

How to Use Zoom

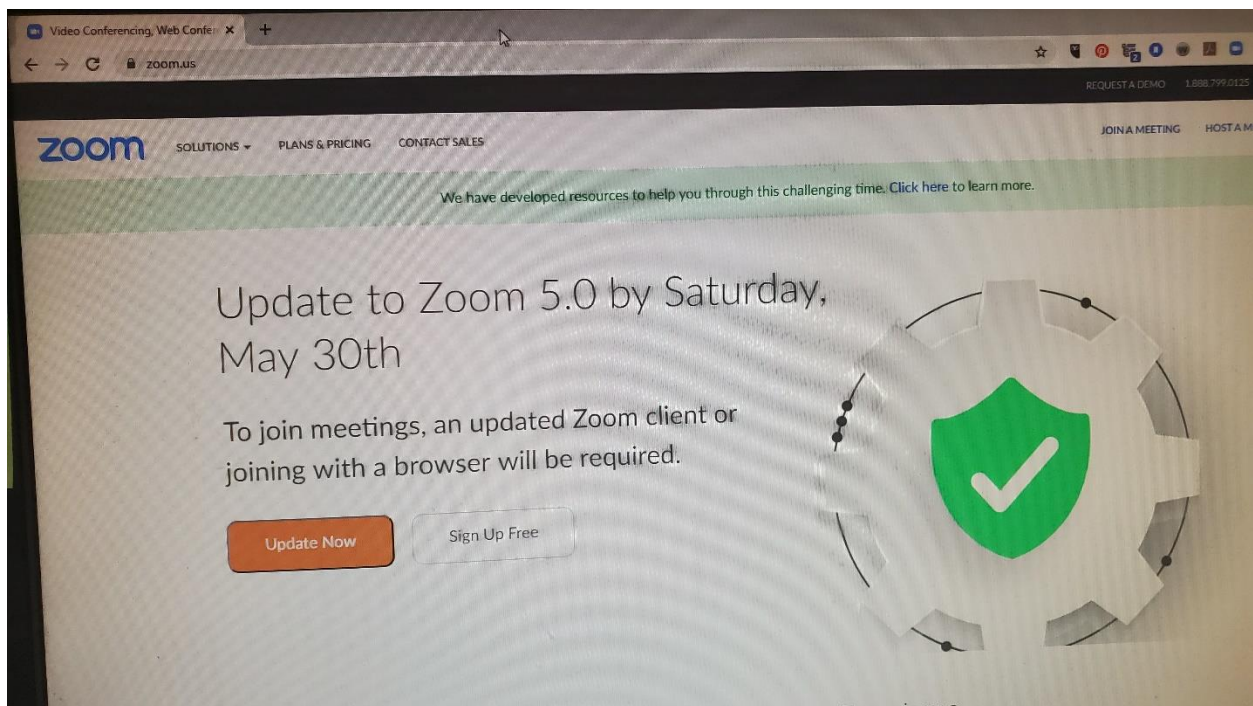
When you are invited to attend an online Bible study or a small group meeting

[Zoom.us](https://zoom.us)

You have seen the memes and heard the jokes. One meme showed the Brady Bunch looking like a Zoom call. Others showed humorous anecdotal videos or pictures of people like me showing others how to use Zoom, a video conferencing app.

Zoom allows for screen sharing, file sharing, and even break out rooms (which are handy for specific prayer times or discussions during a Zoom call). This handout will cover the *basics* of how to operate Zoom if you are invited to a ministry event. It has a tool bar for most users to operate. We will cover the tool bar, too. For how to use Zoom as a leader, you can feel free to connect with me on email or through social media to set up a time to learn how to use Zoom for the purpose of making disciples online.

Prayerfully consider how you can use video conferencing apps like Zoom or Facebook messenger for one-on-one or group Bible Studies, Book Clubs, Bible Studies, Sunday School, or Small Groups.



So, You Received A Zoom Invite, Your Options...

- **Laptop or a desktop computer are ideal for group meetings** when it is a group. A phone or tablet will show only who is speaking, but not everyone in the group all at once. To mimic a face-to-face get together, this is an important difference in devices.
- **All Zoom invites contain phone call options.** In other words, if you cannot utilize the video option, you can call and put in the meeting ID. **To maintain eye contact and the feeling of face-to-face, most of my groups require a video joining.** It also prevents "Zoom bombing". This is



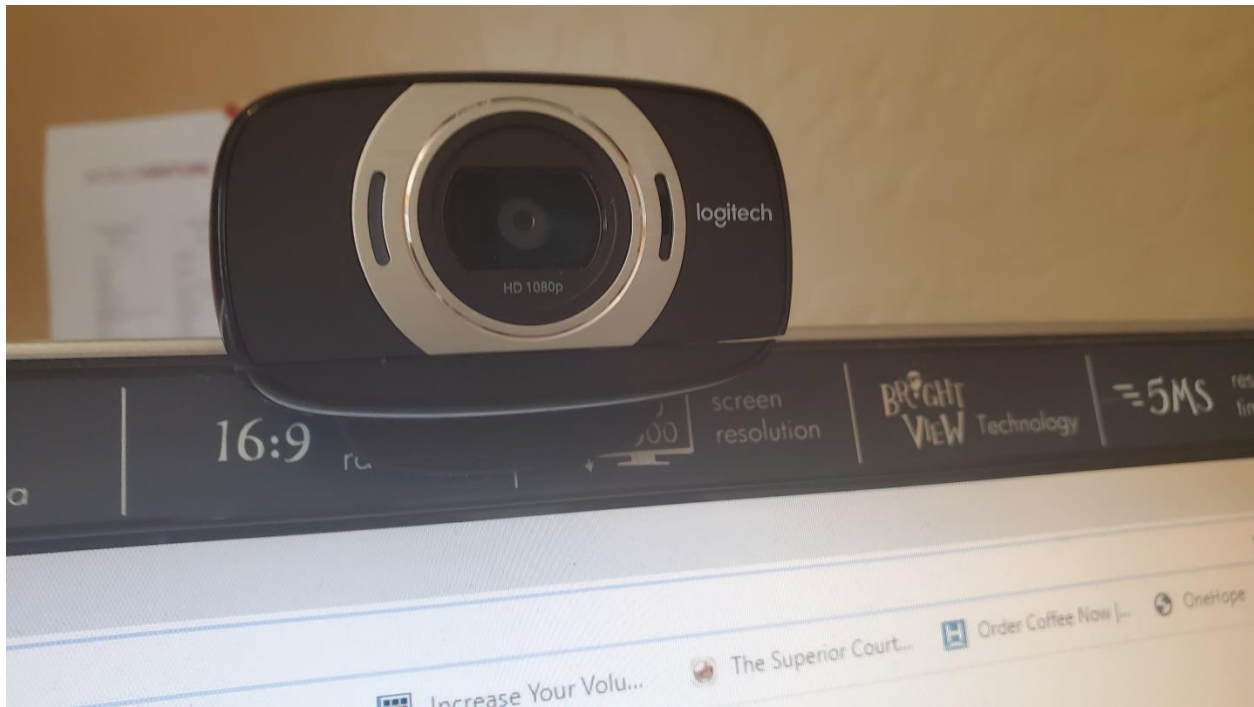
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when someone gets on with a nefarious agenda to disrupt a meeting. If I cannot see them, and I do not get an answer from them why I can't see them, a person usually gets removed. However, the phone call option is available, but not immediately unless requested.

Getting Ready for Zoom...

- *Is your sound on?* Check to see if your laptop, desktop, or phone volume is on and up to where you can hear it.
- *Do not put on Skype and Zoom in the same room.* The microphones will echo off each other.
- *Does your laptop or desktop computer have a camera?* If not, you will need to buy a web cam. Most stores like Best Buy have people who can help you find the right connections. Take a picture of your USB port with your phone before you head to Best Buy to buy a USB web cam. All phones and tablets have a camera built into them.
- *Turn on the light in your room.* Make sure you are not sitting where you will be backlit by an open window. Make sure your face is lit by the lamp.
- *Do you have the meeting ID?* See next section for how to join in the browser by Meeting ID.
- *If you are using a smart phone or tablet, did you download the Zoom app?* You often do not have to register with Zoom to use it unless the person inviting you has required it. However, the Zoom app needs to be downloaded to run the program. If you have unlimited data on your phone or are using WiFi, you are okay. If you have limited data, use WiFi or the call-in option as Zoom tends to take up your data allowance. Give yourself time to download the Zoom app or try joining by browser. (note: a browser is your internet access like Chrome, Firefox, or Internet Explorer).
- *The Zoom invite will include all the information you need.* Often, all you need to do is to click on the link emailed to you and the computer or your phone will do everything else. If you have trouble and you are using your phone, have the host text you the link. From there, the Zoom app will download and everything else will fall into place.





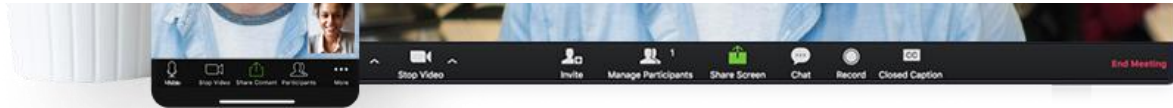
Resources (click on blue link to watch the video):

[How to Join a Meeting](#)



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Main Way to Join A Meeting:



Sample Invite:

Below is a typical invite that is copied and pasted in an email or text. The highlighted is what you'll need to click on with your mouse, smart phone, or tablet. Follow the prompts after clicking on it. In most cases it will show the name of the organization (WorldVenture in this example) or just zoom.us...

Nikole Hahn is inviting you to a scheduled Zoom meeting.

Topic: Test meeting

Time: Jun 4, 2020 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://worldventure.zoom.us/j/97717621241>

Meeting ID: 977 1762 1241

One tap mobile

+13462487799,,97717621241# US (Houston)

+16699009128,,97717621241# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)



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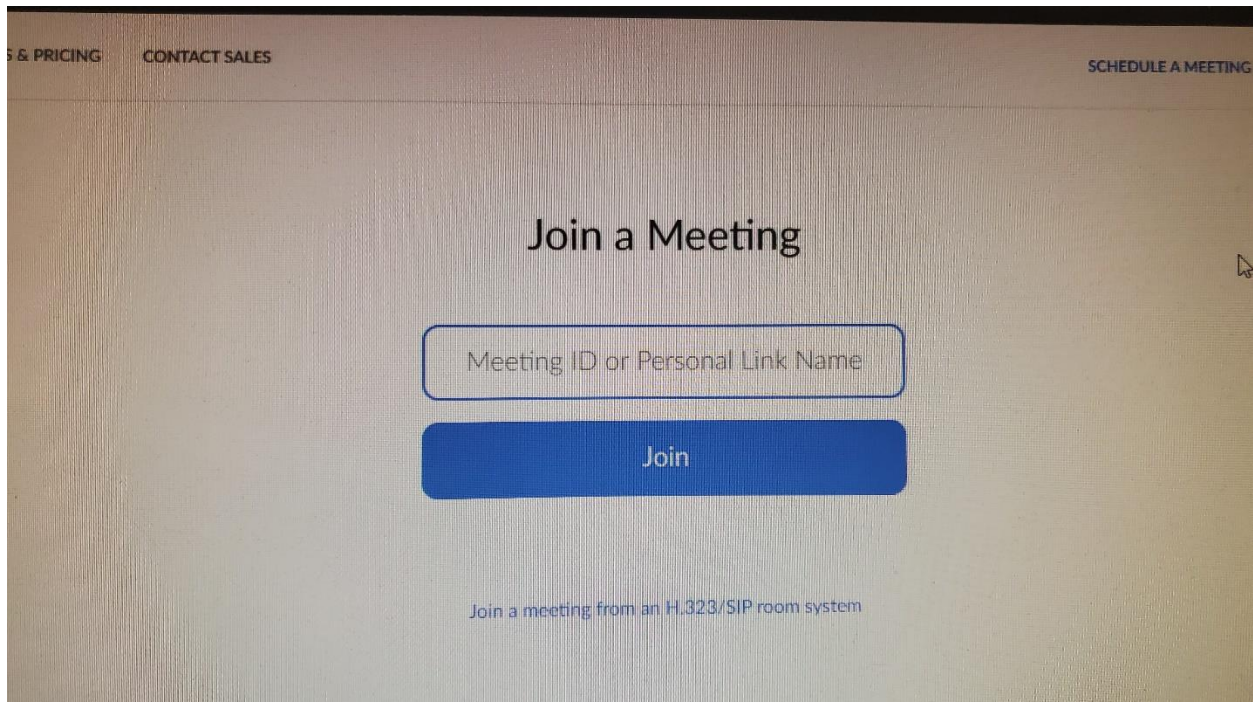
+1 301 715 8592 US (Germantown)

Meeting ID: 977 1762 1241

Find your local number: <https://worldventure.zoom.us/j/abmHdfg8A>

How to Join with Meeting ID:

1. Go to zoom.us (if you are in the United States).
2. Click on “Join A Meeting” at the top and it will bring you to this screen:



3. You will notice in the sample invite, it says “Meeting ID: 977 1762 1241.”
4. Enter the Meeting ID number in the invite the person sent you and follow the prompts. You’ll either be in a waiting room or waiting for the host of the meeting to initiate the start of the Zoom meeting.

Zoom Etiquette:

- When you are not talking, keep your microphone on mute. You may not realize it, but each time you move your phone, tablet or laptop, everyone will hear it. If someone is watching television or listening to music in the other room, everyone will hear it.
- Listen carefully to the host’s instructions and become familiar with your Zoom interface.
- If you are not sure how to use Zoom, contact the host and pre-arrange to meet up online ahead of time to be walked through how to use Zoom so the meeting can start on time.

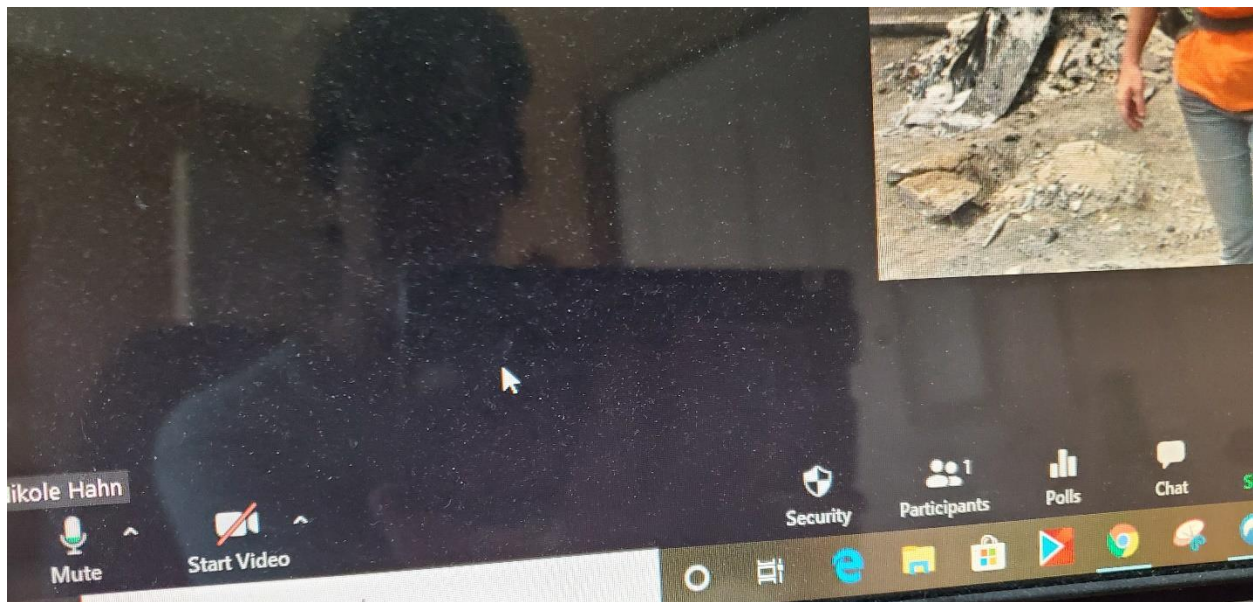


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- A paid account on Zoom has a 24-hour time limit for groups. For instance, the basic plan allows up to 100 people. A free account on Zoom is a 40-minute limit for 3 or more people. If you are hosting a meeting on a free account, keep this in mind. If you are using Zoom to do a one-on-one Bible Study, Zoom's free account doesn't have a time limit.

Lastly...

Here is an example of a laptop or desktop interface...



- When you move your mouse to the bottom of the screen, you will see this interface pop up. The main options you need to pay attention to are: 1) Mute 2) Start Video and 3) Chat.
- One click on Mute will mute you. When you are muted, it will have a red line through it. Another click will unmute you, so it looks like this. If it looks like this, everyone can hear you.
- If your video is not started, it will look like the above picture. To start video, click on the "Start Video." To stop video, click on the same video icon to stop video.
- Chat is what passing notes in class used to be like. Only, instead of paper, it is digital. The chat interface allows you to private message a single name using the drop-down menu within the chat interface, or you can send a chat to everyone. Until you get used to this interface, do not post anything you wouldn't want everyone to read. The chat is optional, not required for meeting. This allows you to post links to books or extra resources during a Bible Study or small group meeting.

If you have any further questions, please contact me. However, I am only able to help those who wish to use it for the following reasons: 1) To bring their face-to-face Bible Studies online, 2) To bring their small group online from face-to-face, or 3) A church who wishes to also do church online using Zoom. Many blessings as you use technology to make meaningful online connections.



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