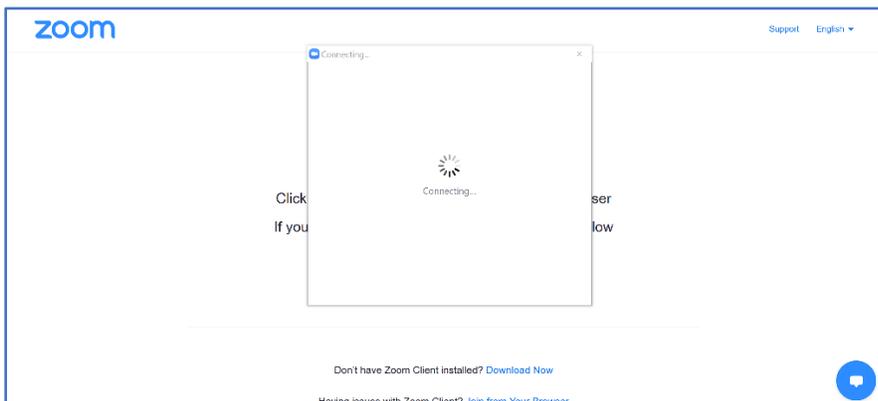


Click on **Open Link**.

You may then see a popup like the following if the meeting has not started. Just wait until the host starts the meeting.



Finally you will see another popup with a spinning wheel and then you'll be in!

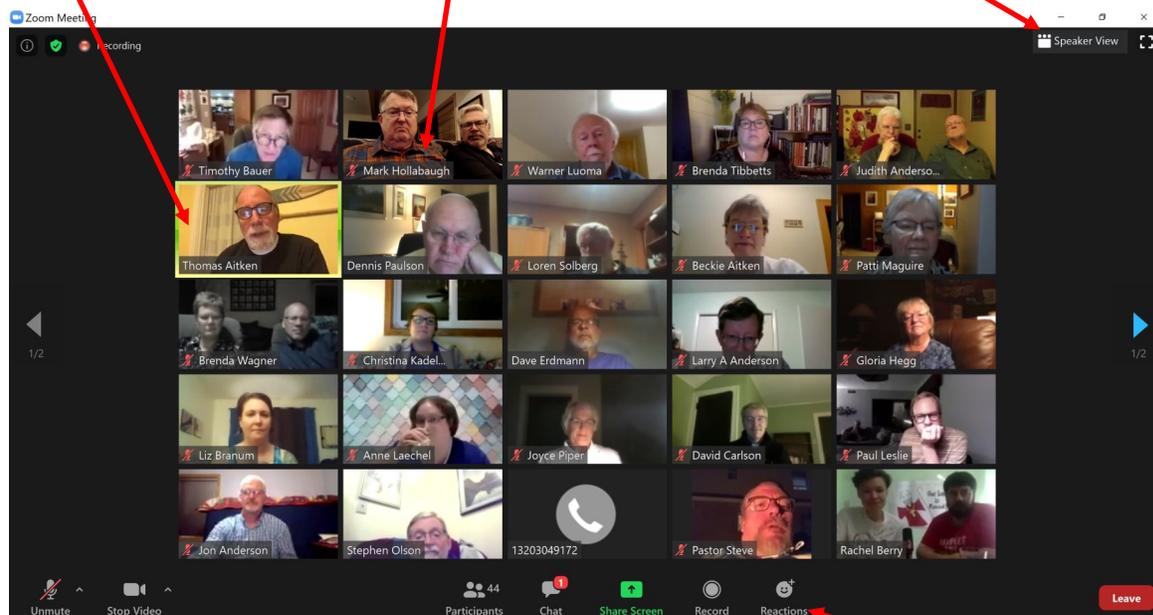


USING ZOOM CONTROLS IN CONGREGATION MEETINGS

Active speaker is highlighted in green.

Click here to see only active speaker.

Name of person receiving Zoom invite



Click here to move to another group of thumbnails

Click here to leave meeting.

Mute or Unmute mic

Start/Stop Video

Click to open Participants list & Vote YES/NO

Click to open chat.

Share your screen

Record meeting



Applaud & thumbs up Reaction icons

Zoom Toolbar The toolbar with control icons is located at the bottom of your screen. To make the toolbar visible, hover your cursor over the screen or tap touchscreens with your finger. If your screen is minimized, or you are using a tablet or smartphone, some of the controls may be listed under the “More...” button.

Mute/Unmute This should be set to mute unless you are called upon to speak during the meeting. Unmuted mics often lead to annoying feedback. You know you are muted if there is a red line through the icon. If you have trouble hearing or your microphone is not working, you might try clicking on the ^ arrow to the right of the icon and select a different microphone or speaker.

Start Video/Stop Video This turns your camera on or off. You are required to have your video turned on if speaking to the meeting. When off, the box will display your name (or your picture if you have a Zoom account). If your internet is slow, it can be helpful to turn off your video when not speaking.

Participants When you click on the Participants icon, it will give you access to several options that may be helpful and necessary during the meeting. You will find the YES/NO voting buttons here.

Chat Click on the Chat icon to open up the dialogue box. If you are in full screen, it will appear as a pop-up box. If exit out of full screen, it will appear on the right side of your screen. The comments posted in the chat box can be saved and included in the official minutes of a meeting so only post comments pertaining to congregation business.

Share Screen This is used to show other participants something on your computer such as a document or drawing.

Reactions *Raise Hand:* You can click on this icon to notify the chair you would like to speak. *Yes/No:* You can use these icons to vote. *Thumbs Up/Thumbs Down/Aplaud:* You can use these icons to respond non-verbally to comments being made.