

Using Zoom: A Beginner's Guide

During this time of social distancing, Heart Lake Baptist Church will be hosting our congregational meetings (business and annual) using Zoom.

Zoom is a computer program which facilitates online video calls with multiple participants. To use Zoom you will need an internet connection and a microphone if you wish to speak at the meetings.

Below is a 'beginner's guide' to getting set up with Zoom.

Step 1: Visit <https://zoom.us/> and set up an account if you do not have one already. Click sign up and enter your email.

Step 2: You will receive an email with a link in it from Zoom. Click 'activate account'. You will be prompted to enter your name, and to choose a password. Make sure you check your spam or junk folder if you do not receive it.

Step 3: In the next screen Zoom will offer to invite your colleagues to join. There is no need to do this, so click 'skip this step' in the bottom right-hand corner.

Step 4: From there you have the option to start a test meeting. Try it out to get a feel for how the program looks. At the edge of the screen, you have the option to mute yourself, turn your camera on and off, or leave the call. To use these options on a computer, hover your mouse over each one and click. These options will only be visible when you move your mouse over them, or tap for smartphones/tablets, and will disappear when you have the mouse elsewhere or tap again.

Before starting the first meeting you will have to download the Zoom program to your computer. Zoom provides good step-by-step instructions for this.

Step 5: To join a meeting that you have been invited to simply click the link that has been emailed to you by the office. Ensure your audio and video options are **enabled**. This option is at the bottom of the screen.

Note: Zoom will display the image of whoever is currently speaking. This means that it is best to avoid having more than one person speaking at a time, as it can become confusing when the video switches back and forth.

If you have any questions about getting set up, please contact: Melissa Burritt
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