

Zoom—a quick guide

Zoom is a useful alternative for our services. Considering that we've learnt to use it in only two weeks, we've done pretty well.

I thought though that I would produce this guide to help us use the options better.

A few points first—Zoom was designed to run meetings, not services, and so we have to adapt what we would like to do to its options and standards. Mainly this involves microphone discipline. We know from experience that if we all try to talk at once, Zoom has problems and splits up all the voices. This means that we only hear bits of conversations. That's fine if we're just saying hallo—but if we're responding to the officiant, or trying to sing, it's just a jumble.

To get round this, I 'mute' everybody except those leading the service, playing music or otherwise participating.. This means that for most of the time you will see a small red microphone crossed out in the bottom left corner of your screen, showing that your microphone is switched off. Please do not unmute yourself. The host (that's me!) or a co-host, will control all the muting/unmuting. In practice that means I'll mute everyone at the beginning of the service and unmute everyone at the end, and probably during the Peace. Provided your indicator shows that your microphone is off, you can respond/sing to your heart's content!

Please bear in mind that there is an appreciable delay between a person speaking and other participants hearing,

Joining a Service.

The host sets up a service and sends notification to those who might wish to participate. The links are also given in the 'At Home Services' page on our website—ewelmebenefice.co.uk.

Users do not need the Zoom app to participate—in fact it's easier not to use it. The notification or website give a web address. The invitation format is usually something like this:

Tony King is inviting you to a scheduled Zoom meeting.

Topic: Easter Day Service

Time: Apr 12, 2020 09:50 AM London

Join Zoom Meeting <https://us02web.zoom.us/j/279557631> (DO NOT USE THIS ONE)

Password: 790210 Meeting ID: 279 557 631

Sign in by phone - key in meeting number and password when requested

0203 051 2874 United Kingdom

0131 460 1196 United Kingdom

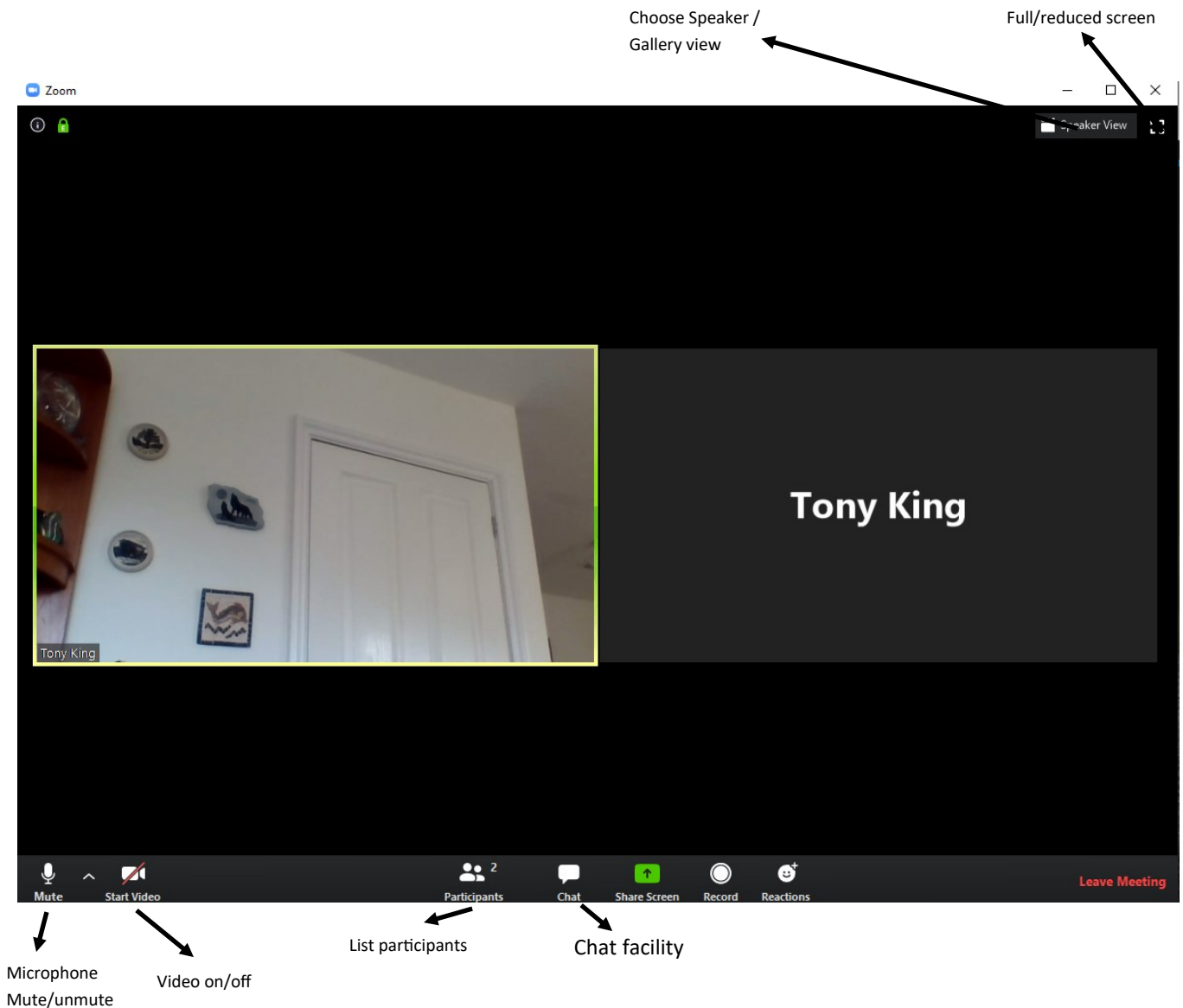
Meeting ID: 279 557 631 Password: 790210

To link on your computer/tablet/phone just use the https... address through your usual web browser . You will be asked for the password, and you can then join with computer/phone audio. The meeting id and password will change for each service—we cannot reuse old codes.

It is possible to join with an ordinary phone and participate without a video link at all. Just phone one of the numbers given in the invitation, key in the meeting id, the password if requested, and reply with a hash (#) for your identity. You will be added to the service with just your telephone number as an identifier, so you can participate but no-one will know who you are, unless they know your number! I don't know what happens if your phone number is hidden.

Screen Layout and explanation is on the next page

Let's look at the screen.



Speaker/Gallery. In Speaker mode, Zoom will show the full screen video image of the person speaking; in Gallery mode up to 25 participants will be on the screen, with further participants to the right, indicated by a clickable arrow. Zoom will highlight the speaker where possible.

Full Screen—fills the whole screen

Microphone symbol. Allows Mute/unmute. Please note—participants should not unmute themselves during a service.

Video symbol. Allows camera to be turned on/off

List participants. Shrinks display screen and shows a list of participants. Not very useful for you—but the host needs it!

Chat facility. It is possible to chat to individual participants or to everybody. Again not something to be used during a service—except perhaps to advise the host that something is going wrong.

The other buttons are either inactive for participants or not appropriate during a service.

If you have any problems with Zoom sessions, please contact me afterwards.

Tony King