



# ZOOM INSTRUCTIONS

During the time when we are unable to meet together in person, we will be using a video-conferencing website called Zoom. Zoom can be used on your computer, smartphone, tablet or phone. You do not need a Zoom account but accounts are free.

## Before a videoconference:

You will need a computer, tablet, or smartphone with speaker or headphones. We suggest starting set up about 15 minutes before your first time participating (future meetings will not require much set up time at all.)

Here are some initial instructions for using Zoom:

### 1) Follow the Link:

Click on the link or cut and paste the link shared for the event into your browser. This will take you to Zoom, click on "Join the meeting"

### 2) Download Zoom on your device:

You may be prompted to download Zoom to your computer or device. Once you confirm the download and run the installation, Zoom will be setup on your computer. This installation process only needs to happen once. At future events, you may be asked: "Do you want to allow this page to open [zoom.us](https://zoom.us)?" Click Allow to move to the next step.

### 3) Adjust your settings:

You may have an opportunity to test your audio at this point by clicking on "Test Computer Audio"/ "Test Speaker and Microphone" (depending on your device). Once you are satisfied that your audio works, be sure to click on: "Use computer/devices audio"/"Join with Computer Audio" so you can hear and speak while we're in the Zoom meeting

## Additional Ways to Join:

**Meeting ID:** You may also join a meeting without clicking on the invitation link by going to <https://zoom.us/join> on any browser and entering the Meeting ID.

**Phone Call:** If you prefer to call in from any phone (for audio only option), dial the number provided for the specific event. Enter the Meeting ID number when prompted using your touch-tone keypad.

# 5 Tips & Tricks for a Great Videoconference:

Here are some tips and instructions for using Zoom that will enable us to have great conversations together.

Participant controls are in the lower left corner of the Zoom screen. Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- Chat & more...

## 1. Log in a few minutes before any event

We will have our Zoom meeting rooms open a few minutes before each event. Participants are encouraged to log in a few moments before to test that their audio/video is working correctly.

## 2. Mute your microphone when you are not speaking

This will prevent anyone from hearing background noise when you’re not speaking. Generally, it works best to mute your microphone when not speaking. This can be done by simply clicking the button on your toolbar. The button next to it will let you turn on your video camera so that other participants can see your face. If you have a device equipped with a webcam you can turn this on and leave it on for the whole call.

## 3. Find a quiet spot & consider using headphones

To get the best sound possible on Zoom, it works best to be in a quiet room without much background noise. Additionally, it is helpful to wear headphones so as to reduce any feedback or audio delay between participants on the call.

## 4. Utilize the Chat feature

When someone is speaking and you want to add a small side comment, feel free to do so by typing it into the “Chat” area. This is a great feature for giving feedback, like “good idea” as well as having small side conversations between participants. This can let a person finish their thought without interruption.

## 5. Reach out for help

Feel free to check out Zoom’s support page at <https://support.zoom.us> . If you are running into problems with using Zoom, feel free to also reach out to us at Saint Luke via email at [office@saintlukedevon.org](mailto:office@saintlukedevon.org) and we will try to offer as much support as possible. Keep in mind that our Zoom hosts may not be available to help you troubleshoot in the moment as they are leading the live event.