

Keeping You Connected with Zoom

What is Zoom?

Zoom is a communications platform for easy and reliable cloud (online) based video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.

See how it works - <https://youtu.be/VnyitUU4DUY>

Why Zoom?

The zoom platform is FREE and only requires a simple sign-up and app download (to your phone, tablet or laptop) so that you can stay connected with people in your group particularly during this period of social isolation. There are multiple ways of connecting with people either through video or text chat. A huge benefit of Zoom is that it can support a larger number of people than other apps such as WhatsApp meaning you will be able to meet with everyone in your group.

With the free account you are limited to a 40min meeting but you are able to restart at the end of a 40min session.

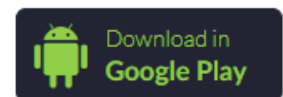
What will I need?

1. Zoom account.
2. Zoom app.
3. A device with a camera.
4. Internet connection.

How do I get connected through Zoom?

Follow these steps to start chatting with your group

1. Sign-up for FREE here - <https://zoom.us/signup>
2. Download the app to your device (you can download it to multiple devices should you wish (click the icon to the right).
3. Sign into the app using you new account details
4. Run a simple test to make sure your camera and audio works <https://zoom.us/test>
5. Your pretty much ready to go the only thing you will now require is the meeting ID from your meeting host (Small/HOME Group facilitator).



How do I join a meeting?

Getting started with iPhone or iPad - <https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>

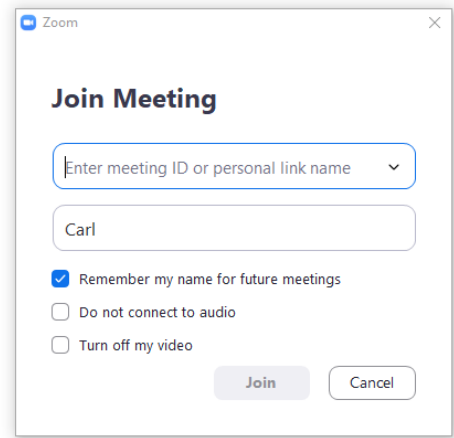
Getting started with Android phones - <https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>

On a PC or laptop

1. Open your Zoom app
2. Insert your meeting id
3. Click join
4. Wait to be connected

Or;

1. Click on the link in your Zoom meeting email invite your app will then open ready to start your session. watch here: <https://youtu.be/hlkCmbvAHQQ>



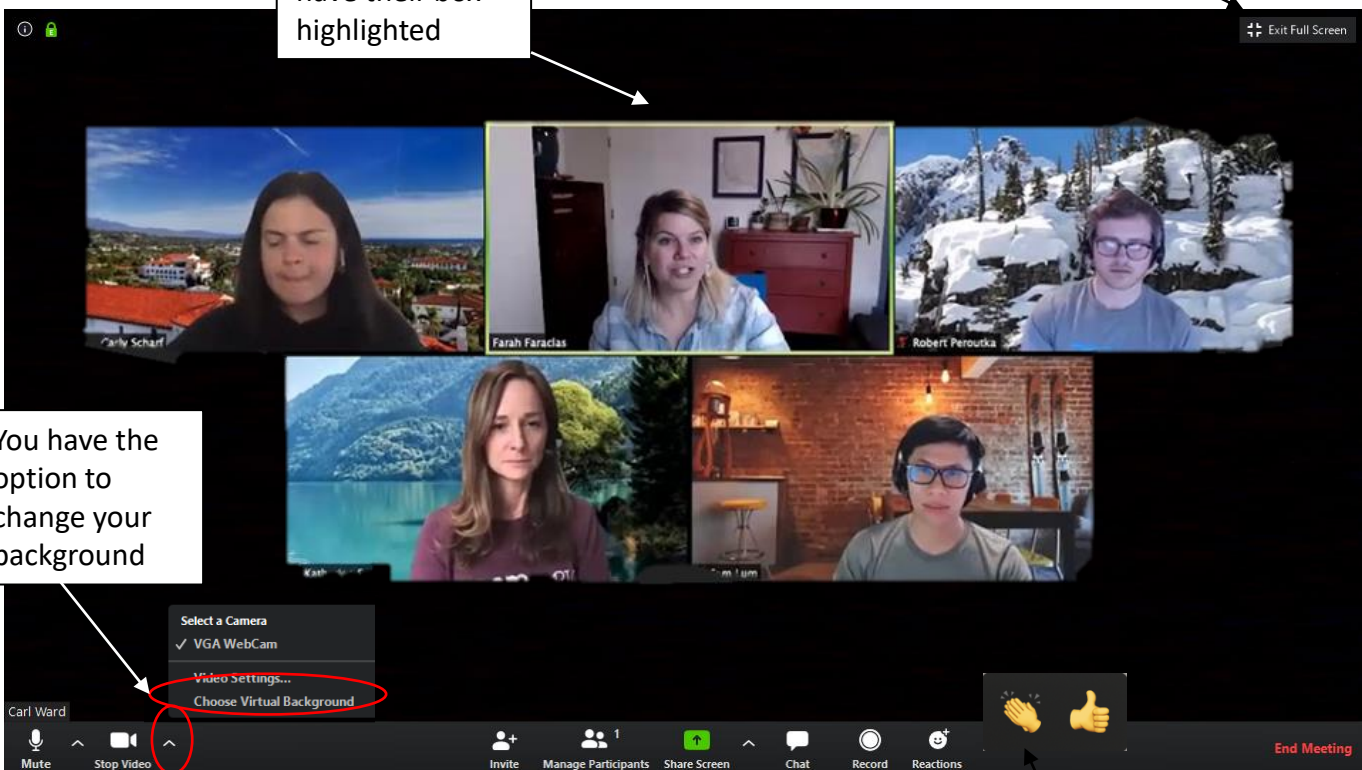
Things to look out for when in a Zoom session/meeting

Here is a useful video that talks you through what to look out for during your meeting https://youtu.be/ygZ96J_z4AY

The person speaking will have their box highlighted

Change the view of your screen

You have the option to change your background



Audio and video status check these are on so others can see and hear you.

Host tools
You can share with others documents pictures and images that you have open

Send a text message to individuals or the group

To avoid speaking and interrupting you can select one of these which appears on your video screen

Some useful tips for maintaining a structured session

Prepare for the meeting

1. Set up your equipment 5-10mins before the start
2. Get comfortable
3. Look your best
4. Check you lighting - lighting should come from in front of you or from the side, in order to best light your face
5. Keep your background clear of distractions
6. Get close to your Wi-Fi signal, switch off any devices that use Wi-Fi that you aren't using during the meeting.
7. If you are using a laptop or desktop it maybe worth plugging it in directly to your router using an ethernet cable if you can, it will give you a stronger internet connection.

Participate productively

1. Make sure everyone can hear you (it may help to use heads with a mic if you have them helps keep thugs clear but don't worry if you don't)
2. Help everyone focus - don't have side conversations.
3. If you aren't talking, mute or turn off your microphone.
4. Avoid noisy activities like typing while your microphone is on.
5. Look at your webcam, not at the screen
6. Use gestures and mannerisms that you would typically use in person

Zoom have also put together some additional information, hints and tips that might help you particularly relevant to using the app during the current COVID-19 (Coronavirus) outbreak.

<https://zoom.us/docs/en-us/covid19.html#resources>

For full online support documents and tutorials from the zoom team follow this link:

<https://support.zoom.us/hc/en-us/categories/200101697>

I hope you find this mini set up guide useful, should you need any more assistance or have an questions or problems with getting set-up please don't hesitate to contact me on:

carl@stourvalleyvineyard.org

07752302838