

Arbroath St. Andrew's Church
Zoom: How-to Guide

Zoom is a video and audio conferencing platform that can be used, for free, on a number of different types of technology (providing the device has an internet connection). If you don't have a digital device you can still join in.

You don't have to create an account or install any programs/apps (although you can if you want).

St. Andrew's are utilising this platform on a weekly basis and as time goes on we are looking to use it even more.

To join a zoom 'meeting', you only need two things – a device (computer, tablet, mobile phone, landline telephone) and a meeting ID. Once you have both of these you are good to go.

When a 'meeting' has been scheduled the date and time will be publicised and a meeting ID will be included.

The following guides have been created for the most popular of devices. If your device is not mentioned please [click here to see if it is supported by Zoom](#). If your device is supported but not covered in this document you can [contact the tech team for further support](#).

Contents

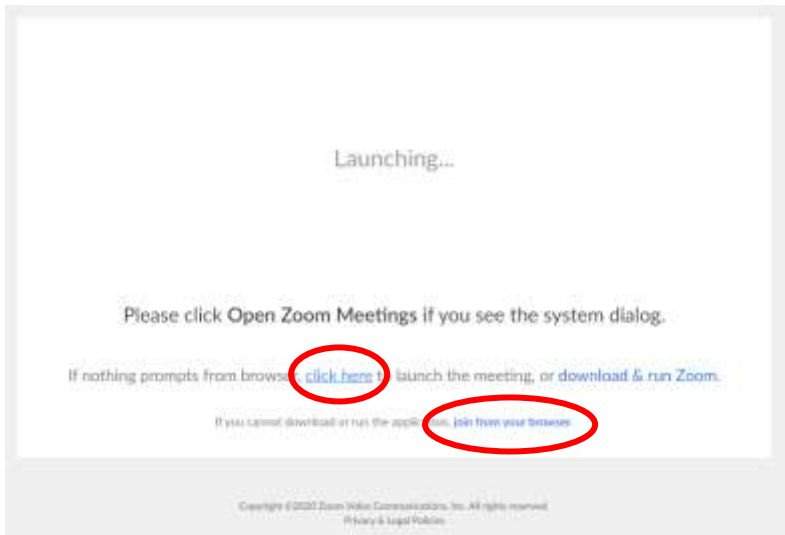
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PC Browser

If you don't want to install any programs/apps you can simply go to <http://www.zoom.us/join>.

Enter the Meeting ID and click Join

The meeting session will begin to load



If you prefer not to download and install programs you can select the 'click here' link.

A new link will appear below, allowing you to 'join from your browser.'

You will then be asked to enter your name – this is so everyone else knows who it is, if they can't see you.

Join a Meeting

Your Name

 I'm not a robot 

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Click on the box to prove you aren't a robot and press Join.

You'll then be asked to agree with Zoom's Terms of Service and Privacy Policy. If you do, press I Agree.

You may then see a message saying 'Please wait, the meeting host will let you in soon.' Don't worry if you do, as soon as the host sees you have joined you will be added.



You will then be given the choice of how you want to be heard – if your computer has a microphone you can select Join Audio by Computer.

If you don't have a microphone you can still take part, by using your telephone.

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Once connected you will be able to see everybody who has joined the meeting.



At the bottom of your screen you will see some icons.

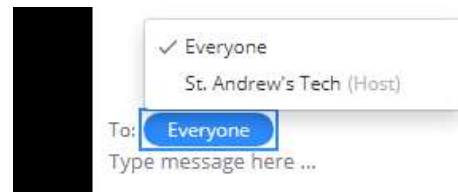
Audio: Lets you mute and unmute your microphone when you want to be heard. The host may mute everybody's microphones at the start of the session.

Video: Allows you to enable/disable your camera.

Participants: Shows you the number of people connected to a session. Clicking on the icon will display a list of everyone's names.

Share Screen: Allows you to show all other participants your screen. This may be disabled by the host.

Chat: This will open a window, allowing you to write messages. You can send messages to everyone or select an individual person – this is usually only the host.

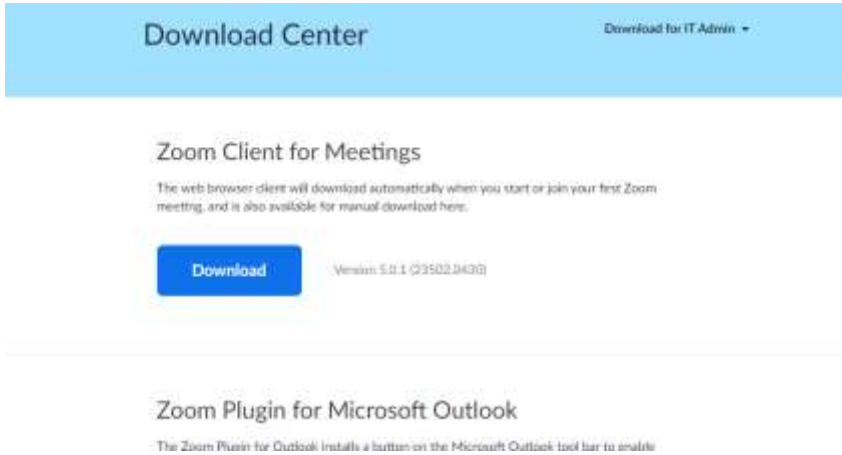


If you need to leave the meeting early you can do so by clicking on the red Leave Meeting at the bottom right of the screen. You will be asked if you are sure you want to leave – click Leave Meeting.

PC Program

To make joining quicker you can download and install the Zoom program to your PC.

Go to www.zoom.us/download - this will take you to Zoom's 'Download Center'.



You want to download and install the 'Zoom Client for Meetings'.

Click Download.

Depending on your internet browser you may be asked to save a file (ZoomInstaller.exe); alternatively you may be given the option to click 'Run'.



If you don't get the option to Run and need to save – take note of where the file has been saved. Once downloaded, open the folder where you have saved the file and double-click ZoomInstaller.exe



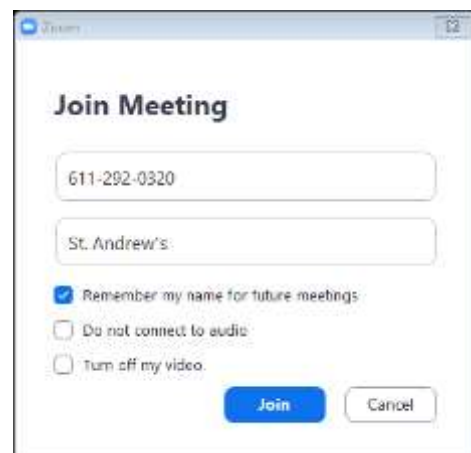
Zoom will begin installing on your computer. Once installed you will be given the options to Join a Meeting or Sign In.

Click Join a Meeting.

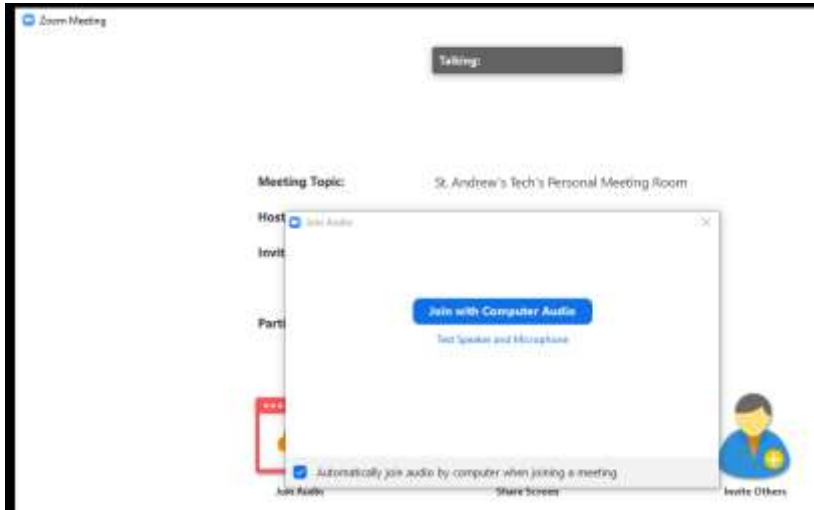
You will then be able to enter the meeting ID and your display name. Click Join.

Before your first meeting you'll be asked to agree with Zoom's Terms of Service and Privacy Policy. If you do, press I Agree.

You may then see a message saying 'Please wait, the meeting host will let you in soon.' Don't worry if you do, as soon as the host sees you have joined you will be added.



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Once you have been added to the meeting you will be asked to Join with Computer Audio. You can stop this window appearing in the future by clicking the box to automatically join audio.

Once connected you will be able to see everybody who has joined the meeting.



At the bottom of your screen you will see some icons. If you don't see the icons immediately, move your mouse around the screen and the bar should appear.

Audio: Lets you mute and unmute your microphone when you want to be heard. The host may mute everybody's microphones at the start of the session.

Video: Allows you to enable/disable your camera.

Participants: Shows you the number of people connected to a sessions. Clicking on the icon will display a list of everyone's names.

Chat: This will open a window, allowing you to write messages. You can send messages to everyone or select an individual person – this is usually only the host.



Share Screen: Allows you to show all other participants your screen. This may be disabled by the host.

Record: Allows participants to record the meeting. This may be disabled by the host. All participants will be made aware if a meeting is going to be recorded.

If you need to leave the meeting early you can do so by clicking on the red Leave at the bottom right of the screen. Another button will appear – click Leave Meeting.

Android App

These instructions have been made for an Android mobile phone – the installation is the same for an Android tablet although you may notice some difference with the screen layout.



You can download the Zoom app from the Play Store.

Once installed you can join a meeting. There is no need to create an account, unless you want to.

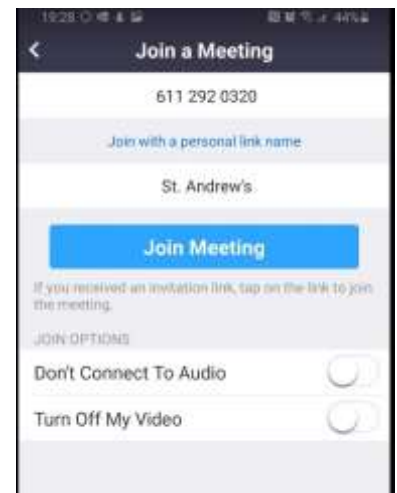


Open the app and press Join a Meeting.

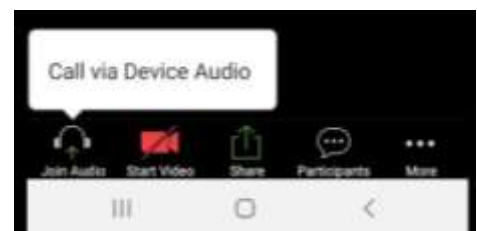
You will then be able to enter the meeting ID and your display name. Press Join Meeting.

Before your first meeting you'll be asked to agree with Zoom's Terms of Service and Privacy Policy. If you do, press I Agree.

You may then see a message saying 'Please wait, the meeting host will let you in soon.' Don't worry if you do, as soon as the host sees you have joined you will be added.



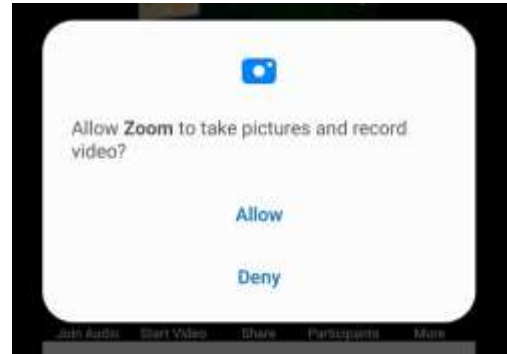
Once you have joined the meeting you will need to Join Audio and grant Zoom permission to access your microphone and camera. To do this press Call via Device Audio.



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Once permissions have been granted you are all set up.



You will notice the icons disappear from the bottom of the screen and show three dots. These dots give you different views. You can swipe left or right to get a different view.

To make the icons appear, tap on a blank space of your screen.

Icons from the top:

Speaker: Mute the Zoom meeting sound

Camera: Switch the camera from front facing (selfie) to rear facing camera.

Numbers: Show the meeting ID

Leave: If you want to leave the meeting press

Icons along the bottom:

Microphone: Lets you mute and unmute your device's microphone. The host may mute everybody's microphones at the start of the session.

Camera: Allows you to enable/disable your camera.

Share: Allows you to share your phone's screen or documents with the other group members. This may be disabled by the host.

Participants: Shows you the number of people connected to a session. Clicking on the icon will display a list of everyone's names.

More: Gives you more options, including the Chat feature.

If using the chat feature you won't be able to see anything other than the chat; to return to the main area of the app and see everyone, press close at the top left of the screen.

If you need to leave the meeting early you can do so by clicking on the red Leave at the top right of the screen. Another button will appear – click Leave Meeting.



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iPad APP

You can download the Zoom app from the App Store.

Once installed you can join a meeting. There is no need to create an account, unless you want to.

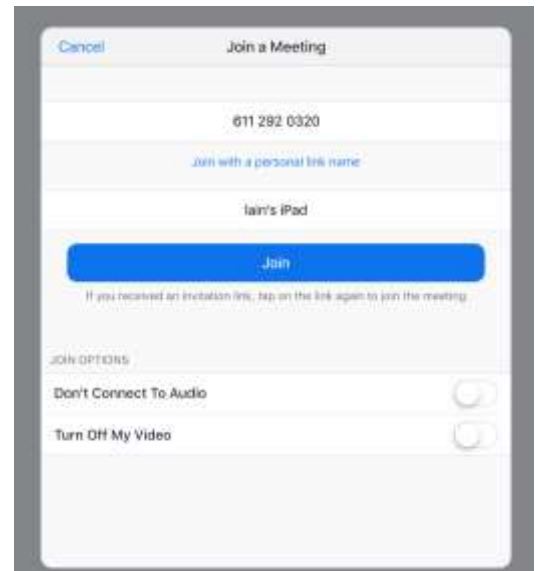


Open the app and press Join a Meeting.

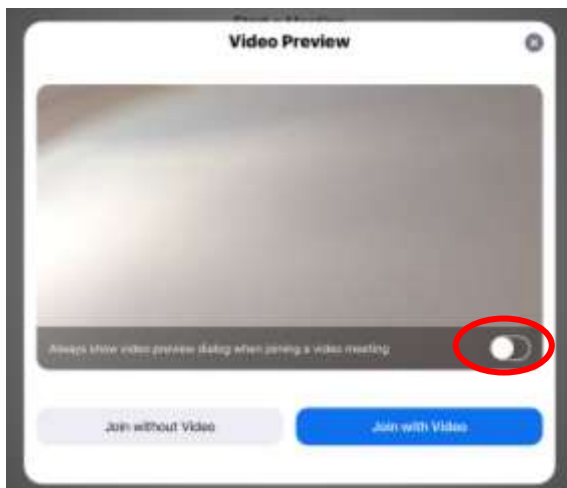
You will then be able to enter the meeting ID and your display name. Press Join Meeting.

Before your first meeting you'll be asked to agree with Zoom's Terms of Service and Privacy Policy. If you do, press I Agree.

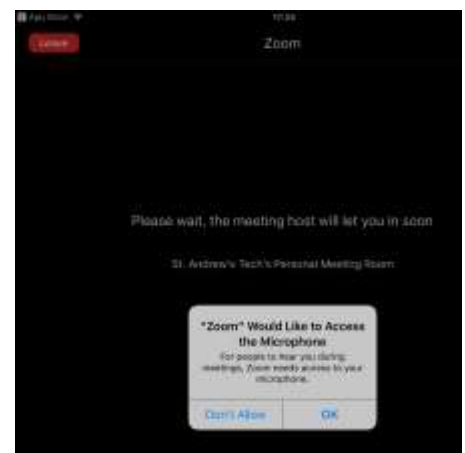
You may then see a message saying 'Please wait, the meeting host will let you in soon.' Don't worry if you do, as soon as the host sees you have joined you will be added.



Once you have joined the meeting you will need to grant Zoom permission to access your camera. Once permission has been given you will get a preview of your camera – there is an option to switch off the preview before every meeting. Select Join with Video.



Once you have set up your camera you will need to do the same with your microphone. You will be prompted to grant Zoom permission to access your microphone.



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You will then be able to join the meeting with your audio – select 'Call using Internet Audio'.

That's you all set up and ready to take part in your first Zoom meeting.

The icons will remain on the screen, to hide them – simply tap in the middle of your screen. To make them appear again, tap in the middle of your screen.

Icons from the top:

Leave: If you want to leave the meeting press

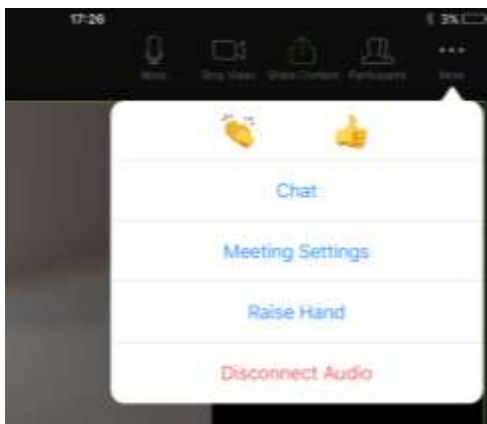
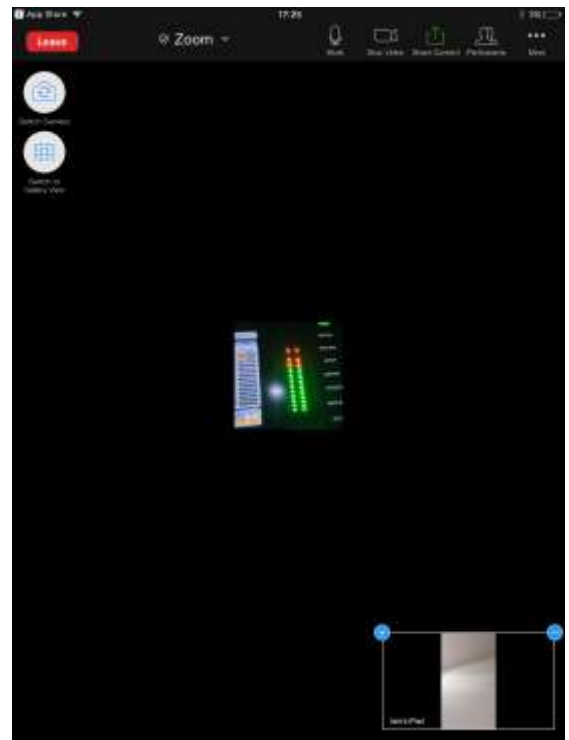
Shield icon & "Zoom": Show the meeting ID and other related information

Microphone: Lets you mute and unmute your device's microphone. The host may mute everybody's microphones at the start of the session.

Camera: Allows you to enable/disable your camera.

Share: Allows you to share your screen or documents with the other members. This may be disabled by the host.

Participants: Shows you the number of people connected to a sessions. Clicking on the icon will display a list of everyone's names.



More: Gives you more options, including the Chat feature. If using the chat feature you won't be able to see anything other than the chat; to return to the main area of the app and see everyone, press close at the top left of the window.

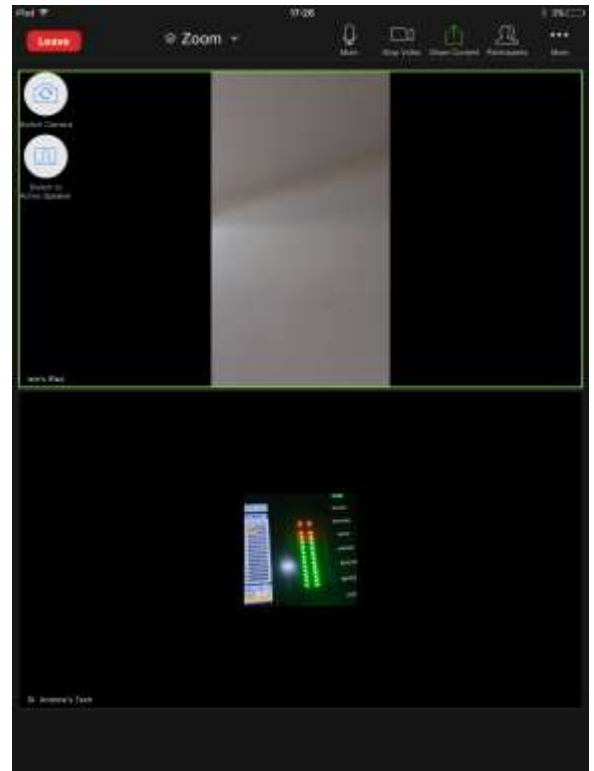
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Icons down the side (below Leave):

Camera: Switch the camera from front facing (selfie) to rear facing camera.

Grid/Portrait Icon: Lets you change what you see – the person actively speaking or a selection of other people who have joined the session. By default Zoom will start in 'Active Speaker' view.

If you need to leave the meeting early you can do so by clicking on the red Leave at the top left of the screen. Another button will appear – click Leave Meeting.



iPhone APP

You can download the Zoom app from the App Store.

Once installed you can join a meeting. There is no need to create an account, unless you want to.

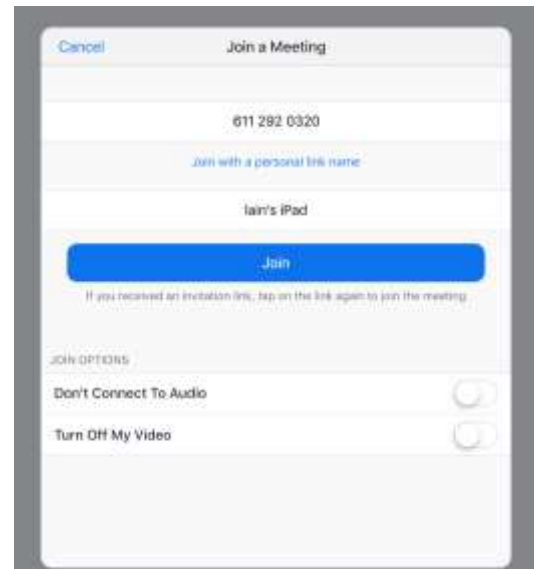


Open the app and press Join a Meeting.

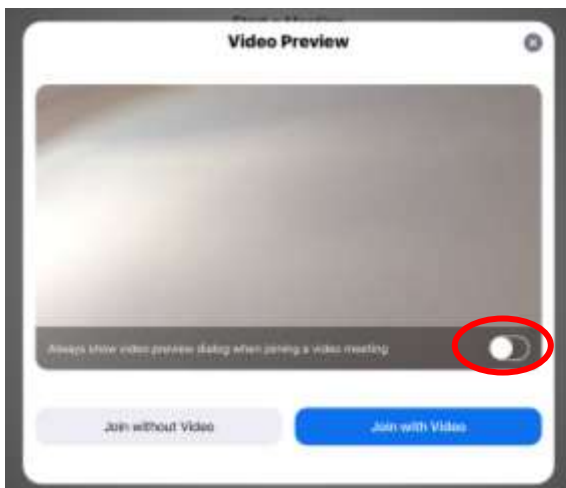
You will then be able to enter the meeting ID and your display name. Press Join Meeting.

Before your first meeting you'll be asked to agree with Zoom's Terms of Service and Privacy Policy. If you do, press I Agree.

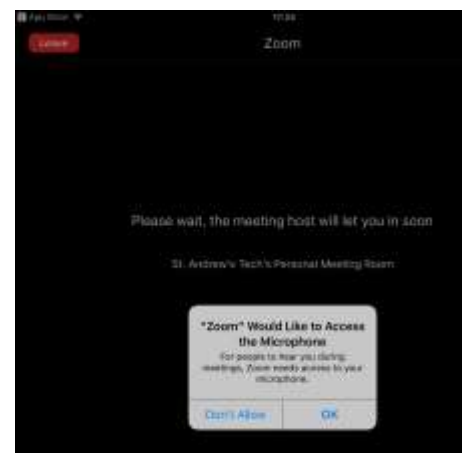
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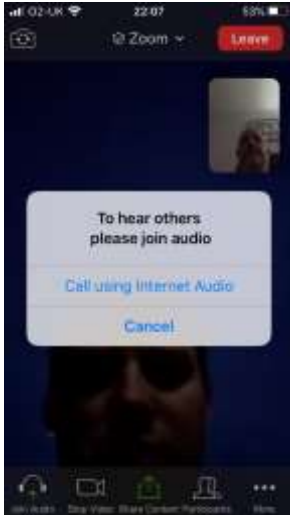
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Shield icon & "Zoom": Show the meeting ID and other related information

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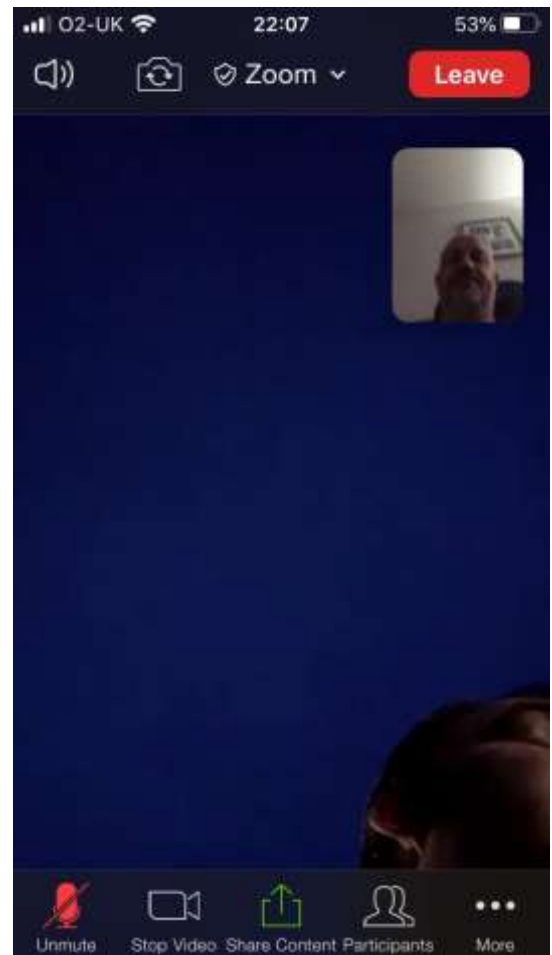
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Telephone

It is hoped that the majority of Zoom meetings hosted by St. Andrew's will allow for members to join by using their telephone.

All you need to do is dial a local rate number, which will be provided at the time of advertising the meeting. Automated instructions are then given once the call has been answered. You will be asked to enter the Meeting ID.

If you have a computer or device that has a camera but the microphone is not working you can use your electronic device and telephone.

If you have already joined the meeting via your computer, you will have the option to enter your participant ID to be associated with your computer.