

## Using Zoom on your Computer, tablet or phone.

Whatever part of the world you are in, its likely that because of Coronavirus (COVID-19) your church is (or soon will be) facing restrictions on the number of people gathering for meetings. We've successfully run several of our small groups remotely using Zoom video conferencing, and encourage you to consider it as an option.

One of the ways in which modern technology enables this is through video meetings using your computer, tablet or smartphone. It's easy for anyone with a Wi-Fi connection to join in, and may prove to add that personal contact which is so much part of the covenant community of God gathering together.

Zoom is a simple, effective and friendly video conferencing tool. Lots of churches and small groups are using it as a means to help people meet together while maintaining social isolation.

This guide (and the web page in the footer below) is designed to assist you in taking part in your online small group.

### Installing Zoom on Desktop or Laptop

If you don't already have Zoom installed on your desktop or laptop, click on this link to a demo meeting:

<https://zoom.us/j/987412502>

You will be prompted to download and install Zoom.

### Joining a meeting on Desktop or Laptop

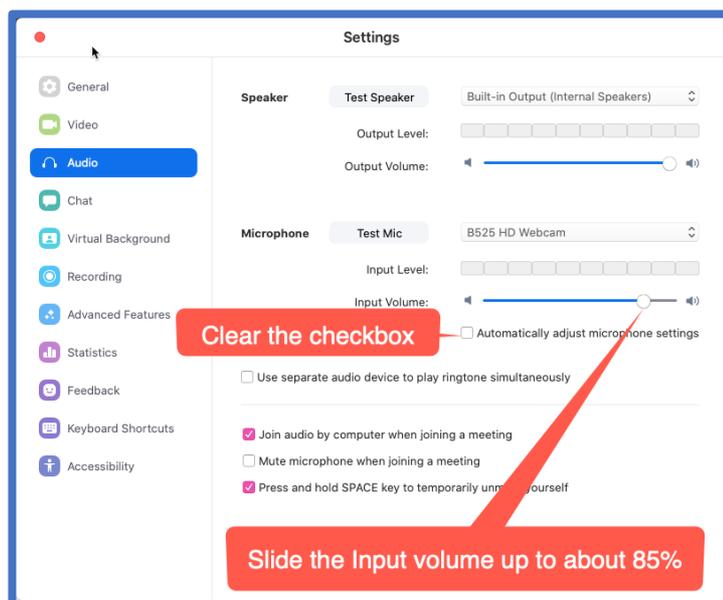
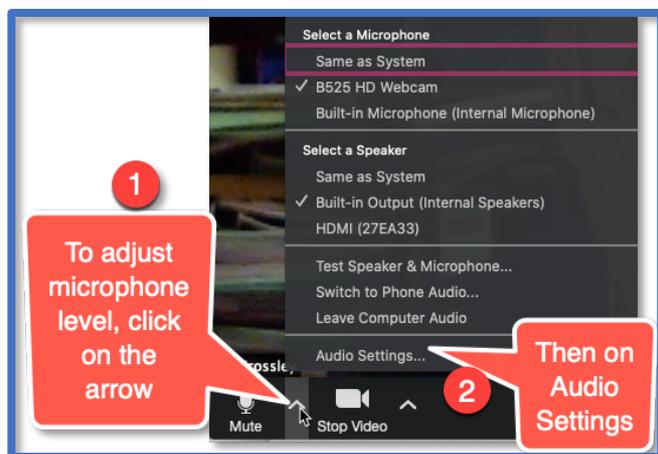
You will either receive an email invitation from your group leader/host with a link within the email, or if your group leader has invited you directly from Zoom, Zoom will send you a link to the meeting in a regular email. Check your SPAM folder as well as your inbox regularly.

Just before the meeting is due to start, click on the meeting link. Zoom will open, and you will be admitted to the meeting by the host.

Tip: If you aren't plugged into the mains electricity supply have a fully charged phone/tablet/laptops OR a battery pack.

## Adjusting microphone levels

In my experience, the default settings for Zoom microphone levels are too low. Once in a meeting (even the test meeting)



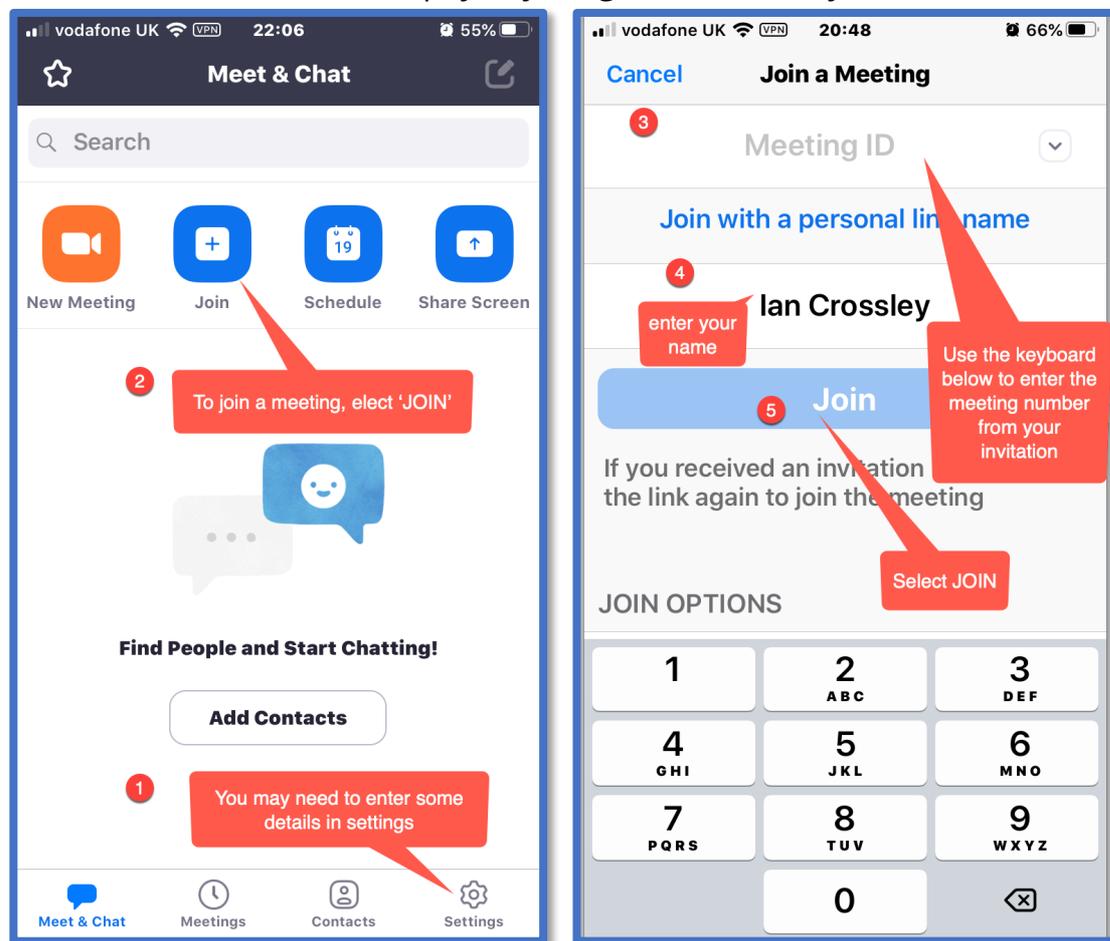
Please ensure you can work the audio on your computer / phone and that you will be somewhere where you can talk and listen freely. **If you have a noisy background then please mute your microphone unless you are talking.**

Tip: If you aren't plugged into the mains electricity supply have fully charged phone/tablets/laptops OR a battery pack.

**Updates to the generic version of this document will appear on the website in the footer below.**

## Installing Zoom on Tablet or Phone

On your tablet or phone, download and install the Zoom App. Follow any instructions it gives you – which may include adding your name and email address. You won't have to pay anything. Zoom at entry level is free.



On your email invitation you will see this:

Meeting ID: 266 595 0103

+44 203 051 2874 United Kingdom  
+44 203 481 5237 United Kingdom  
+44 203 481 5240 United Kingdom  
+44 131 460 1196 United Kingdom

Meeting ID: 266 595 0103

Find your local number: <https://zoom.us/u/>

This meeting ID is what you can use to enter into the app.

If no wifi connection, alternative numbers to join the meeting using your phone