Video-conferencing with Zoom: instructions for Friends
March 2020

Before the meeting

- Be sure your computer audio and camera are working.
- Be sure you have good lighting, from the front or side. Be sure you won't be 'ghosted out' (too much light from the wrong angle) or backlit, making your face too dark to see. (Don't sit with a window or other light source behind you.)
- Check your surroundings. Be aware of the condition of the background that your camera is aimed at, which we all will see.
- Review '**Video Conference courtesy'** below.
- Watch this **instructional video** on how to join a Zoom meeting: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting. Scroll down to find '**instructions for specific operating systems and devices**.'
- **Using computers**: you can download the Zoom app ahead of time: https://zoom.us/download
- **Using Smart Phones, mobile devices**
    1. iOS: download the **Zoom Cloud Meetings** app from the Appstore
    2. **Android:** download the **Zoom Cloud Meetings** app from Google Play
- **Chromebook:** Download the zoom application from the Chrome Web Store.

How to join a meeting from PC or Mac

- Your meeting host will email you an **invitation** with the link you need to join the meeting.
- If you have not been on Zoom before, **plan to join the meeting at least 15 minutes early** in order to deal with technical issues you may have.
- **Click on the link** in the invitation email.
- **If Meeting Registration form pops up:** Enter your name and email. The system will store this information, and it will auto-fill the form the next time you login. Check **I'm not a robot**. Click **Register**.
- **First time users:** You will be prompted to download the Zoom app and install it on your computer.
- When installation is complete, you will be prompted to **join the meeting.**
- There is a **Meeting ID** in the invitation email. You might be prompted to enter this number (depending on your host's settings), and you will definitely need it for mobile devices.

- When your Zoom screen opens, a dialog box asks you to **Join with Video. Click the button to Join with Video** and the Zoom will **access your webcam** automatically if you have one.
- Click **Join with Computer Audio** when that dialog box appears. You also have the option to Test speaker and microphone.
- If your device security software blocks access and you want to use your webcam, click **Allow access**.
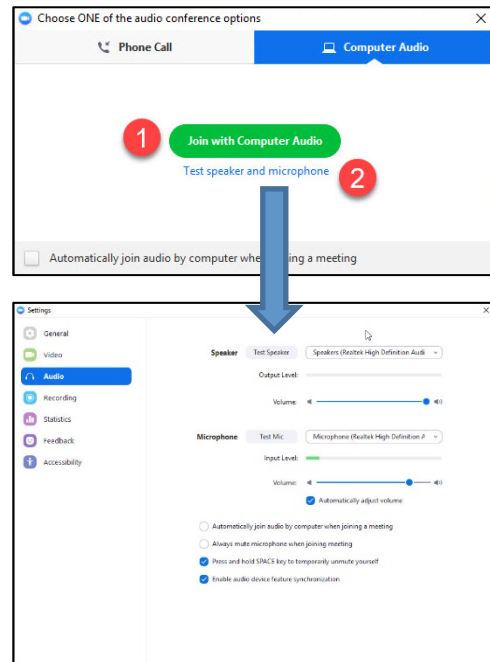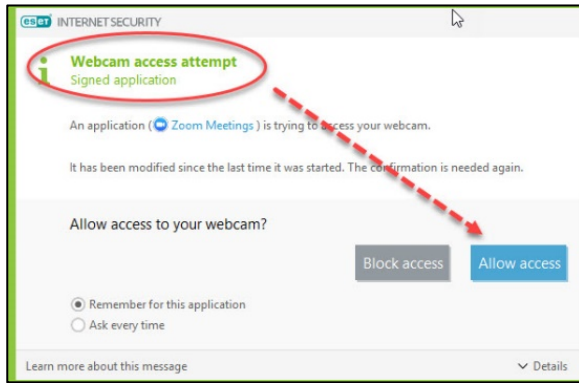
To Join with iPhone, Android, iPad, or Chrome:

Getting Started with iOS: https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS. Note that you will need the **Meeting ID** from the invitation email.

Getting Started with Android: https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android. Note that you will need the **Meeting ID** from the invitation email.

**Getting Started with Chrome OS:** https://support.zoom.us/hc/en-us/articles/213298746-Getting-Started-On-Chrome-OS. Note that you will need the **Meeting ID** from the invitation email.

Whatever device you use, be sure that you are joining with your video and audio.

During the meeting

For complete information on using your device in a meeting, see **Attendee Controls in a Meeting:** https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting

Scroll down & click the toggle bar for instructions on your device.
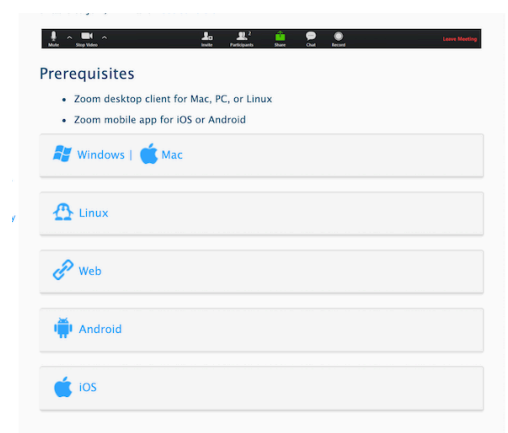
Menu bars (for computers)

- Menu bars that show 'mute' and other functions are at the top or bottom of your screen.
- **They only appear when you scroll your cursor** to the top or bottom of the screen.
  - **Mute/Unmute:** The Mute/Unmute button is the microphone icon in bottom left of your screen.
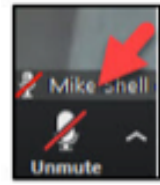
Audio: for all devices

- **Please do not have two devices logged in to the meeting in the same room.** It creates ear-splitting audio feedback.
- **For Worship, or for large meetings:** Be sure your microphone is on 'Mute' until you are ready to speak. This reduces background noise (your computer microphone picks up every bit of paper shuffling, etc.) and avoids the occasional audio feedback.
- **For Meetings for Worship**, speak out of the silence.
- **For committee meetings or Adult First Day School**, when you wish to speak, please hold up a folded white sheet of paper (without blocking your face). Wait to be recognized.
- Remember this is a Quaker meeting. Let one person speak at a time. Allow space between speakers.

Viewing

- When you join the meeting, the **'Speaker view'** comes up: whoever is speaking will occupy the main screen, while others are in small boxes at the top. **You may prefer to use the 'Gallery View,'** which allows you to see all participants equally in smaller video boxes: **click on the Gallery View icon** (in the upper right hand corner on computers).
- **NOTE:** the Speaker View/Gallery View icon does not appear in Full Screen mode.
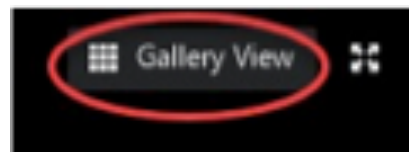
Video Conference courtesy

- We see everything your camera sees, just as in face-to-face worship. It's easy when you are online from your own home to forget that everything you do on camera is very public.
- Dress as you regularly would for Meeting for Worship.
- Eliminate distractions and focus on the meeting. Turn off notifications, close or minimize running applications, and mute cell phones, streaming radio, etc.
- Multitasking: While we're all guilty of occasionally multitasking, in a video conference, everyone can see and hear what you're doing. (Please save that snack for later!)

Adapted for St. Petersburg Meeting from Quaker Universalist Fellowship GMFW instructions https://universalistfriends.org/about/global-meeting-for-worship-gmfw