

How to use Zoom

Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both.

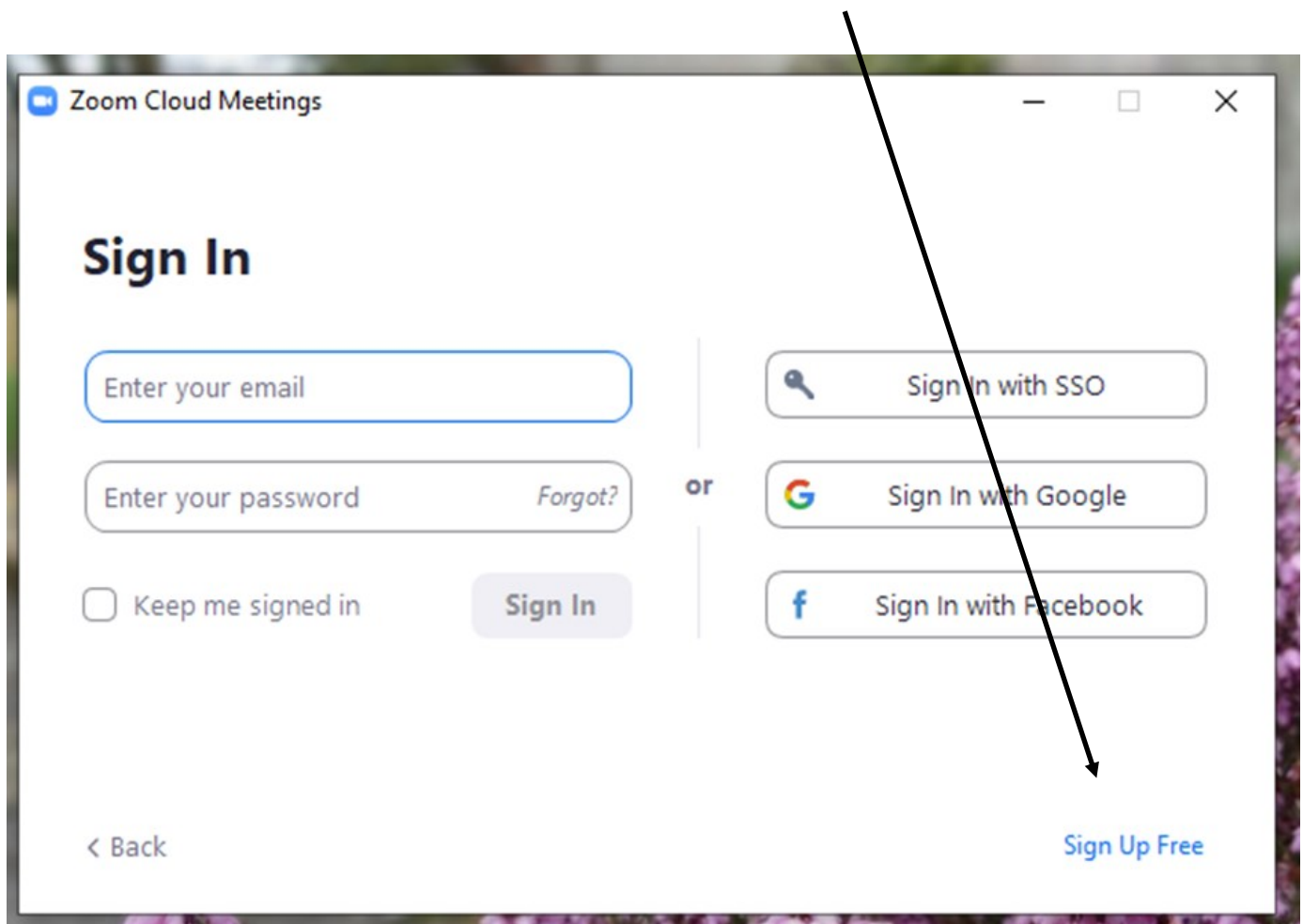
1. Make sure that your PC/laptop has:

- An inbuilt camera. If you have one, you will usually find the eye of the camera in the middle of the top border of the monitor screen.
- An inbuilt microphone.
- Your mobile phone will almost certainly have both

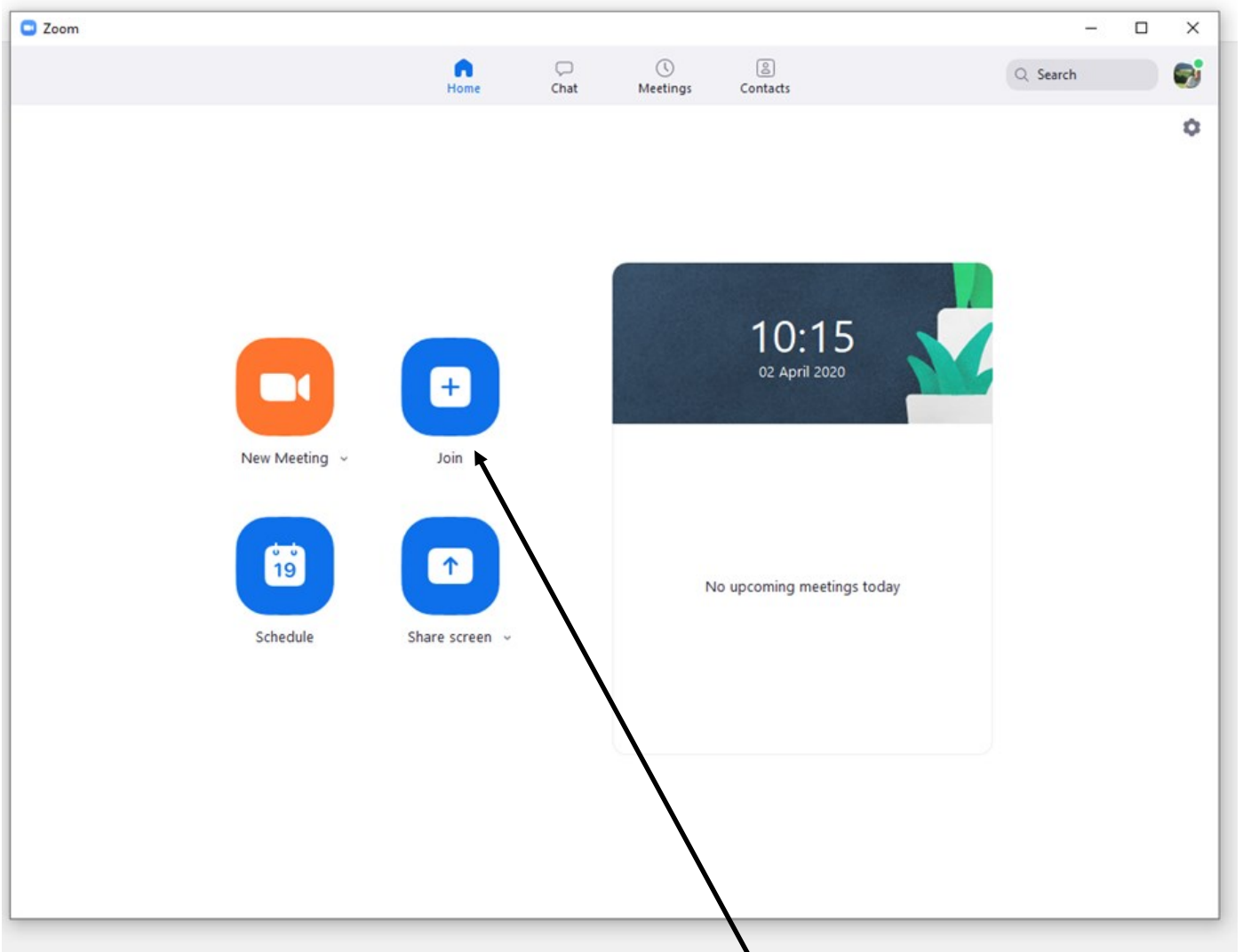
2. If you have camera and microphone, download Zoom (free version):

- Onto your PC (best option, as it seems most stable)
<https://zoom.us/download> click "Zoom Client for Meetings"
- OR your laptop <https://zoom.us/download> click "Zoom Client for Meetings"
- OR your mobile (via Apps).

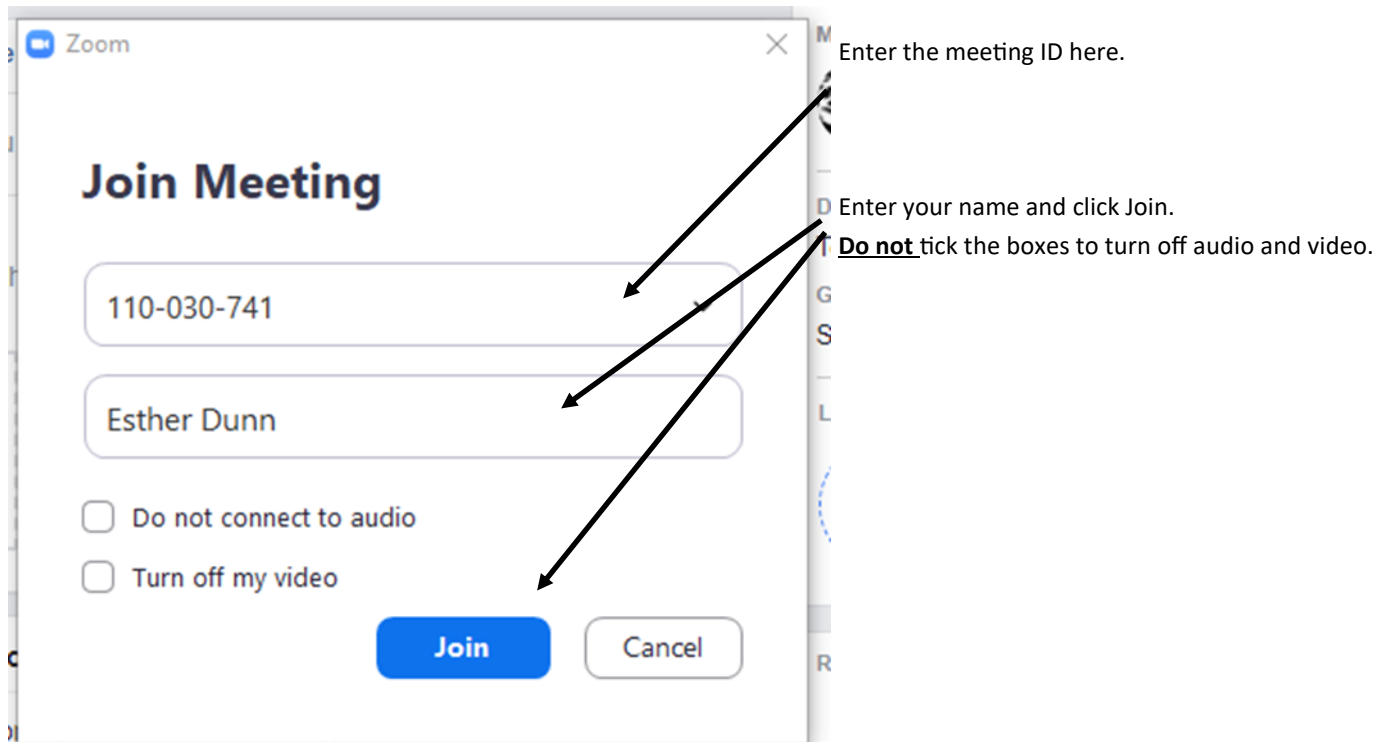
3. You will need to use your email address and create a password. Click "Sign up for free" and follow the instructions to sign up.

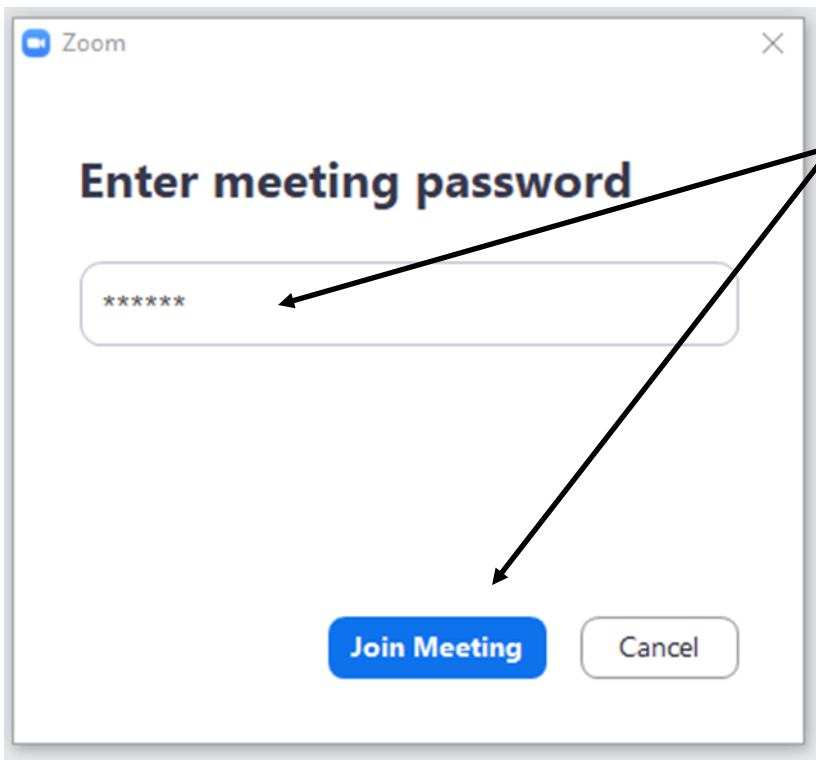


Your Zoom ID is your email.



4. Once signed in and logged in, before the start of the meeting click 'Join'.





5. Enter the meeting password and click join meeting. You can leave the next screen on and wait for the host to start the meeting.



6. When the meeting goes live your screen will look a bit like this. In the top right corner you can change between Gallery view and Speaker view. Choose Gallery view as this will make the picture smaller to save bandwidth.

7. Make sure the microphone and video are **not** crossed out if you want to speak. **However, the Chaplain will mute you to avoid disturbances during the reflection.**