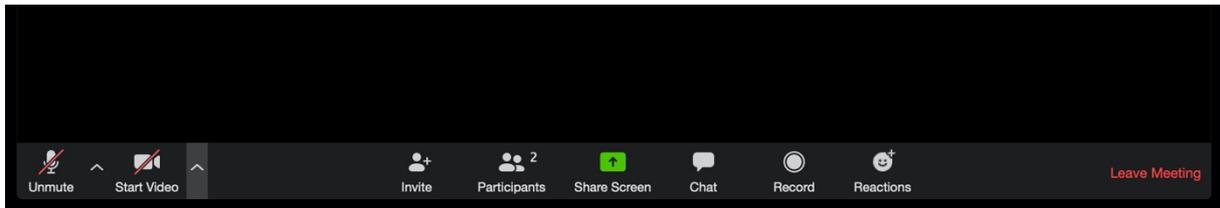


# ZOOM INSTRUCTIONS

## GETTING STARTED

Here are few steps to help you get started with a Zoom gathering.

1. Download and install the Zoom app on your computer (laptop or desktop preferred) before trying to join the gathering. it makes the joining process easier and quicker.
2. Close down other programs running on your device. You should only have open the program where you find the link: either the web page (ccvathome.org) or your email.
3. Ensure you click the audio and video ON during the joining process. You will be prompted as you join OR once you are in, you can start them manually. When the app starts, you will be prompted to confirm or input your name. *PLEASE USE YOUR ACTUAL NAME*. This is how the host can identify you if your video is off. It may automatically populate your device name (e.g., iPad 4), and so you may need to stop and type in your name.



In the English version of the app for computers, the audio and video buttons are on the lower left of the Zoom window –marked *Unmute / Mute* (the graphic looks like a microphone) and *Start Video / Stop Video* (the graphic looks like a video camera). These control your audio and video and **ONLY** your audio and video. *\*If on another device (e.g., a tablet or mobile phone), the menus may be hidden or in other places.*

4. When you join the gathering, and if you have clicked ON for both video and audio during the joining process, you will see the video screens of all the other participants who have arrived before you (unless you are the first!). If you join early you will be able to chat with the other early. In fact, try to join approximately 10 minutes early if you think you might have trouble.

## OTHER ZOOM FEATURES

Just a few tips to help you get started on basic ways to communicate in the gathering.

If you hover your cursor over the main menu (bottom on most computers) you will see a few icons: *MICROPHONE* (mute / unmute), *VIDEO* (start video / stop video), *PARTICIPANTS*, *SHARE SCREEN*, *CHAT*, *REACTIONS*, *MORE*, and *LEAVE MEETING*. If you hover your cursor over the corner menu (top right of most computers), you will see either *SPEAKER VIEW* (a larger rectangle with three dots above it) or *GALLERY VIEW* (a square of nine dots).

- *MUTE / UNMUTE*: This controls whether you're transmitting your audio from your microphone. The host might mute or unmute you at various points. So please pay

attention. And after you're done speaking, it is good practice to mute yourself (lest any unexpected noises in your home become distractions for everyone).

- *START VIDEO / STOP VIDEO*: This controls whether you're transmitting your video from your camera. If you are having a slow or bad connection, try turning this off. Video requires a lot of bandwidth and can stress low speed internet connections.
- *PARTICIPANTS*: This will show a list of who is participating (usually on the right). If you want to use the *RAISE HAND* feature, it is available only from this screen.
- *SHARE SCREEN*: This will share your screen with everyone. **DON'T TOUCH.**
- *CHAT*: This will bring up the chat window, allowing you to see written chat messages from anyone who has sent one (whether to everyone or privately to you). You can also send chat messages from this window.
- *REACTIONS*: This will allow you to visually demonstrate clapping or a thumbs up as an indicator of agreement without having to make a sound or do anything on video.
- *SPEAKER VIEW / GALLERY VIEW*: Speaker View means that you are seeing the main person speaking at any time with a row of other participants (usually at the top). Gallery view is where you can see everyone's screen of equal size. You can select this button if you want to switch. For most services, it will probably be best to remain in speaker view, though the gallery view screens do light up with a yellow frame when the person is speaking.
- *LEAVE MEETING*: This will disconnect you from the gathering. If you are having trouble with settings, you can disconnect and use the same link to reconnect in order to start over.

## GOOD PRACTICES

Here are some good practices for using Zoom well:

- Sit with the light source coming to the side, not behind you or in front.
- Have the camera at eye level and try to maintain eye contact with the camera/screen.
- If you aren't talking, keep your microphone muted (yes, we can hear you typing, or talking to your spouse, or whatever else is going on at your home).
- If you want to contribute, you can either physically raise your hand or use the *Raise Hand* feature under *PARTICIPANTS* to get the attention of the host.
- If your connection is bad, start by turning off your video.
- Never *SHARE YOUR SCREEN*.
- Practice. Test your audio and video in other programs. Practice connecting. Show up early and make sure it all works before the gathering.
- Keep your computer audio/speakers low. Your microphone will transmit what you're hearing and cause a feedback loop. In fact, use earbuds if you can.
- Visit Zoom tutorials in order to practice and see how the app works:  
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

