

Zoom Meetings

Step-by-step guide for "Participants"

v1.2 Refer to separate guides for "Leaders" & "Tech Operators" & "Advanced Users"



Same Same but Different

An online, interactive video meeting is "same same but different" than a normal, in person meeting. It's also a little different to the "livestream" you may have experienced.



"Same Same" because we can do most of the things we do normally – *Talks, Prayer, Spiritual Gifts, Open/Closing in Prayer, Testimonies, Baptisms etc.* And you can participate!!

"Different" because some of the ways we make these happen will differ from what you may be used to.

The great thing is that our **fellowships all over the world** are using **Zoom** to hold meetings!!



Getting Started

What do you need?

A Device. You can use any internet connected device that has a camera & microphone (*Laptop, Computer, Smartphone, Tablet etc.*)



If you don't have a Smart Device, and only a home telephone, you can also participate but you won't be able to see any of the meeting, only hear. Refer later in this document for **"Telephone Only"** instructions.



Good Internet. This is important so that people can see & hear you clearly. You can use your **NBN / Broadband / WiFi** at home, or your smartphone/tablet that uses **Mobile 4G**. **Zoomers beware** – if you are using your mobile 4G service which has limited data, you might run out. How much you will use will depend on the quality of your Zoom calls (between 0.45GB per hour up to 1.20GB p.h.)



Good Looks. Nope, you don't need good looks! Phew! Fortunately we don't need to look any better than we do in person.

What is important is that you treat a **Zoom meeting like a normal meeting**. If you normally wear a Suit & Tie, then do that. If you're a Jeans & Shirt person, or you normally wear a dress, then do that. Don't change it.

Got a SmartPhone or Tablet ?

Download the **Zoom Cloud Meetings** App from the Apple App Store or Google Play Store (ie Samsung etc)...or you can go here www.zoom.us/download & scroll down the page until you find **Zoom Mobile Apps**.



If you have an older smartphone, you may get an error message like "Your device isn't compatible with this version". If that is the case, you will need to refer **Telephone Only** later in this document.



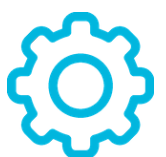
Got a Laptop or Computer?



You actually don't need to install anything to get started! You can click on the link your house leader will send you to get into the Zoom meeting and you will be prompted to either **download the app**, or **join using browser**.

If you want to be prepared, you can download the App for your computer here. www.zoom.us/download

Some Quick Setting Changes

On your **Phone/Tablet** go to Settings , find **"Meetings"**:



- **"Auto-Connect to Audio"** - this should be **"Use Internet"**
- **"Always Show Meeting Controls"** - this should be 
- **"Safe Driving Mode"** - this should be  (this sometimes stops the audio from working - please never use Zoom while you are driving).

Using a Computer?, in Zoom, go to **Settings**  then **Audio**, make sure **"Automatically Join Audio By Computer when joining a meeting"** is ticked



Ready, Set...

OK...you're nearly ready to go...there's just a couple more things you need to do **before you attend your 1st meeting.**

Ask your leader for a test call

It's really important that you do this **at least a few days before** your 1st meeting.



Why? It will help you iron out any issues & will make you feel more comfortable - plus, we don't want the 1st part of our meetings to be about ironing out technical issues if we can help it.

You will need to know how to **Mute / Un-mute** the microphone, how to place your **device /camera** so you can be seen and how you can turn up the **volume you hear.**

You might get asked these on your Phone/Tablet

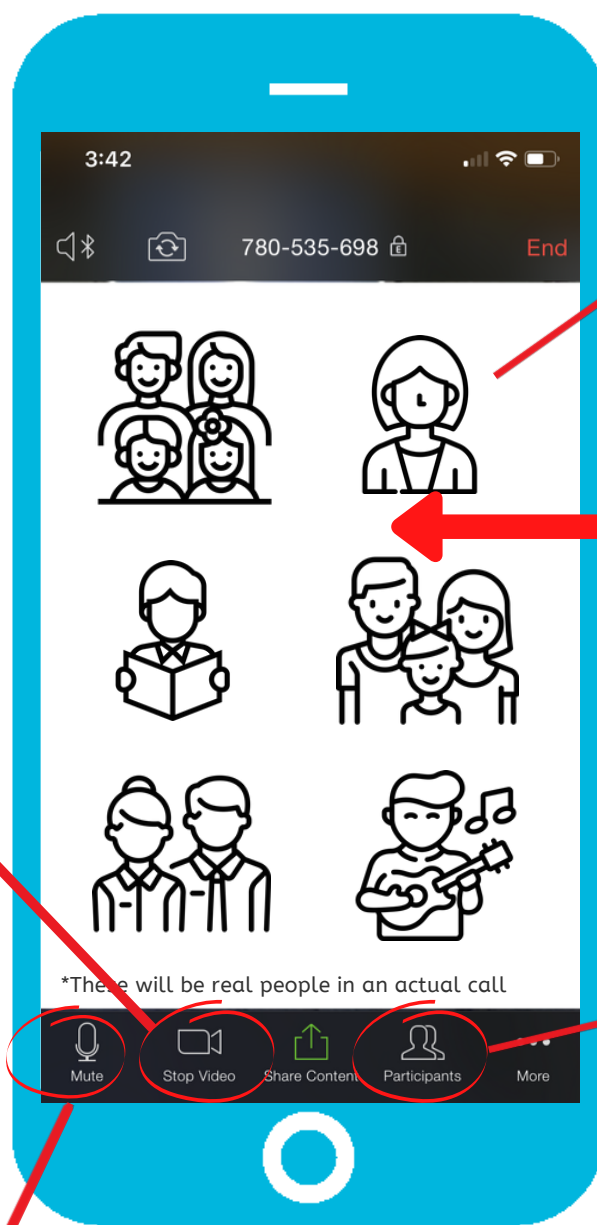


These pop-ups may appear when you 1st use Zoom:

Please Enter Your Name	Put your 1st & Last Name in here
"Zoom" would like access to your camera	OK
Video Preview	Select "Join with Video"
"Zoom" would like access to your Microphone	OK
"Zoom" would like to send you Notifications	Allow

What will it look like when you're using A Phone / Tablet?

Here's some of the general things you will use when you participate in a meeting.



Keep your **camera on** during the meeting, but if for any reason you need to turn it off, this is the place. It will have a line through it if "off"

You will see the other people on screen, and they will see you - **just like an actual meeting** in person. No different - wow!

Swiping from "right" to "left" on your touchscreen will bring up everyone in the call - otherwise you will only see the person speaking.

Clicking "Participants" will show you the **names** of who else is in the meeting.

This is where you can also send "**Chat**" messages

The MOST IMPORTANT button

This turns your **microphone** on & off - you will use this more than any other



OFF - no one can hear you



ON - everyone can hear you



Here's some other tips if you're using a Phone/Tablet

- Put your phone/tablet in a stand / cradle etc. If you hold it in your hand the whole time, even the slight movement of your hand might make people at the other end seasick!
- Don't sit with your back against a window - the camera in your phone/tablet doesn't like the light that comes in through the window.



You might get asked these on your Laptop / Computer



These pop-ups may appear when you 1st use Zoom:

Download Zoom	You can either download Zoom, or just click "Join from your Browser".
Your Name	Put your 1st & Last Name in here & "Join"
us04web.zoom wants access to your microphone	Allow
"Zoom" would like access to your camera	Allow
Join Audio by Computer	Select "Join Audio by Computer"

What will it look like when you're using a Laptop or Computer?

Here's some of the general things you will use when you participate in a meeting.

You will see the other people on screen, and they will see you - **just like an actual meeting** in person. No different - wow!

There will be some buttons at the top of the screen where you can **change the layout** of how many people you can see on screen (try it out during the call!)

This is your **most important** button. It turns your microphone on & off - you will use this more than any other (when it's "off" you are muted & can't be heard. The icon will have a line through it)



Keep your **camera on** during the meeting, but if for any reason you need to turn it off, this is the place. It will have a line through it if "off"

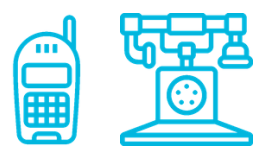
Clicking "Participants" will show you the **names** of who else is in the meeting.

This is where you can also send "Chat" messages



Here's some other tips if you're using a Laptop/Computer

- Make sure the camera is around your eye height. If it's too low, we might end up looking up your nose!
- Don't sit with your back against a window - the camera doesn't like the light that comes in through the window.



Telephone Only?

If you **only** have a Telephone (mobile or home phone) & no internet, you can still dial into the meeting (you just won't see anyone).



Please contact your Leader for more details

That's pretty much it - you're ready to go!



Your House leader, Area Leader, Youngies Leader etc will **send you a link** (in whatever way they normally do, ie Text Message, WhatsApp etc)

It will look something like this <https://us04web.zoom.us/j/5313dsfsf> - you may get **prompted for a password**, if you do, just enter it in (as long as your leader has remembered to send it to you)

If you haven't been sent a link, but just have just been given a Meeting ID like this 123456789, just enter this when you click on "Join a Meeting"



GO! Welcome to the Meeting

You can join early

Your leader should allow the call to start 15 min early (he will be ably supported by a Tech operator). If you can **join early**, it helps you have time to connect & get ready, and maybe have a chat with others who are online before the meeting starts! We all love a chat!



If **you join later** than your meeting start time, please make sure your microphone is OFF - same as a normal meeting, if you arrive late you don't barge into the room and start talking !

Don't forget to get your bible ready, drinks etc, and tell others in your house that you are starting the video call (we don't want them to be surprised on camera!)

At the meeting **regular start time**, your leader will kick things off.

Choruses



You will have to turn your microphone off when you are singing choruses, even if you have an amazing voice!

This is because if *everyone* has their mic on, the singing will be out of time with each other (this is due to the slight delays between locations, speeds etc - it's called *latency*).

Your leader might ask for a favourite chorus - if he does, make sure you turn your mic back on otherwise he won't hear which chorus you want!

Testimonies

If you are asked to give your testimony, turn on your mic....and give your testimony just like you would at a normal meeting. Same Same!



Prayer Requests



You may be offered a couple of different ways to put forward your Prayer Requests. **Option 1:** By turning your mic on & asking like you normally would. **Option 2:** You may be asked to put them in the Chat box.

Make sure you remain quiet while the person is opening in prayer

Opening in Prayer

If you are asked to **Open in Prayer**, it's the same as giving a testimony - just turn on your microphone.

Praying

Your Leader may ask the Tech Operator to turn on everyone's microphones during prayer time.

The Talk

This is pretty straight forward. The person giving the talk will have their microphone on, while all others are off. Make sure you have your **"Physical Bibles"** - you won't be able to see the Zoom meeting and read an electronic bible on the same device.



The Spiritual Gifts

Same as prayer, your leader may have your microphone on at the beginning of the gifts (or he may also have everyone on mute & ask you to un-mute if you are going to operate a gift). Sometimes, people who are praying under their breath waiting for the gift are loud enough that it can be confusing as to whether its a gift or just prayer (be conscious of this). Don't hold back though - it such an important part of our meeting!

Prayer Time & Closing in Prayer

At this time, people should un-mute their mics, and all can pray in the Spirit like you might normally do in a housemeeting.



Chat afterwards

The call will stay up for a while after, to allow some time to chat with each other. Just like in real life if everyone starts talking at once it will be a noisy jumble.....but give it a try!

Wow! You've done it!

