HOW TO ZOOM: A GUIDE

Purpose: ZOOM is a computer program that enables two or more people to see and talk to one another on the screen of their computer, tablet, or smartphone. In addition, as explained below, folks can join a ZOOM meeting, on an audio-only basis, via telephone.

The Basics: Here are the essential terms, ideas, and items you will need to use ZOOM

1. **ZOOM:** An online video chat application/computer program. Lets you video chat with one or more people. You will need a computer, laptop, smartphone, or tablet to video chat on ZOOM. There is an option to call in with a telephone, detailed further into this guide.
2. **Webcam:** To be seen in a ZOOM meeting, you need to have a camera ("webcam") on your device. It's possible yours does not. If that's the case, you can still join the ZOOM meeting on an audio-only basis, through the modes of joining described below.
3. **Microphone:** While rare, some desktop computers may not have a microphone. If so, you'll need to either get a microphone for your computer, or just join ZOOM meetings via telephone, as described below.

Downloading the ZOOM application. Here's how you download the ZOOM application onto your computer, smartphone, or tablet: Click on this link (**https://ZOOM.us/download**) and follow the prompts to download the application.

Creating a ZOOM Account: Having downloaded the ZOOM application, click on this link (**https://ZOOM.us/signup**) and sign-up for a ZOOM free account. You can now login, initiate and join ZOOM meetings.

Joining a ZOOM Meeting.

1. As described below (section headed "Initiating A ZOOM Meeting"), you and the person initiating the meeting will have agreed on a day and time for your meeting.

2. As also described in that section, the person initiating the meeting will send you an email at the time of the meeting, inviting you to join.

3. That email contains a link.
    In most cases all you need to do is click on the link, and you're in the meeting. However, some initiators may have a setting such that you'll

need to do this to join the meeting: Click on your ZOOM icon, and select "Join" (or "Join a Meeting"); on the resulting screen, enter the information requested (which you'll find in the initiator's email)

Joining a ZOOM meeting, on an audio-only basis, by telephone.

1. The preceding section describes joining a ZOOM meeting when the initiator of the meeting sends you an email at the time of the meeting. As described below (section headed "Scheduling a Meeting on ZOOM"), an initiator also can schedule a meeting on ZOOM in advance – which means that you get an email of invitation a day or two in advance of the meeting.

2. The point is that the invitation you receive for a meeting scheduled in advance on ZOOM contains a phone number you can call. Call that number at the time of the meeting, and you're in the meeting on an audio-only basis.

Initiating a ZOOM meeting.

1. The first step is to communicate with the person(s) you want to have a ZOOM meeting with, and agree on a day and time for the meeting.

2. Having downloaded the ZOOM application, a ZOOM icon normally will appear at the top or bottom of your screen. If not, go to your "applications" (or, for Windows, the "Windows start menu") and open the ZOOM application; the ZOOM icon should now appear.

3. Several minutes before your meeting time, click on the ZOOM icon. A screen opens in which one of the prompts is "new meeting" (or "start meeting with video"). Click on this prompt. Your ZOOM screen opens and you see your image. Your ZOOM meeting has now begun. You also see a box titled "Join Audio.". In that box click on "Join With Computer Audio."

4. Move your arrow to the bottom of the ZOOM screen, and you'll see a row of prompts. Click on "invite."

5. The next screen presents three possible email servers. If you don't use Gmail or Yahoo Mail, click on "Default Email"

6. You now see an email form titled "Please join ZOOM meeting in progress". Enter the email address(es) of the person(s) you're to ZOOM with, and send the email.

7. When your invitee(s) receive the email, they click on the link that's in the email, which brings them to your ZOOM meeting. <u>Note</u>: As a final step, you may need to do this: At the bottom of your ZOOM screen is the prompt "manage participants." Clicking on that prompt yields a box in which you click on "admit" to bring your participant(s) into the meeting.

Scheduling a Meeting on ZOOM.

1. **Why schedule a meeting on ZOOM?** One reason is that, as stated above, this enables folks to join the meeting via telephone on an audio-only basis. Another reason is that – especially if the number of participants is large – it puts joining the ZOOM meeting in the hands of each participant, and you're not burdened with sending out emails at the time of the meeting.

2. **Follow these steps to schedule a meeting on ZOOM:**
    a. Click on the ZOOM icon
    b. Click on "Schedule"
    c. On the resulting screen, select the options you want
    d. Click on "done/schedule"
    e. An email of invitation appears on your screen
    f. Email the invitation to your participants.

3. **UUSF ZOOM Accounts:** Church groups and committees have the option of using one of UUSF ZOOM accounts. One reason for doing so is that – unless you've purchased your own account (as described in the following section) -- ZOOM meetings with three or more people are limited to 40 minutes. If you want to use the Church's ZOOM account, or learn more about this route, please contact Joe Chapot (**jchapot@uusf.org**) at least one week before your meeting. Before Joe can schedule your meeting, he'll need to know the purpose of your meeting, and – for purposes of allocating among potentially conflicting requests – two alternative times for your meeting.

The 40-Minute Time Limit for ZOOM Meetings of Three or More People

1. ZOOM has a 40-minute time limit for meetings of three or more people. This limit applies only to free ZOOM. That is, if the initiator of the meeting has a paid ZOOM account ($15 per month), the 40-minute time limit does not apply. To acquire a paid ZOOM account click on this link: https://ZOOM.us/pricing

2. Alternatively – especially if the number of participants is small, you can easily work around the 40-minute limit this way: When ZOOM ends your meeting after 40 minutes, simply start another meeting and (as described above "Initiating a

ZOOM Meeting") send an email of invitation to your participants; you now have another 40 minutes

Names

1. **To set or to change, your ZOOM name:** When setting up your Zoom account, there's a prompt for you to enter your Zoom name. NOTE: For Zoom meetings in our Church community, it's very important that you use your full (first and last) name. This enables people to know who's in the meeting. It also helps initiators manage group meetings, and identify any participants who shouldn't be in the meeting. If you didn't enter your full name when creating your Zoom account, here's what to do:
   a. On a computer: On a web browser such as Chrome, Firefox, or Safari:
      i. Log in to ZOOM; https://ZOOM.us/signin
      ii. On the left side of the screen, click on "Profile"
      iii. You will see your current ZOOM name. To change this, click on "edit" on the far right of the screen.
   b. On a Smartphone/Tablet: Tap the "Settings" button. At the top of this screen you will see your current ZOOM name. Tap this, and in the next screen you can change your name.

2. **To identify by name folks who are participating on an audio-only (telephone) basis:** Telephone participants, like all participants, have a box in the row of boxes at the top of the Zoom meeting screen. The default setting is that what appears in their box is the caller's telephone number. To replace the telephone number with the caller's name, the meeting initiator:
   a. moves their arrow to the caller's box
   b. clicks on the three-dots icon
   c. selects the "rename" option
   d. enters the caller's name.

3. **To change your name for a particular ZOOM meeting (because, e.g., your Zoom name includes yourself and your partner), do the following while in the meeting:**
   a. On any device, click on "Participants."
      i. On computers this is on the bottom row.
      ii. On smartphones/tablets this is in the upper right corner.
   b. Click on the top name; this is your default Zoom name.

     c. Click on the "Rename" option to change your name for this meeting. Note that the change will apply to only this meeting.

Other Information

1. **Seeing everyone**: The default on ZOOM is to show whomever is talking. To see everyone at once, click the "Gallery View" button.
   a. **On Computers**: This button is in the upper RIGHT corner
   b. On Tablets/ Smartphones:This button is in the upper LEFT corner,

2. **Feedback on this Guide:** Thank you for reading! If you have feedback, please send it to Joe Chapot at the First UU Society of San Francisco. (jchapot@uusf.org)

3. **Thank You:** Gratitudes to Peter Gross for leading the creation of this document, and Jonah Berquist + Alex Darr for advising on its creation.