Quick Zoom Tutorial

Logging in:

1. Simply click the link sent to you

John Seppanen is inviting you to a scheduled Zoom meeting.

Topic: Embracing Personal Prayer
Time: Feb 11, 2020 07:00 PM Eastern Time (US and Canada)
    Every week on Tue, 5 occurrence(s)
    Feb 11, 2020 07:00 PM
    Feb 18, 2020 07:00 PM
    Feb 25, 2020 07:00 PM
    Mar 3, 2020 07:00 PM
    Mar 10, 2020 07:00 PM

Join Zoom Meeting
https://michiganumc.zoom.us/j/460249710

Meeting ID: 460 249 710

Dial by your location
    +1 312 626 6799 US (Chicago)
    +1 646 558 8656 US (New York)
    +1 253 215 8782 US
Meeting ID: 460 249 710

2. Alternatively, you could go to www.zoom.us and then select "Join a meeting"
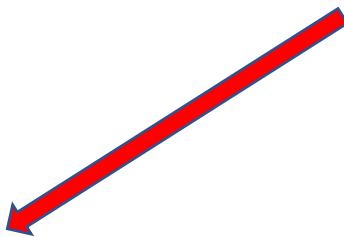
Now enter the meeting ID from the email invite and click : Join
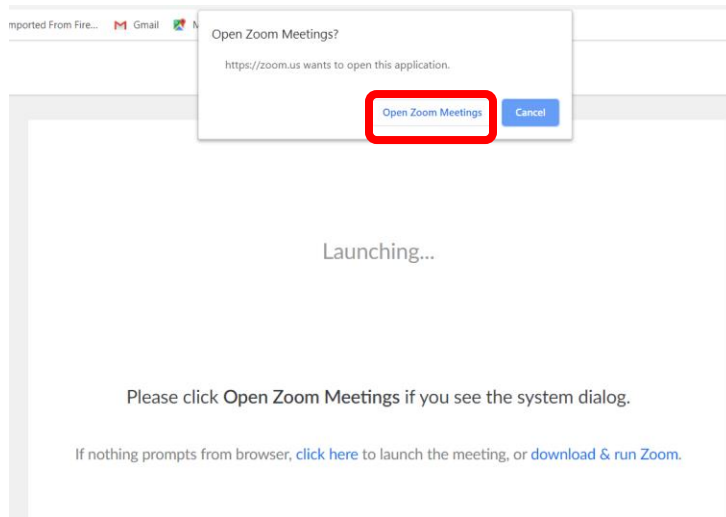
Join a Meeting

xxxyyyzzz

Join

Joining the meeting:

If you have never been on a zoom meeting before, you may have to accept some downloads at this point. Ultimately you should see the following dialogue box where you should select "Open Zoom Meetings":


Activating Video:

You should then see a video preview (assuming you have a camera on the device you are accessing the Zoom meeting on – no doubt your video preview will be better looking than my picture). Select "Join with Video". This will allow others to see you as they would at any in person meeting:
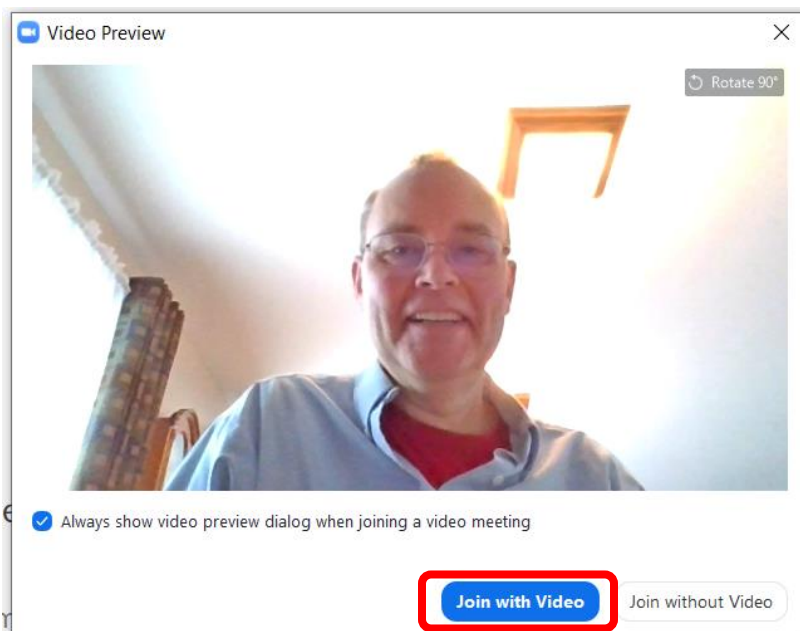
Activating Audio:

Zoom will then launch in the background and you should see the following screen pop-up asking how you want to do audio. If your computer/tablet/smartphone has audio capability (mic and speaker) you have 2 choices under "Computer Audio":

1. If you are relatively new to this, it is recommended to select "Test speaker and microphone".
   a. If this testing doesn't allow you to hear the sounds played or your voice then you may want to go back and select "Phone Call" or see if there are other audio options listed in the drop down box and test those. It will tell you what numbers you can dial and the meeting ID to use (note if your phone plan charges for long distance, you may incur phone call charges). Phone number and meeting ID pictured here is for general example purposes.
2. Directly select "Join with Computer Audio"
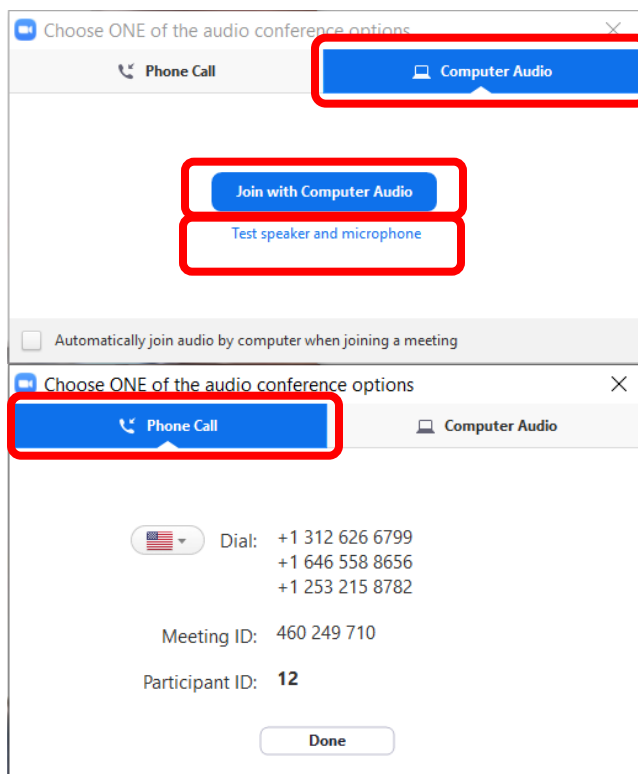
The Zoom Meeting Itself (just think of everything before as the time you would normally park your car, hang your coat, go the bathroom, find the room, locate a chair and sit down!):

Now you should be in the Zoom meeting room where you should see a screen like the one below. The participants in the call show up here by selecting "participants". As others join you will start to see their audio feeds pop up on your screen.
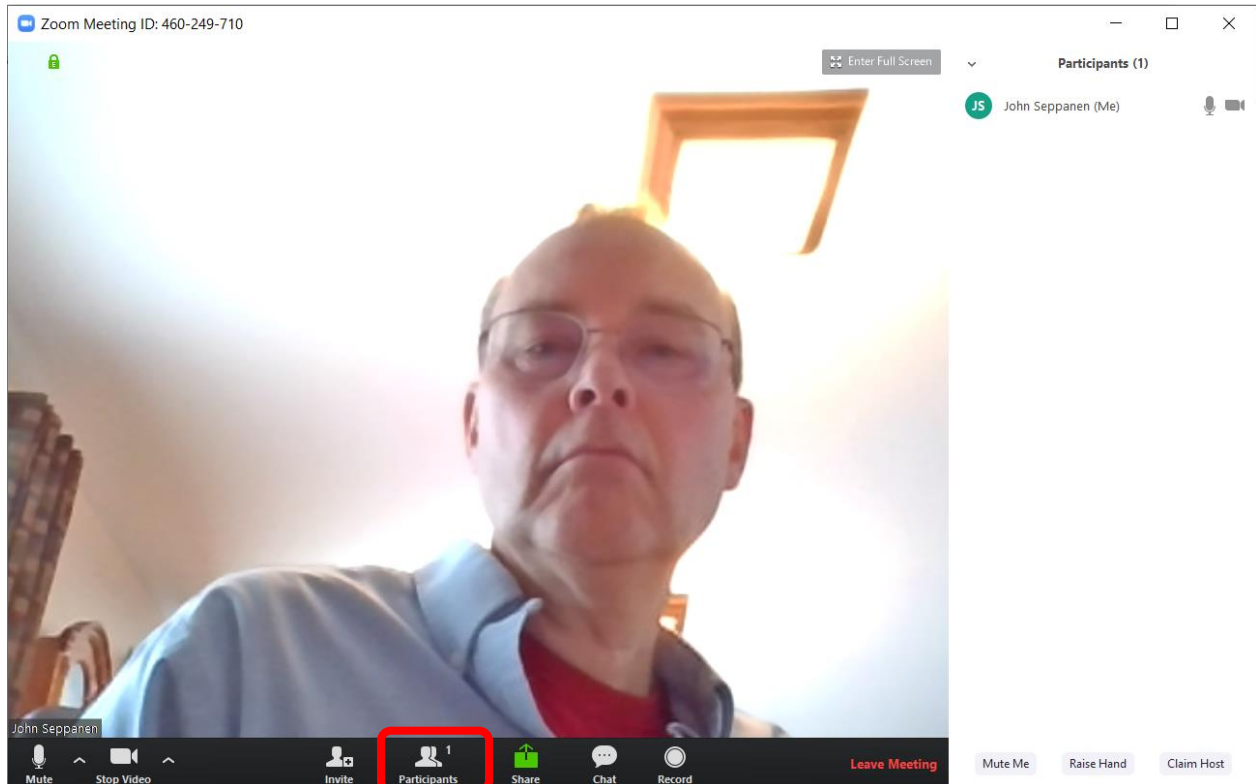
Quick "Menu Bar" Command Overview:

Mute – allows you to mute your speaker. Use the "up arrow" to see a menu of items selecting different audio options the system detects and do other testing.

Stop Video – ends your video feed into the meeting. Use the "up arrow" to see a menu of video options. Also can access "settings" under this which allows you to set-up how Zoom works for you.

Invite – if you would like to invite someone to join the meeting while in progress.

Participants – brings up a panel to show names of who else is participating. This panel has a "mute me" – another way to mute your microphone. You can "Raise hand" which will notify others that you have a question. You can also "claim host" – believe this puts you in control of the meeting.

Share – allows you to share something from your computer with everyone else. Also have the capability to share whiteboards (think of it as a flipchart) that all participants can see.

Chat – brings up a box under participants where you can type in a question or comment. You can address it to everyone or specific people. If you have questions but don't want to interrupt, this would be a great place to capture them.

Record – if you would like to record the session to your local computer. Advisable to notify people that you will be doing that if you should choose to.

Leave Meeting – Same as walking out of the room and leaving the meeting. You will have to "join meeting" again to come back in.

Other tips:

You will notice that during the meeting the "menu bar" at the bottom will go away. To bring it back simply move your mouse. This will allow you to access any of the menu items.

If you are no longer seeing the Zoom screen look for the icon below in your main menu bar. Click on it and you should be back to the Zoom screen.