



Zoom Meeting Basics

Good Group Handout

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Joining

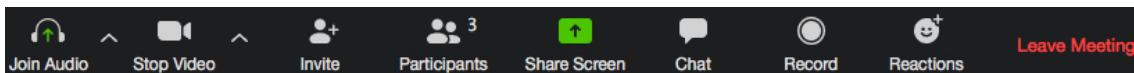
In advance of your meeting you will receive a link, a phone number, and a meeting ID. To join by video with a smartphone, tablet, or computer, click on the link and follow instructions. To join by phone, call the number and enter the meeting ID.

If you join by computer you will have the choice to do sound via *phone call* or *computer audio*. If you choose computer audio, make sure the sound on your computer is turned up.

In advance of your meeting, if you want to watch a little how-to video, read instructions, download the software, and even try a test meeting, you can do all that here: <https://tinyurl.com/y3p2v4db>. However, you don't have to do anything in advance if you don't want to. Just click the link and/or call the number provided.

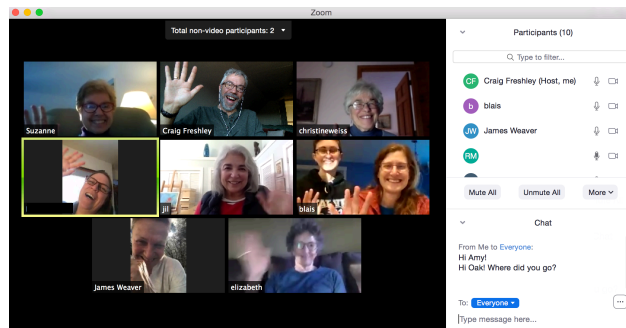
Navigating

Once joined you will see a Control Bar at the bottom of your Zoom Screen like this:



Don't hesitate to click on things, including the little arrows that expand menus, to see what options are available.

You might find it especially helpful to open Participants and Chat so your screen looks like this. See how Participants and Chat are open on the right side of the screen?



And if you are using a computer, in the top right of your screen you can choose *speaker view* or *gallery view*. Go ahead; try them.



If your Zoom Control Bar seems to disappear, drag your mouse to the bottom of your Zoom screen to make it come back.



If Zoom seems to disappear entirely from your screen at anytime, look for this icon and click on it.

If you are sharing your screen and can't seem to get back to your Zoom Control Bar, find this thing and mouse over the green part. Your Zoom Control Bar will appear.



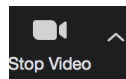
Tips

If you are nervous about how you will look on video, join a test meeting before your real meeting starts. No one will see you but you will get to see how you look to others on video. Adjust your camera (on a laptop, adjust opening and closing the lid) and/or adjust your seating so your face is in the center of the screen. Consider the background and lighting. Make yourself look good, or at least good enough! Join a test meeting here: <https://zoom.us/test>

If you don't see yourself on video, there's probably a red slash through the Start Video icon in your Zoom Control Bar, like this.



Click on it so it looks like this.



It's good practice to mute yourself when not speaking so others don't have to listen to any background noise that might be in your space, like your dishwasher, kids, dogs, or even the sound of typing on your computer. Find the mute icon at the left end of your Zoom Control Bar. Be sure to unmute yourself when you want to speak.

Look for guidelines from the host about how to ask a question or make a comment. Some encourage questions via *Chat*. That's one of the icons in your Zoom Control Bar. Click on it to type something to *everyone* or to a particular person. And read what others have typed. Alternatively, some hosts ask that you *raise a hand*. To do that, or give other reactions, click on the *reactions* icon in your Zoom Control Bar.

For the best sound – both you talking and you hearing – it works well to use ear buds or a headset. Plug your ear buds or headset into your computer or phone.

If you have a bad internet connection, you might try using your computer for video but use your phone separately for audio.

We are being called to do things in new ways. Be courageous.

