

B u i l d i n g C o m m u n i t y T o g e t h e r

HOW TO JOIN ZOOM EVENTS AND SERVICES

1. CONNECT

Never done this before? You're not the only one. Let's take it step by step.

First, look at the invitation that was sent out. Check to make sure that we are using Zoom, and not another form of technology.

Click the link for the Zoom meeting.

2. DOWNLOAD THE APP

If you have never used Zoom before, when you click the link for the first time, you will be prompted to download the app.

We recommend that take a moment to do this, as it will make things much easier down the road. For detailed instructions, [click here](#).

Note: There are Zoom apps for both smartphones and computers - you can use either.

3. TURN ON YOUR SOUND

Zoom will prompt you to choose whether you'd like to use your computer's sound system, or use your phone to dial in.

If your computer has a working microphone and speakers, choose computer. If it doesn't or you aren't sure, click the button to join by phone and follow the instructions on the screen to dial the phone number and code.

Do NOT join the sound using both computer and phone - there will be an echo.

4. TURN ON YOUR VIDEO

You should be able to see lots of faces on the screen.

If you are comfortable with people seeing you on the screen too, click the button that looks like a video camera in the bottom left-hand corner.

If you do not wish to join with video, or your computer does not have a camera - don't sweat it. You are still on the call and you are part of the program.

AFTER YOU'VE JOINED

STAY ON MUTE AS MUCH AS POSSIBLE

When everyone has their microphones turned on, there can be a lot of background noises and echoes.

Whenever you are not speaking, please mute yourself by clicking the button on the bottom left-hand corner that looks like a microphone.

If you are on the phone, rather than the computer, mute your phone.

CHOOSE A "VIEW" OPTION

On the top right-hand corner of the screen, you can choose between two view options.

Speaker view will show a full-screen picture of the person who is currently talking.

Gallery view will fill your screen with the faces of every person on the call, all at once.

UNABLE TO GET A WORD IN?

One great feature on Zoom is the chat box, where you can write messages that everyone can see. Please feel free to use that if people cannot seem to hear you - or for any other reason, such as asking a question or providing information.

You can also choose to send chat messages to individuals, rather than the entire group, to have a private side conversation.

DON'T HAVE ACCESS TO A COMPUTER?

Zoom invitations include a phone number in addition to the link.

If you don't have access to a computer, you can join any Zoom call by phone by dialing the number and entering the access code. You will be able to hear and to participate in the call, but you will not be able to see or be seen.