

Simple start-up guide for using Zoom conferencing on a Windows pc

It's now very easy, cheap and effective to hold meetings over Internet Conferencing – and even to enable people to join who have no computer or smartphone. As we go into a period of isolation with the Coronavirus, this is a great way to stay in touch - not only within our fellowships but also across the world.

We'd like to encourage churches to stay closely in touch with mission partners through Internet conferencing, and it's something we're more than happy at EMF to help with and facilitate. We're using the **Zoom** internet conferencing app to hold virtual meetings with missionaries.

Zoom is very simple to use, and you can use it on a Windows PC, Macbook or iPad, iPhone or Android phone – and you can even dial into a conference over a traditional phone.

This simple guide shows how to get started with Zoom, if you use a **Windows PC**.

Please note: If you are using Zoom for the first time, it is worth doing steps 1 and 2 in advance of your first conference call. This will only take a few minutes but allow you to install the Zoom app in advance. At the time of the call, you can then repeat step 1, but Step 2 won't be necessary.

1. The person organising the meeting will send you an invitation to the meeting, and there will be a link in this, which looks something like:

<https://zoom.us/j/351660336>

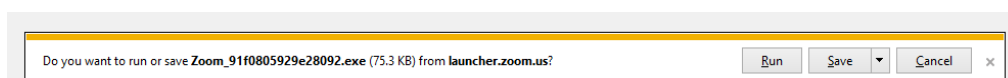
Click on this link, and it will open in your browser.

2. If you are using Zoom for the first time, you will need to download a small application file from your browser. This will look slightly different depending on which browser you are using, but in each case, select the option to run the **exe** file which is downloaded:-

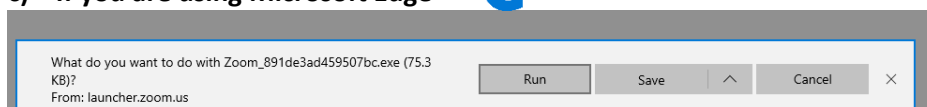
a) If you are using Chrome



b) If you are using Internet Explorer

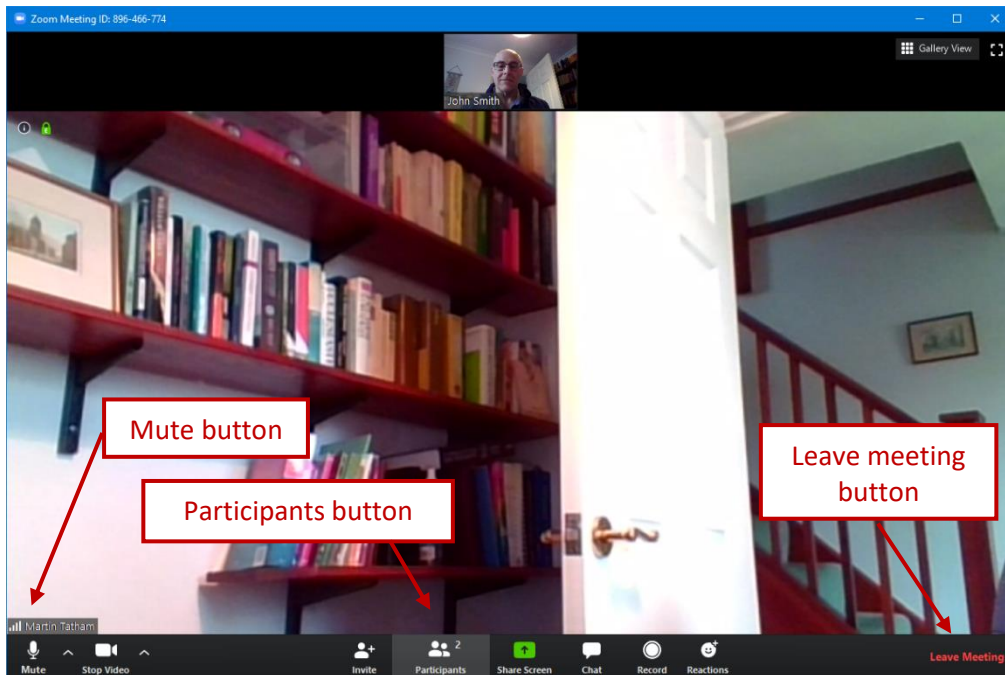


c) If you are using Microsoft Edge



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6. This should then join you to the conference call, and should bring up a window which looks something like the one below, showing the video from any other participants in the call.



- Use the **Mute Button** to mute or unmute your microphone.
- Use the **Leave Meeting button** leave the call.
- Use the **Participants Button** to bring up a list of participants
This will bring up a panel to the right showing the list of participants, but on this panel there is also a button to 'Raise Hand' which indicates to the meeting organiser that you would like to speak.



For further information, including some excellent video tutorials on how to use Zoom, visit the Zoom Help Centre at <https://support.zoom.us/hc/en-us>.