

Resurrection Lutheran Church

GUIDE TO USING ZOOM

Getting Started

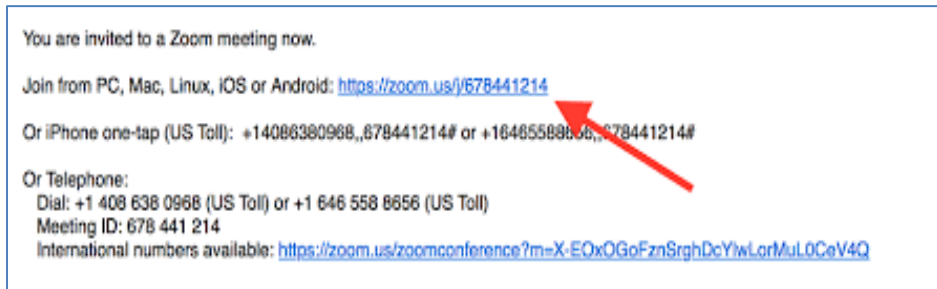
This guide is meant to help you to access RLC meetings using Zoom, such as the 11:30 AM prayer time on Zoom after most Sunday morning worship services. Here is a link to these online prayer time gatherings: <https://zoom.us/j/4637039774> Password “RLC” (Link is also available at: rlcok.org)

Zoom is a video conferencing program for the computer that will allow you to connect with people for video calls, meetings and more. It works with computers, tablets, smartphones and ipads* When joining an online RLC Zoom meeting, please practice online “etiquette”. “Arrive” early to get successfully connected. If you do come late to the conversation and are having difficulties connecting, please disconnect and use the phone number provided with your email invitation to phone in.

JOIN A ZOOM MEETING BY CLICKING ON A MEETING LINK

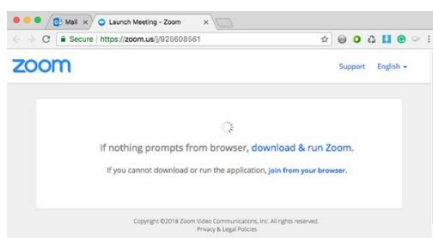
A ZOOM meeting link can be sent to you via email or a calendar invitation. Here is what that email may look like. Your email may look different. To join the meeting, click on the link under “Join Zoom Meeting” and follow the prompts. This method allows you to join the meeting as a guest.

When you click the link, a new window will appear saying that ZOOM is launching your meeting.



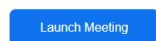
STEP 1

Depending on the type of device you use, or if you’ve joined the meeting previously, you may see a variety of pop up messages or links, such as “join from your browser”



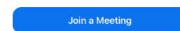
Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.



Don't have Zoom Client installed? [Download Now](#)

Start a Meeting
Start or join a video meeting on the go



[Sign Up](#) [Sign In](#)

**See the “Other Resources” section at the end of this guide to access links specific to how to join Zoom using an ipad or iphone.*

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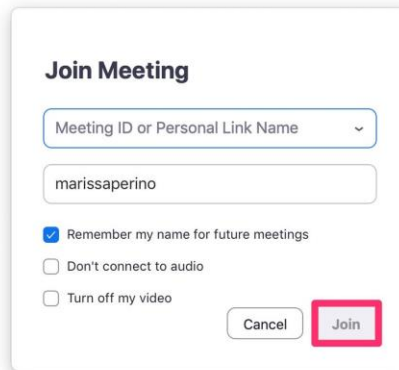
STEP 2

Type in your name and click “Join”

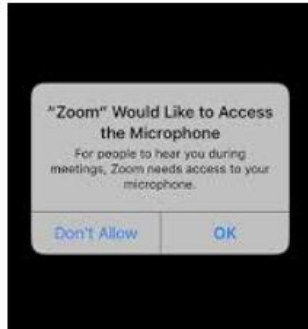


STEP 3

Your meeting will load. Now you’re in the ZOOM meeting. If you have a camera, which is usually included with computers and smartphones, ZOOM may automatically enable you to join using audio and video, so others in the meeting can see and hear you. Or you may have to select: “Join with audio” or “Join with video”.



Join with Computer Audio



Enter the meeting ID number and click the blue “join with computer audio” button. After you hit join, at some point you may see a screen featuring audio choices. Click “join with computer audio” to enable other attendees to hear you. You can also click the “test speaker and microphone button” to make sure other participants will be able to hear and see you.

Once you are in the Meeting



In the meeting, there are only a few buttons that matter. Your Mute and Video controls may be near the bottom of your screen. You may need to move your cursor around to see them. When there is a red slash across the mic or video icon, it means they are turned off. Click once to turn them on or off. It’s a good rule of thumb to have your microphone turned off when not speaking. If you are talking and no one responds – check to see if your mic is turned on.

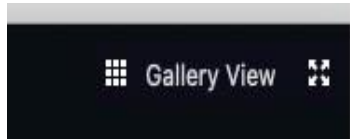


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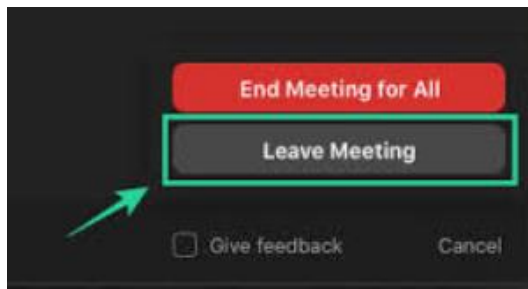
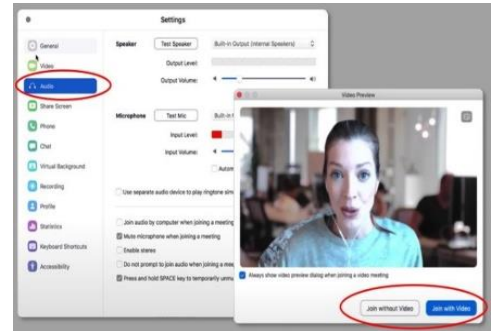
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Using other Zoom Meeting Controls

To be recognized by the host to speak in a webinar, you may be able to tap or click a “raise hand” icon, but the host can disable this feature.



Gallery View: You can view other meeting participants in “Active Speaker” view (which just show whoever is talking); or use the “Gallery View”, (so you can see others on the call. On the top right, use the gallery view button will show everyone. The speaker view will show just the person who is talking.



When the meeting is over, or you want to leave the meeting, click on the End Meeting, or Leave Meeting button, on the right side of the meeting window:

USING ZOOM PASSWORDS - The RLC Password “RLC” (Link also available at: rlcok.org)

When joining a meeting, you may see a new popup window that will prompt you to enter a password. This is where you will type the one provided. If you are joining via direct link, you may not need a password. For individual meetings, a password may be needed; included in the meeting invitation that you will have received or on the RLC website, for example:

Here is the link -

<https://us02web.zoom.us/j/4637039774?pwd=VTNISEJpR2sV2lvdXA4d3lyWVpRQT09>. There is a way to connect using

your phone if you don't have access to the internet. Join us for prayer and just to let us know how you are doing.

Blessings

Additional Information about Using Audio and Video Controls

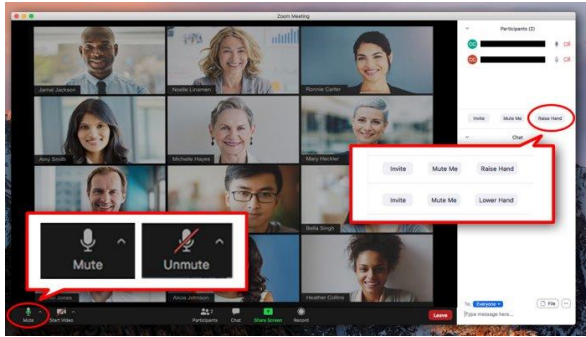
You can choose to join a meeting with or without video.

On your computer desktop, Zoom will play a tone and record your voice as part of a mic and speakers test when you join a meeting. A video preview shows how you'll look to others.

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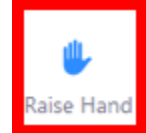
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If the host hasn't started the meeting yet, you'll have to wait on hold. Use the time to test your computer audio and video settings (typically through the internal microphone and speaker on your system). As part of a test, Zoom will play an audio tone and record your voice — you will know something is off if you can't hear the tone or your voice. A video preview window lets you see how you'll look to others.



Should I mute my microphone?

If you're not about to speak, yes, especially if you are with other people. Screaming teenagers and barking dogs are a distraction. Press the mute button when you're not speaking. Click on the "Raise Hand" icon to be recognized by the host to speak.



How will I see other people?

There are two common layouts: speaker view, in which the active speaker takes up the majority of the screen, and gallery view, with thumbnails of participants laid out as a grid. On a laptop or desktop computer, the control to toggle between these views is toward the top right corner of the Zoom window.

On a tablet the control is on the upper left — you may have to gently tap the screen to see it. You'll see all participants' live video feeds if they've enabled their camera. In the absence of video, you'll see a dark rectangle with the person's name or initial. Speaker view, on the left, and gallery view. The control to toggle between views is towards the top right corner of the Zoom window on laptops and desktops.

Using my Telephone

Certain meetings can be joined by telephone using the teleconferencing number and meeting ID supplied by the host. Some also require a password, which the host will share.

OTHER RESOURCES

- ZOOM guide: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>
- Audio and video: https://www.youtube.com/embed/-s76QHshQnY?rel=0&autoplay=1&cc_load_policy=1
- How to join a meeting: https://www.youtube.com/embed/hlkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1
- Controls: https://www.youtube.com/embed/ygZ96J_z4AY?rel=0&autoplay=1&cc_load_policy=1
- Join a Zoom Meeting by phone: <https://www.youtube.com/watch?v=d6QjODgTuQE>
- Join Zoom using an ipad: <https://www.youtube.com/watch?v=H2paLi-ECTo>
- 7 Tips for using ipad or iphone: <https://www.youtube.com/watch?v=KIdodM2dvxA>
- Raising your Hand: <https://barbaraiweins.com/zoom-beginner-tips-how-to-raise-hand-on-zoom/#:~:text=Where%20to%20Find%20the%20Raise,you%20have%20raised%20your%20hands.>