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

EUROPEAN MISSION FELLOWSHIP

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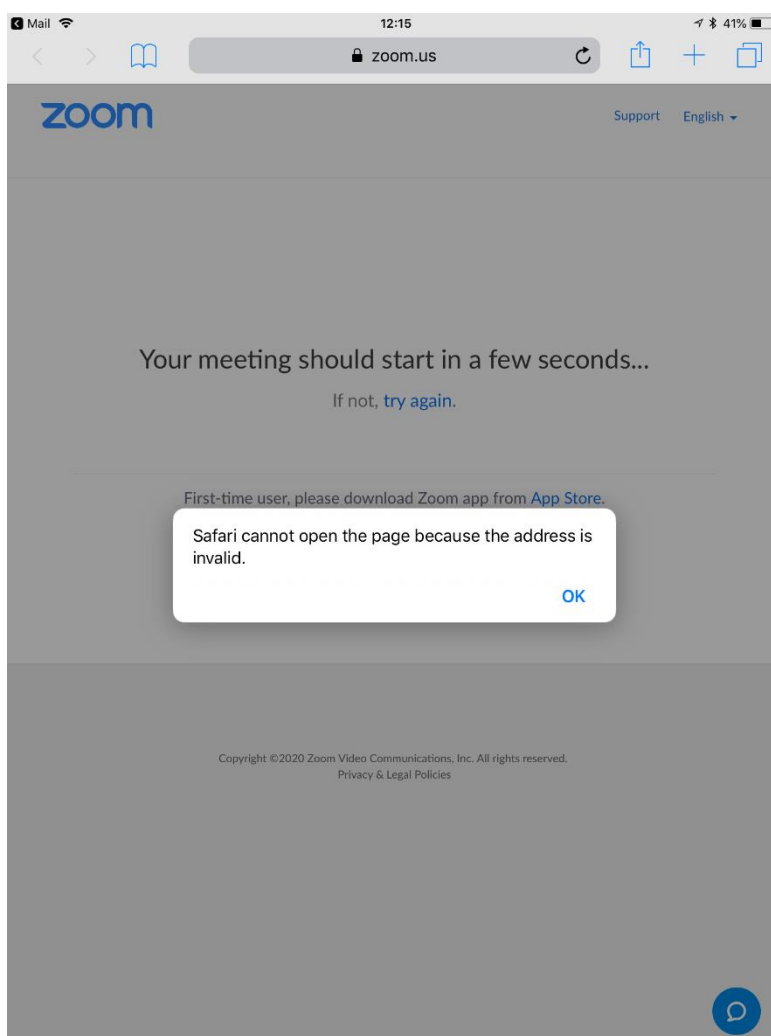
Please note: If you are using Zoom for the first time, it is worth doing steps 1 and 2 in advance of your first conference call. This will only take a few minutes but allow you to install the Zoom app in advance. At the time of the call, you can then repeat step 1, but Step 2 won't be necessary.

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:

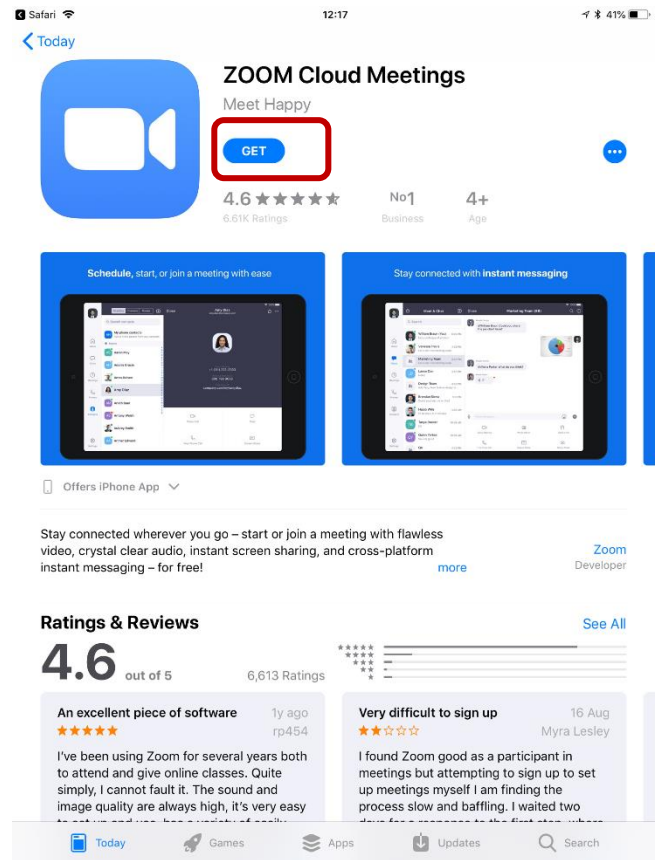   **https://zoom.us/j/351660336**

    Click on this link, and it will open in your browser (most people will be using Safari   )

2. If you are using Zoom for the first time, you will need to download a small application file from your browser. A pop-up window may appear, saying **'Safari cannot open the page because the address is invalid'.** Just click **OK**, and then click on the link to **Download Zoom app from App Store.**
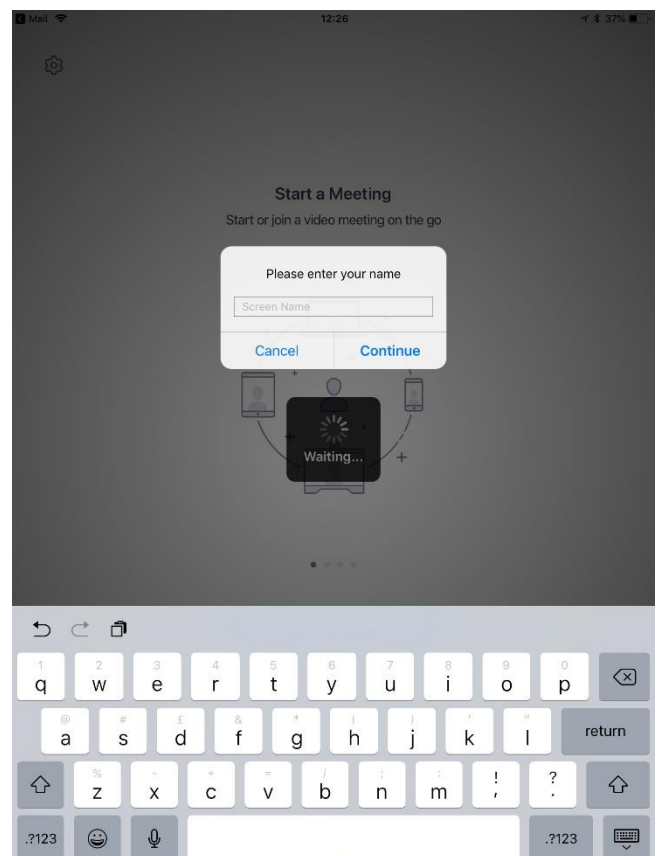
3. In the App Store, click on **GET** to download the Zoom app onto your Macbook or iPad. You'll need to enter your Apple account details, but the Zoom app is free.
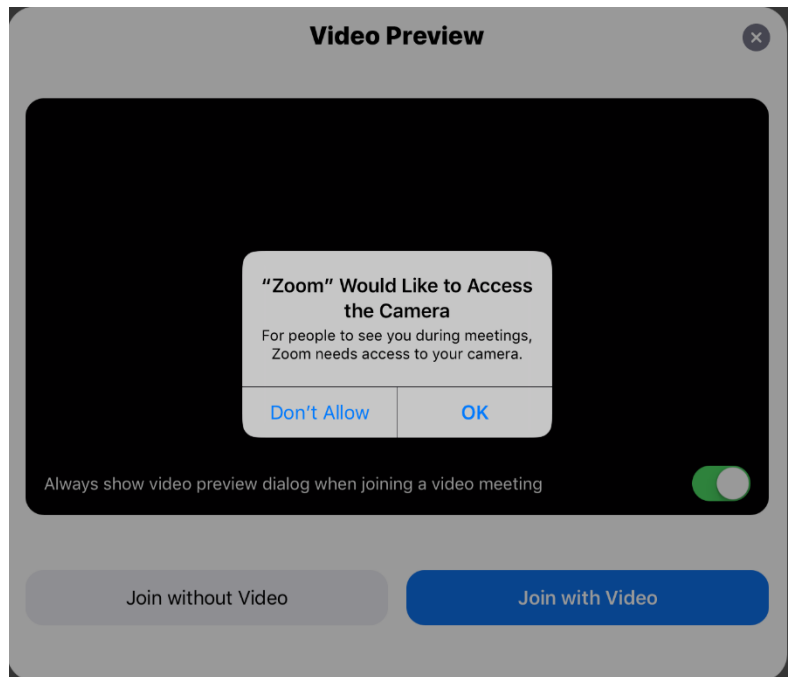
4. Once the Zoom app has installed, go back to the link in the email you were sent, and click on this again. It will again take you to your Safari browser, but this time it will open up the Zoom meeting app, and ask you to enter your name as you'd like it to appear in the conference call.
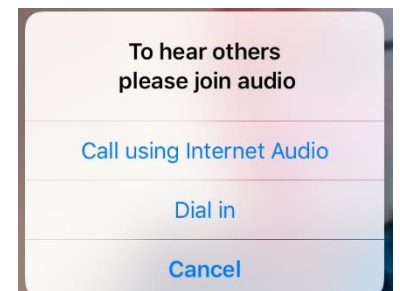
5. The Zoom app will then ask for your permission to access the Camera. Click **OK,** and select **Join with Video.**

Video Preview

"Zoom" Would Like to Access the Camera
For people to see you during meetings, Zoom needs access to your camera.

Don't Allow   OK

Always show video preview dialog when joining a video meeting

Join without Video   Join with Video

6. Then select **'Call using Internet Audio'.** (If you have a headset which you can plug into your computer, it gives better quality voice).

To hear others please join audio

Call using Internet Audio

Dial in

Cancel

7. 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.