



Instructions for Using Zoom

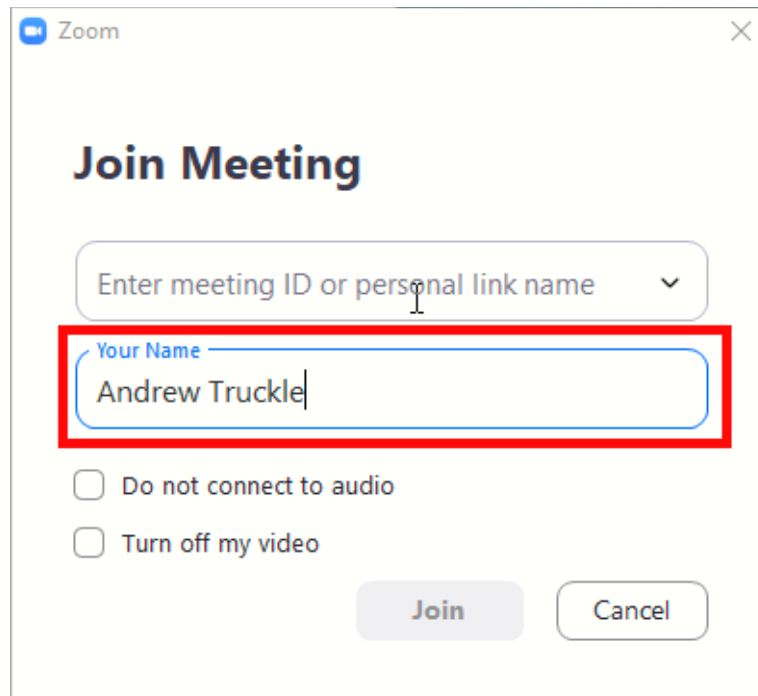
The pictures used in these instructions are for using Zoom on your computer. There might be some differences if you are using a handheld device like a phone or a tablet.

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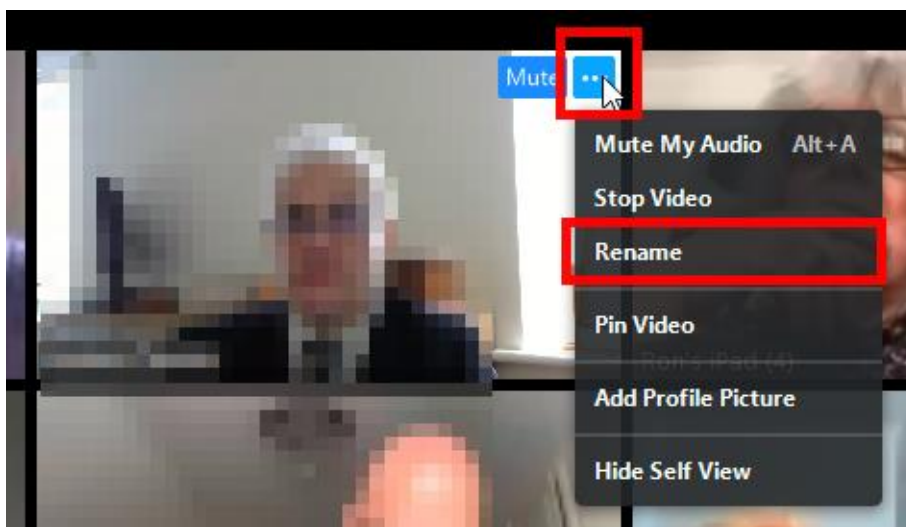
How do I Set My Name?

It is helpful to set your name correctly as this will be shown in the **Participants** list.

- When you join a meeting, you can set **your name** on the pop-up window like this:



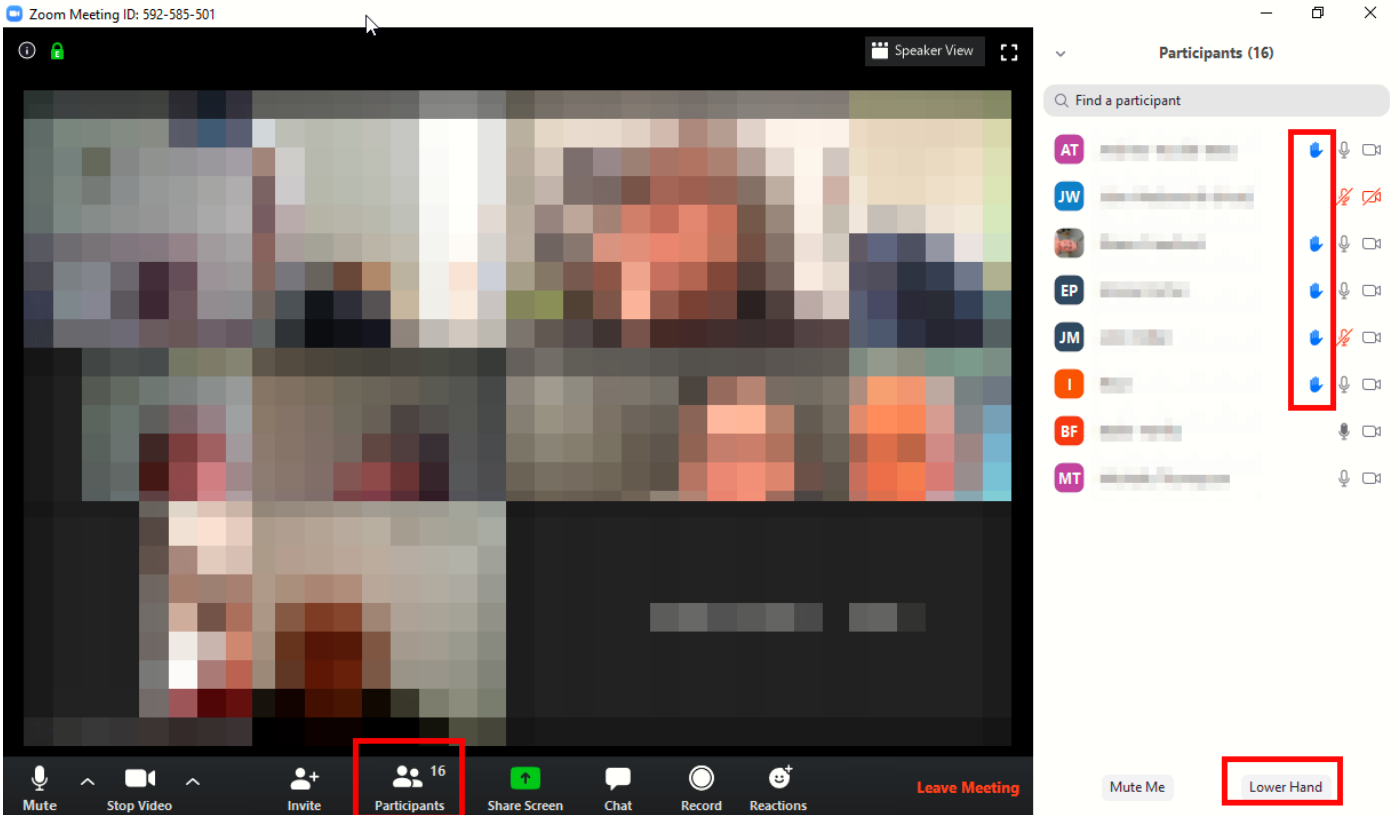
- When you have **already joined** the meeting, you can click on the ... symbol (appears top right when you hover mouse over your picture) and select **Rename**:



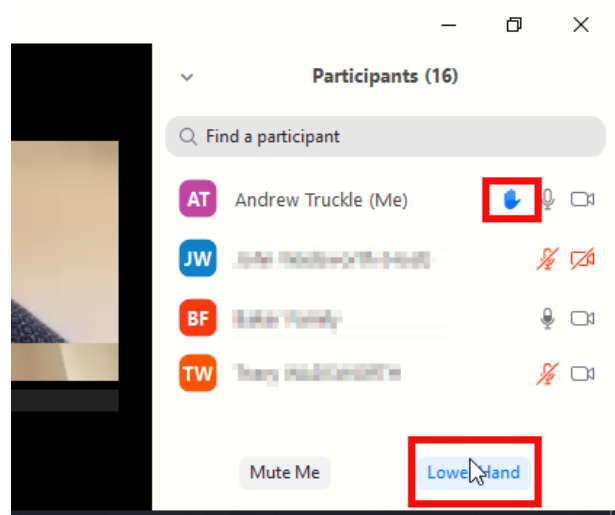
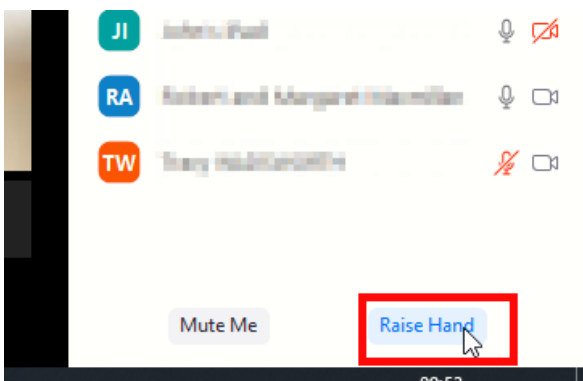
How do I use the Raise Hand feature?

It is easier for us to use the **Raise Hand** feature when we are using Zoom as a whole congregation.

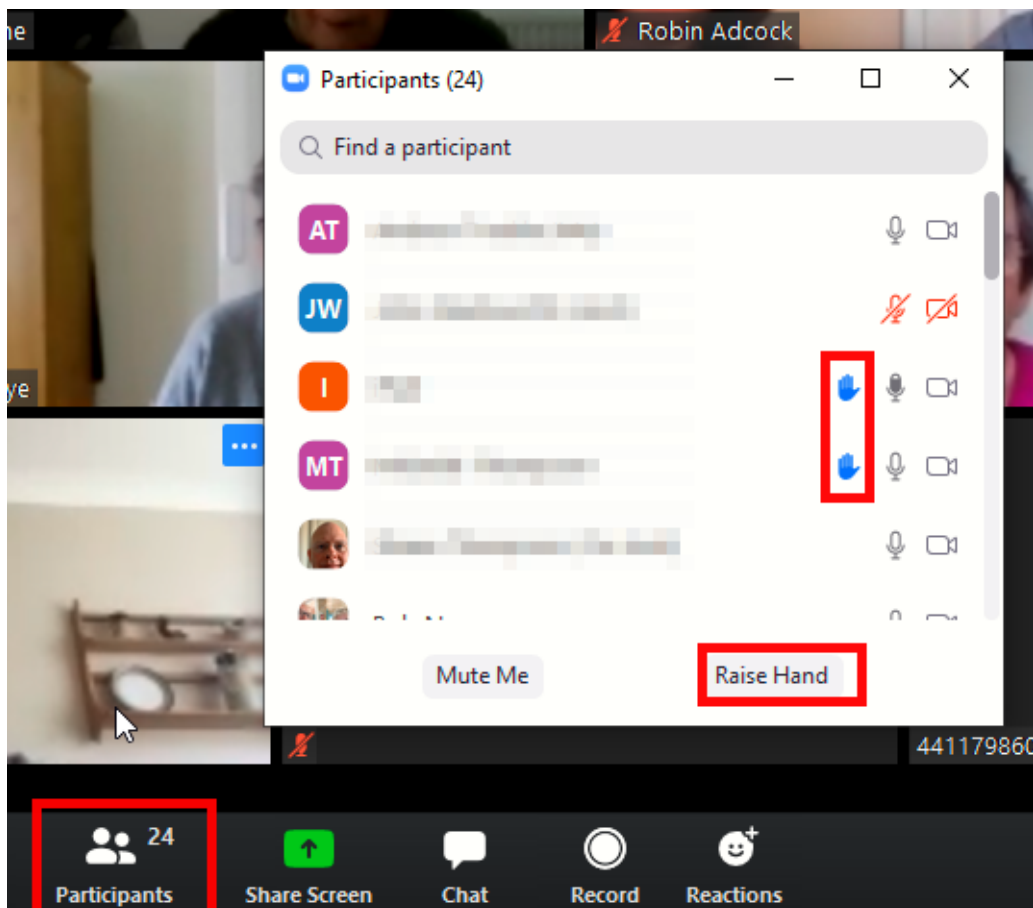
- When you are **not** using **Full Screen** mode:




- Click on **Participants** (if required) to see the panel on the right.
- Click on **Raise Hand / Lower Hand** to toggle the **little hand symbol**.



- When you are using **Full Screen** mode:



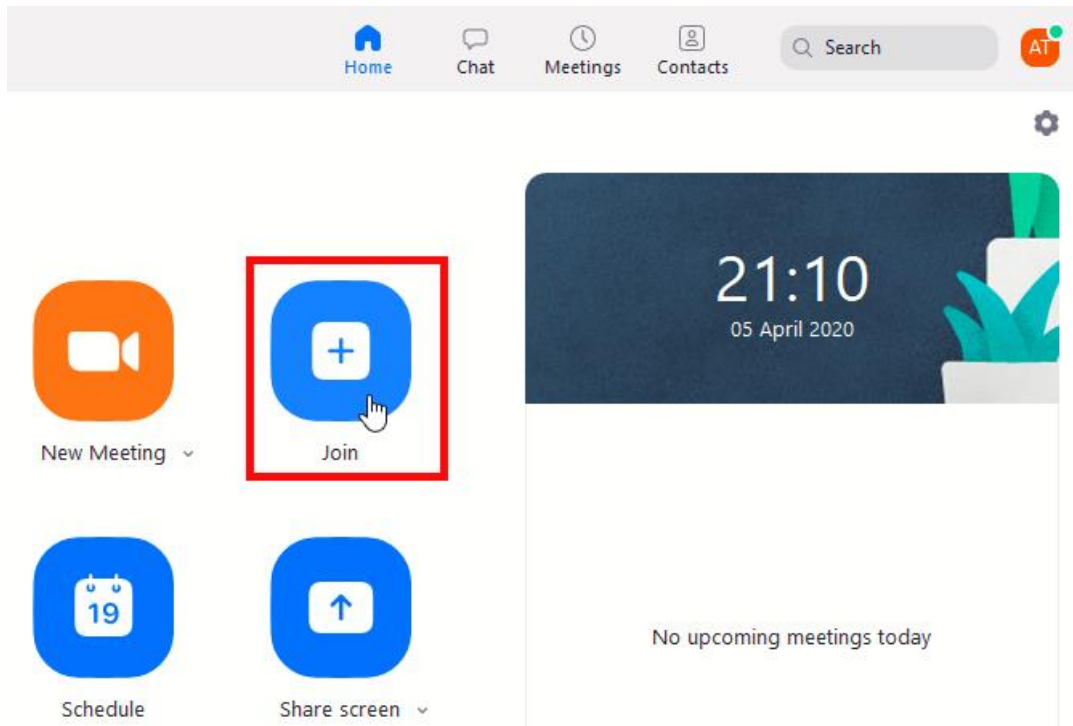
As you can see, it works in the same way. The only difference is that the Participants List is a pop-up window and not on the right edge of your screen.

 If you are using Zoom on your computer then you can also use **ALT + Y** to raise your hand.

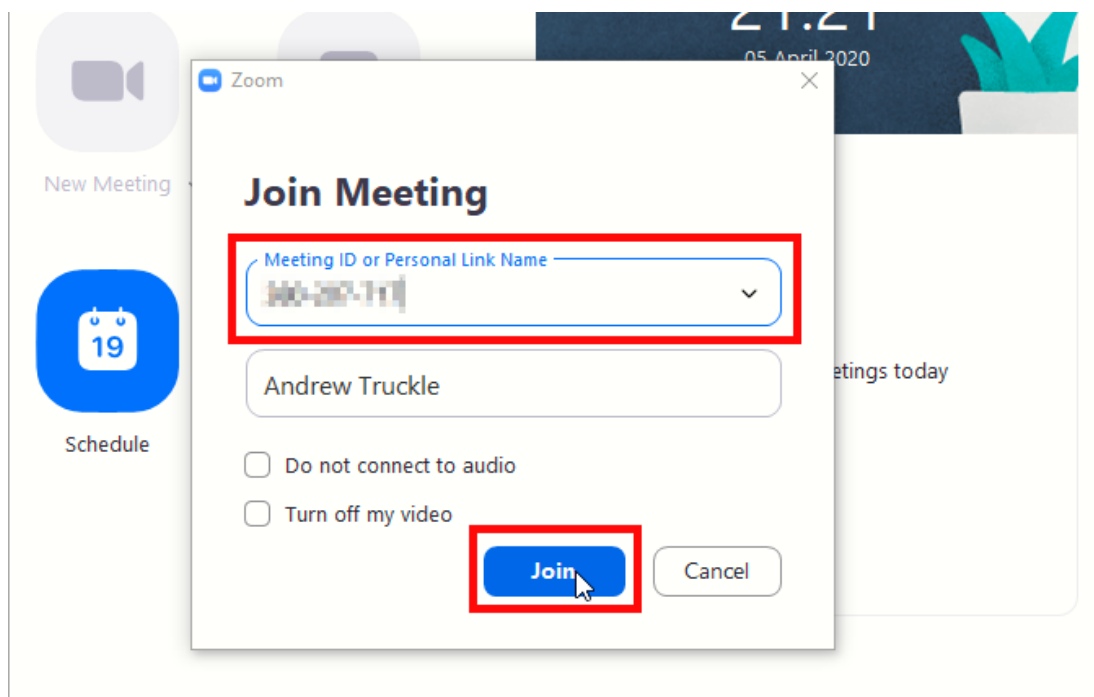
How do I join a meeting and use a password?

We provide you with a **Meeting ID** and a **Password** so that you can participate in meetings using Zoom. Start **Zoom** and then:

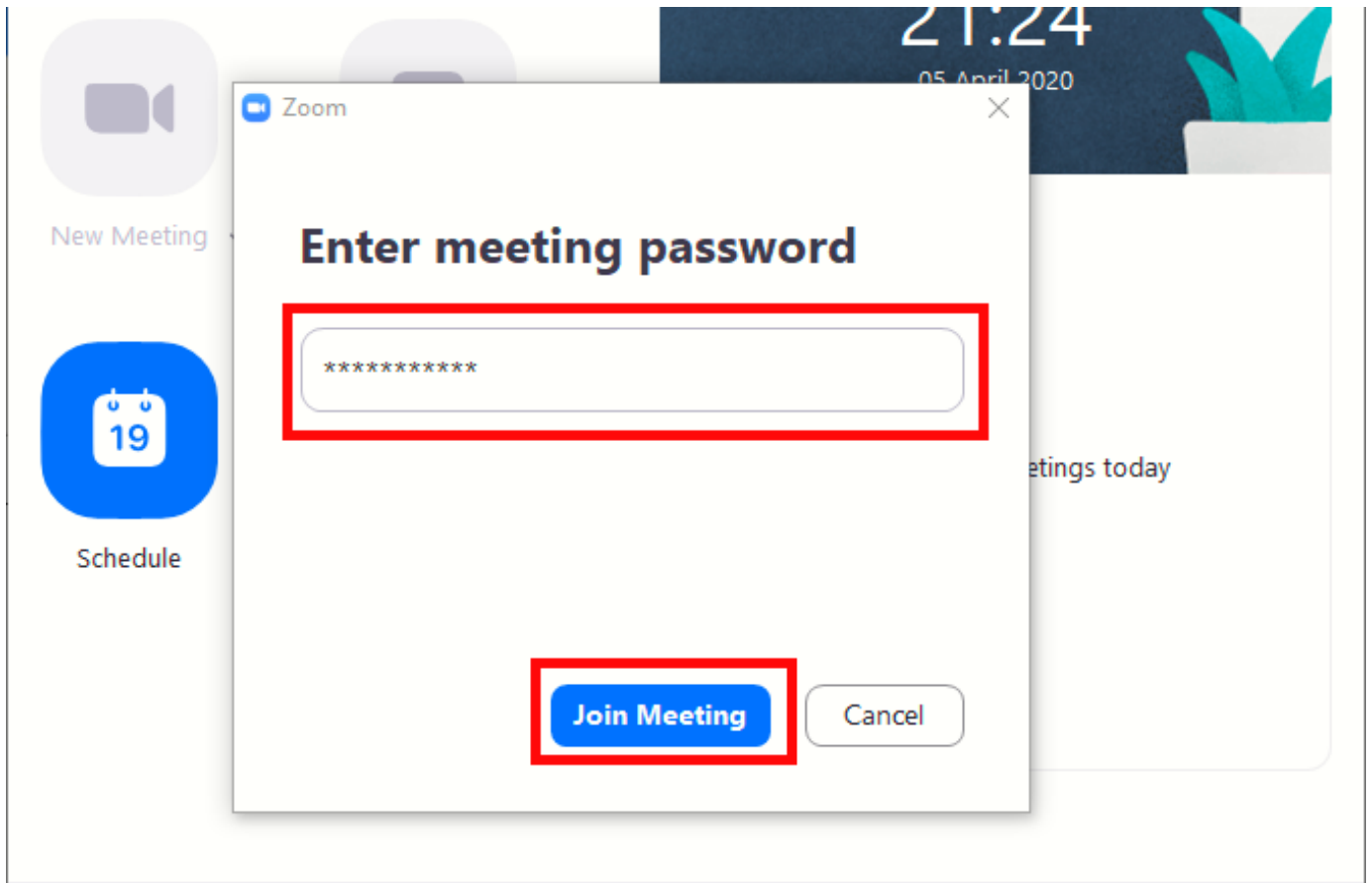
- Step 1 — Click on **Join**:



- Step 2 — Type in the **Meeting ID** and click **Join**.



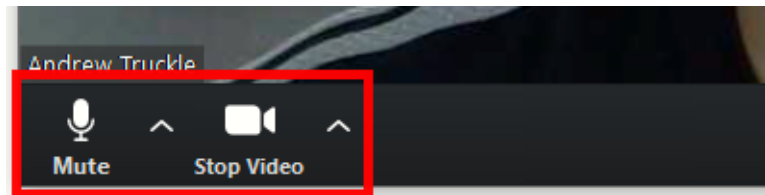
- Step 3 — Type in the **Password** and click **Join Meeting**:



How to switch your Microphone and Video on or off

There will be times during the meeting when you will need to switch your microphone or video on or off.

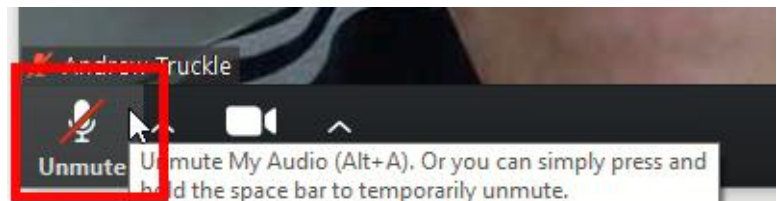
If you hover your mouse over the bottom of the display you will see to buttons on the left to do this:




All you need to do is click on either of these buttons to toggle them. Like this:

Microphone

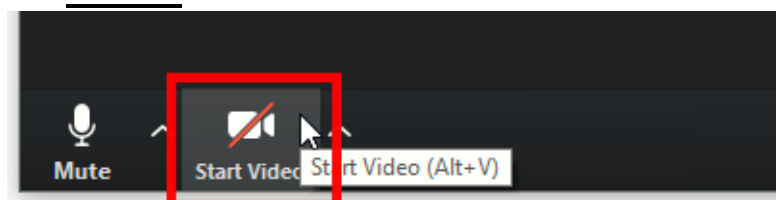
- Mute (switch off)
- Unmute (switch on)




 If you are using Zoom on your computer then you can also use **ALT + A** or the **space bar** to toggle the microphone.

Video

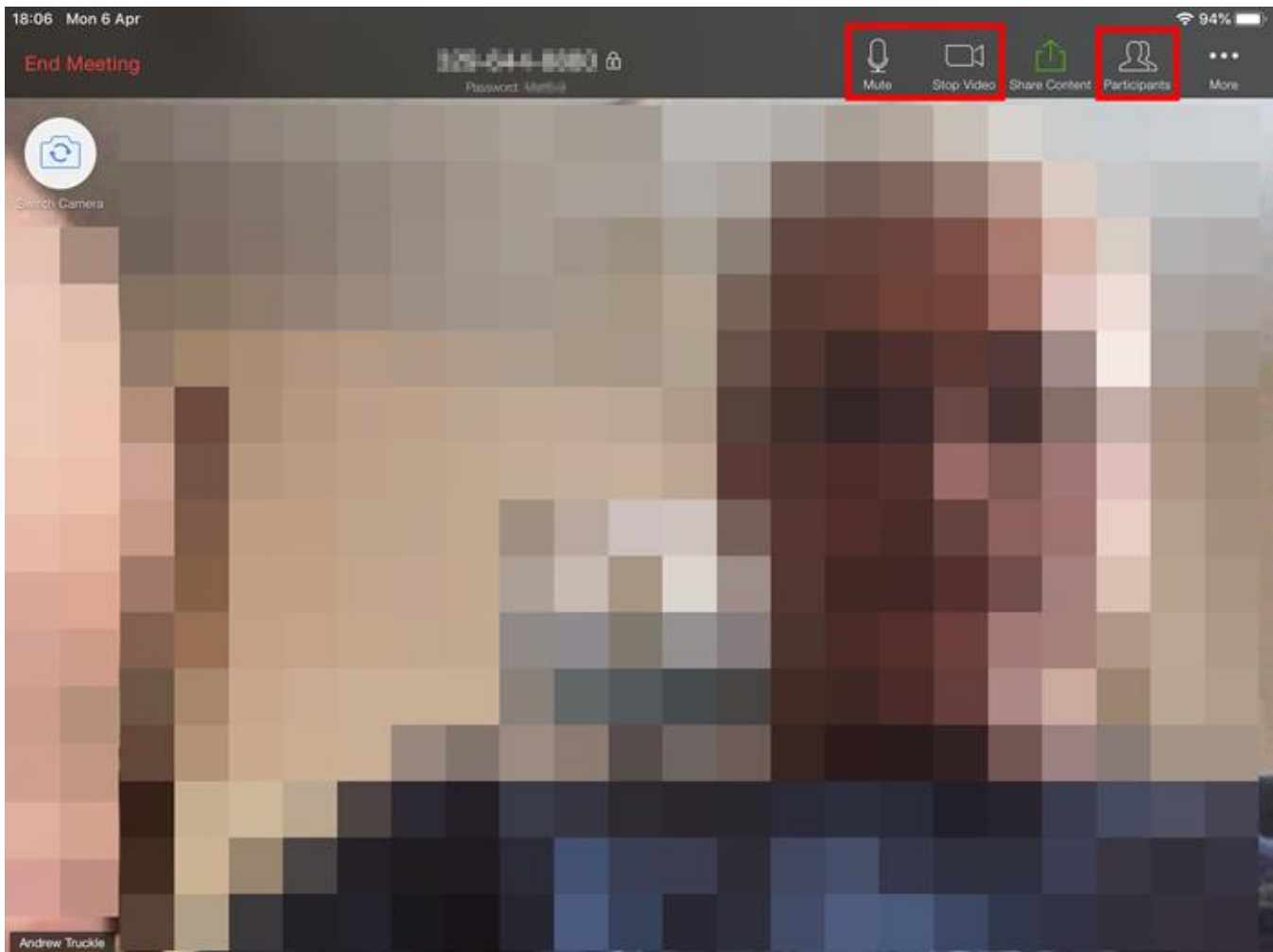
- Start Video
- Stop Video



 If you are using Zoom on your computer then you can also use **ALT + V** to toggle the video.

Example using an iPad

The various devices (like mobile phone and tablets) should all work in a similar way. For example, here is what a Zoom meeting looks like on an iPad:

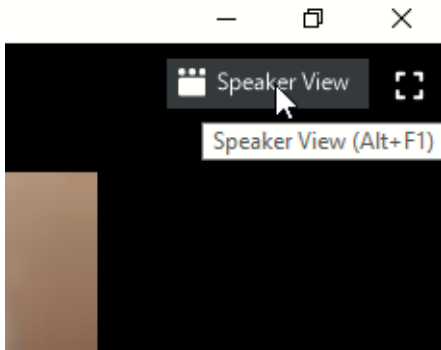


As you can see, the toolbar is at the top and you can see similar buttons to:

- Mute (switch off microphone)
- Unmute (switch on microphone)
- Participants (for Raise Hand / Lower Hand)

Changing the View

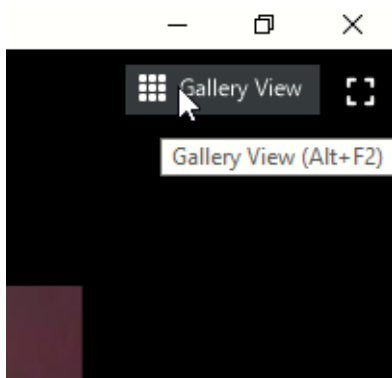
There are several views that you can use for displaying everyone on your screen. On the computer these settings can be found at the top right:



Speaker View

Keyboard: **ALT + F1**

The participant who is **speaking** takes up all of the screen.

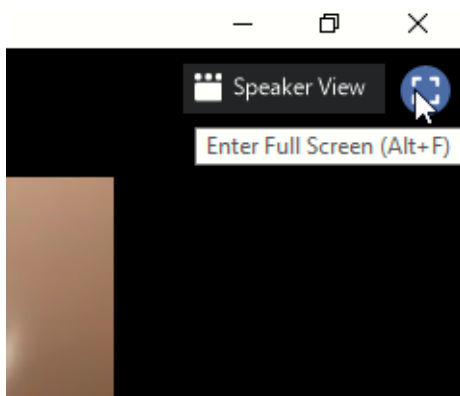


Gallery View

Keyboard: **ALT + F2**

See a **gallery** of as many participants as possible

Navigate between views if there are a lot of participants.



Full Screen View

Keyboard: **ALT + F**

This view will cause Zoom to take up all of your screen.

You can cancel this mode by pressing the **ESC** key:

