

# Zoom—a quick guide

Zoom is a useful alternative for our services. We have been learning how to use Zoom over several weeks and a User Guide has evolved.

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](http://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*

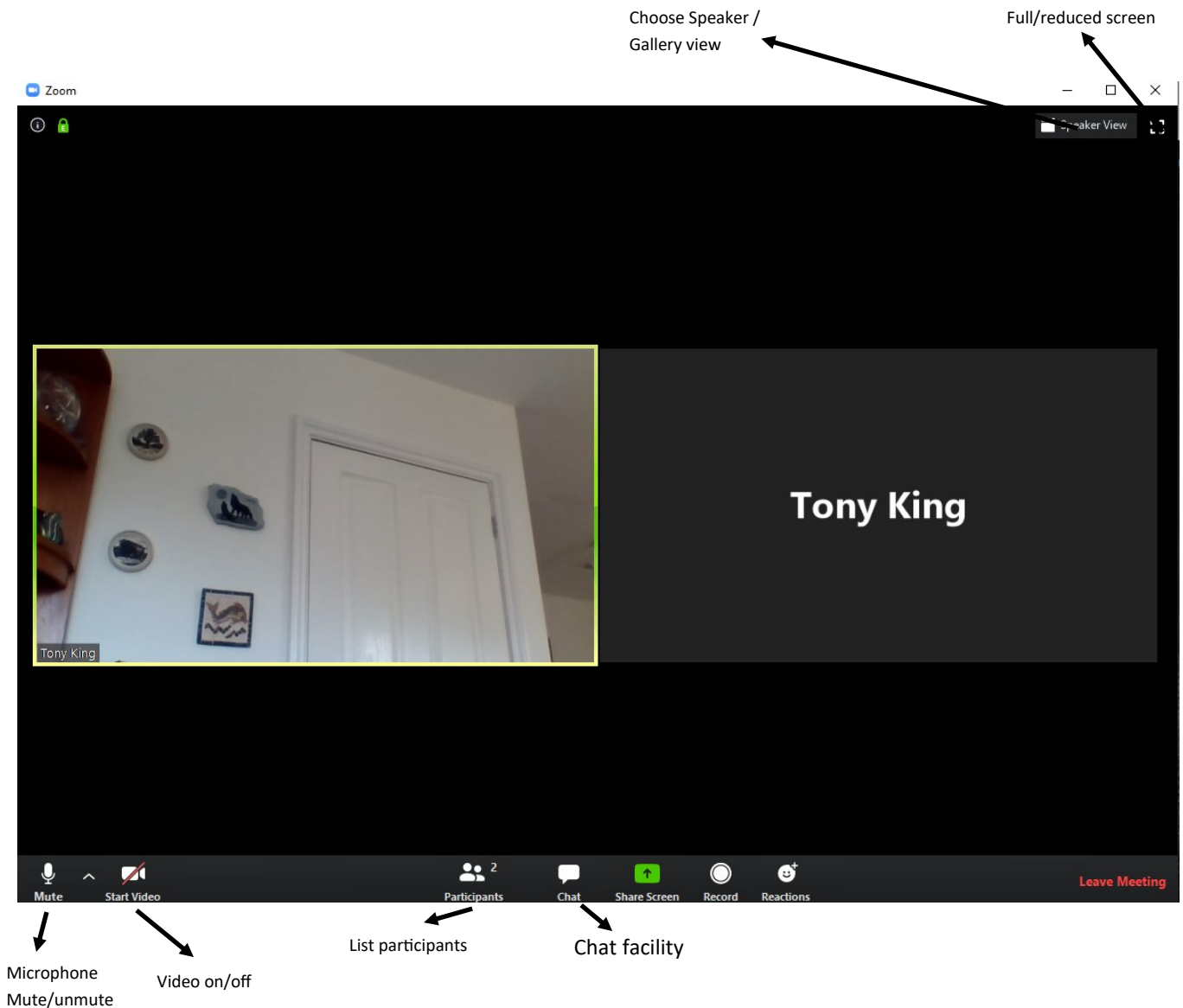
To link on your computer/tablet/phone just use the https... address through your usual web browser . You will be asked for the password, and you can then join with computer/phone audio. The meeting id and password will change for each service—we cannot reuse old codes. For Detailed joining instructions see pages 3-4

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. There are more details about the Views on page 5

**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.

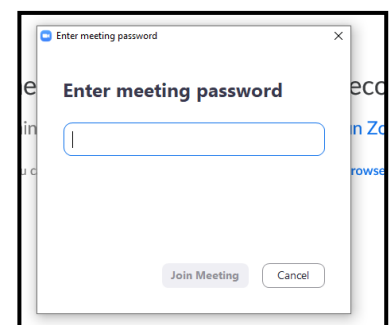
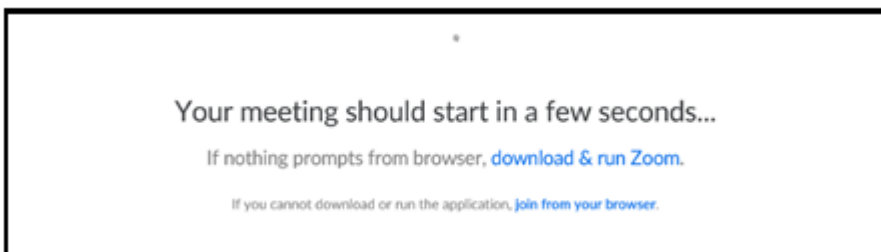
## Detailed Joining Instructions

One of Zoom's benefits is that participants can join the Service using only their regular web browser—the app that connects us to the Internet. This Guide discusses the three most commonly used apps—Internet Explorer, Google Chrome and Microsoft Edge. However, when entering Zoom, it does sometimes try to get you to download the app. Although it claims to be advantageous, it's simpler not to do so. If you have already downloaded the app and want to remove it, please contact me for advice.

You will have been sent an email with the necessary address and password to enter the Service or other meeting. The address is in the format <https://us02web.zoom.us/j/xxxxxxxxxxx>. The xxxs are the meeting id. You will also be given a 6 digit password. The simplest way to enter the service is to click on the link in the invitation. This will open your preferred web browser. If it's not a clickable link, or you want to use a different browser, copy and paste the link to the address bar of your browser.

### Internet Explorer

This commonly used web browser is now partially obsolete but still much used. Unfortunately, many apps no longer support this browser, and Zoom, I suspect, is heading that way. Certainly it's not quite as reliable. When IE opens you should see this:



DO NOT CLICK ON THE 'download & run Zoom' OPTION.

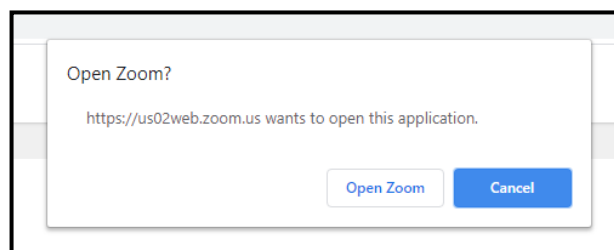
The Password screen should appear—if it doesn't try selecting the 'join from your browser' option (although this is not reliable).

Enter the password and the link to the Service should open.

### Google Chrome and Microsoft Edge

Both these web browsers are more modern and seem to work reliably—Edge is Microsoft's replacement for Internet Explorer.

Access through both is identical. If either is your default, clicking on the link will open the browser.

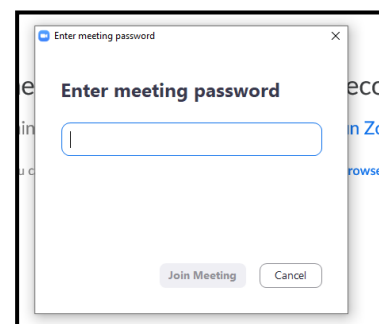


Otherwise copy and paste the link into your browser.

The browser will open with this at the top of the screen:

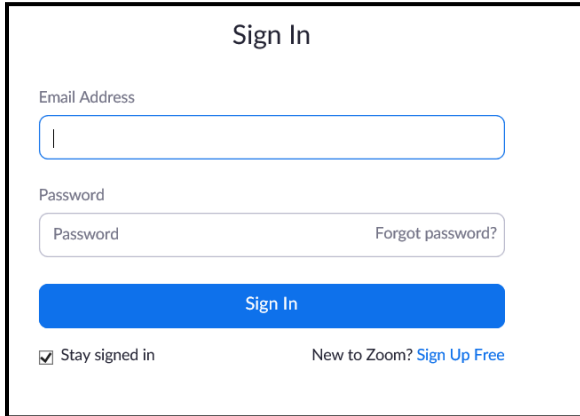
Clicking on Open Zoom should give you the Password screen.

Enter the password and the link to the Service should open.



## Zoom App

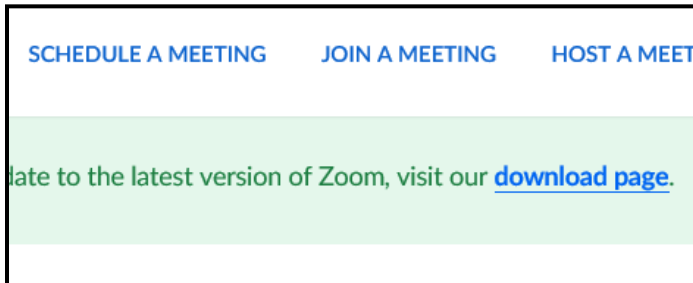
If you have already loaded the Zoom app, using the link provided will probably start the app. Ideally I'd recommend removing the app and the web browser sign-in cookies from your computer—but this is a rather 'techy' activity. The following instructions detail what to do if you are using the app. If you find you still have difficulties after following these instructions, contact me and I'll see what can be done.



The image shows the Zoom 'Sign In' screen. At the top, it says 'Sign In'. Below that are two input fields: 'Email Address' and 'Password'. The 'Email Address' field contains a vertical bar. The 'Password' field contains the word 'Password' and a 'Forgot password?' link. Below the fields is a blue 'Sign In' button. At the bottom left, there is a checked checkbox for 'Stay signed in'. At the bottom right, it says 'New to Zoom? Sign Up Free'.

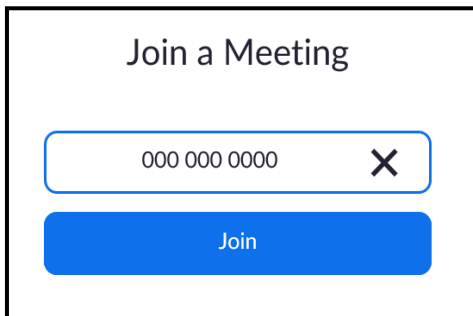
Click on the link in the invitation and a Zoom 'Sign In' screen will open. If you haven't already done so, you'll need to create an account by selecting the 'Sign Up Free' option. This will just require your email address and a password — there is no charge.

Sign in with your email address and password



The image shows a navigation bar with three links: 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. Below the links is a green banner with the text: 'late to the latest version of Zoom, visit our [download page](#)'.

Click on Join a Meeting

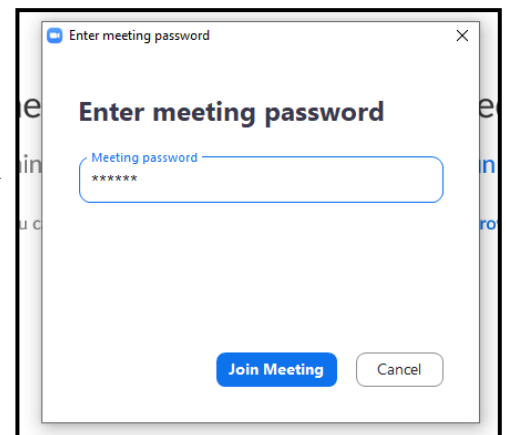


The image shows the Zoom 'Join a Meeting' screen. At the top, it says 'Join a Meeting'. Below that is an input field containing '000 000 0000' and a close button (X). Below the input field is a blue 'Join' button.

Enter the meeting id

Enter the meeting password

This should connect you to the Service/meeting.



The image shows a dialog box titled 'Enter meeting password'. It has a close button (X) in the top right corner. Below the title is a label 'Enter meeting password' and an input field containing 'Meeting password' and '\*\*\*\*\*'. At the bottom, there are two buttons: 'Join Meeting' and 'Cancel'.

## Gallery View versus Speaker View

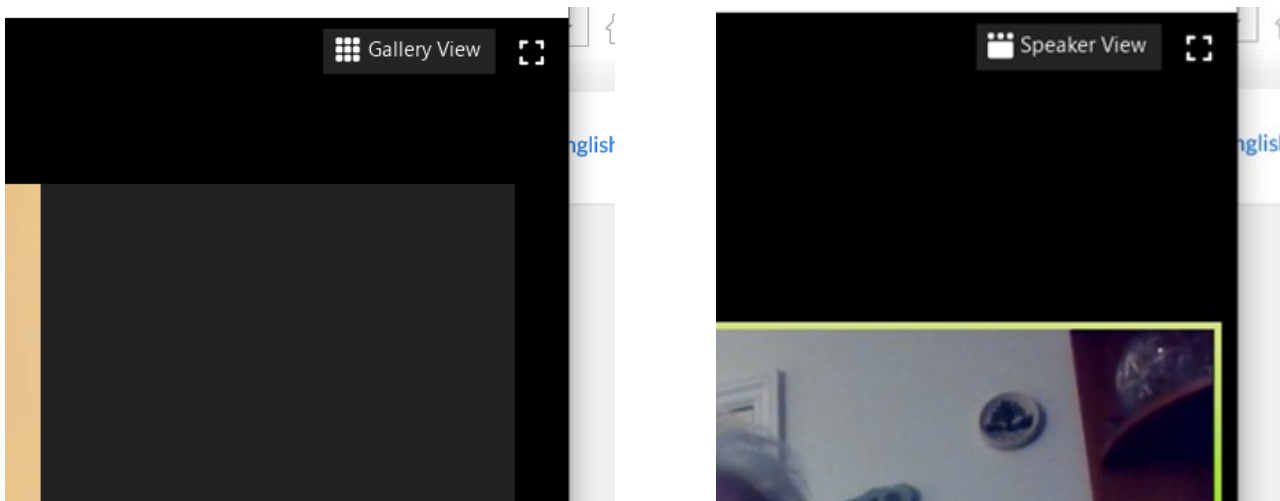
The Zoom screen has two views. The one we've mostly used is Gallery View where a number of participants appear on the screen in small boxes. The alternate view is Speaker View where Zoom identifies the person speaking and shows them in a larger box, with a few smaller boxes down the side.

The PowerPoint presentations that we use creates and fills the Speaker View screen with the PowerPoint slide.

For a service it would be better to show whoever is speaking in the Speaker View—but clearly we can't do this if the PP slide is controlling the screen!

To get round this we intend to reduce the number of slides we use, only showing hymns and other words we all say, but excluding the standard, largely one line, responses that we mostly know.

Switching between the two views has to be done at the participant level. If you look at the Zoom screen (not your individual box) in the top right-hand corner you should see either Speaker View (if you are in Gallery Mode) or Gallery View (if in Speaker View). See the screen snaps below:



To switch views, just click on the View box. In general it's probably best to switch on Speaker View as the service starts. You might want to switch to Gallery View during the Peace, but then revert to Speaker View until the end of the service.

Please feel free to contact me if you need help using Zoom

Tony King