

Zoom Invitation and Primer (v. 2.0)
(phone, tablet, computer)

Zoom link: <https://us02web.zoom.us/j/83092567778?pwd=ek0vekpvR1ZCQlIPK3IKTytcnhSQT09>
Meeting ID # 830 9256 7778 and Password # 226150

There are three ways to join a Zoom meeting:

- A. Phone/Landline
- B. Smartphone/Tablet
- C. Computer

A. How to Join the Congregational Zoom Meeting by Phone/Landline.

By joining in this format, you will be able to hear and be heard. You will not be able to see or be seen.

1. Dial the Zoom number that you receive from the Church Office (GTA Area 647-374-4685 or 647-558-0588 or Toll Free Canada 1-855-703-8985).
2. Using your telephone keypad to enter the meeting ID number followed by the # sign. **(see above)**
3. You will be prompted to enter the password followed by the # sign. **(see above)**
4. During the meeting, to stop any other sounds interrupting (eg. Dogs barking, ambulances etc.) use *6 to mute your phone. Use *6 to unmute as well.
5. To indicate that you wish to ask a question, use a single press of *9 to “raise your hand”. Do not press *9 multiple times, as it cancels your request. You will be invited by the meeting host(s) to unmute *6, state your full name first, and then ask your question. The meeting host(s) will delete your “hand” once you have asked your question.
6. To vote on motions, you will be invited by the meeting host(s) to unmute *6, state your full name first, and your response. Voting will be called orally by the Moderator in the following order:
 1. those abstaining; 2. those opposed; 3. those in favour
7. To end the call, simply hang up the phone.

B. How to Join the Congregational Zoom Meeting with a Smartphone/Tablet (ie: iPad, etc)

By joining in this format, you will be able to hear, be heard, see and be seen.

1. Open the link in the invitation that you will receive from the Church Office. **(The Zoom link, ID and password are at the top of this page)**
2. When prompted you will “Join with video”
3. You will then be prompted to turn on your audio click “using internet audio”
4. Once you are in the meeting, it is important to mute your microphone so that surrounding noises do not interfere with the meeting. When you tap anywhere on your screen, your microphone icon is along the top bar. Just tap it to put a line through it. If at anytime you wish to turn it back on you just tap the icon to remove the line.
5. You will be asked by the Moderator during the meeting to turn off your video, to save bandwidth and improve the technical quality of the meeting. When you tap your screen your video icon is along the top bar. Just tap it to put a line through it. If at anytime you wish to turn it back on you just tap the icon to remove the line.
6. When you tap your screen you will see a grid on the left hand side of your screen named Gallery View. Tap that icon and you will see others in the meeting. Because of the size of this meeting the members will take up several screens. You can see others by swiping your screen left or right.
7. You need to turn on the Chat feature so that you can type in questions, make comments and vote during the meeting. You will find this by tapping your screen. Three dots will appear at the top of your screen. ... (More). It will open a side Chat bar that you can type in.
8. To ask a question in Chat, type in your question to “Everyone” in the small box at the bottom of the side bar. Please note that EVERYONE IN THE MEETING will see your question. Please type your full name first, followed by your question. The host(s) will convey it orally on your behalf.

9. To vote on motions, you will be invited by the meeting host(s) to use the Chat feature. Type in your full name first, and your response. Voting will be called orally by the Moderator in the following order: 1. those abstaining; 2. those opposed; 3. those in favour
10. When the meeting is finished tap Leave in the upper right hand corner.

C. How to Join the Congregational Zoom Meeting with your Computer

By joining in this format, you will be able to hear, be heard, see and be seen.

****** (unless of course, your computer is older and not equipped with a webcam, then you will be able to hear, and see, BUT you will not be able to be heard or seen. If this is the case, please phone-in instead)***

1. Open the link in the invitation that you will get from the Church Office **(The Zoom link, ID and password are at the top of page 1)**
2. When prompted you will “Join with video”
3. You may be prompted to turn on your audio click “using computer audio”
4. Once you are in the meeting it is important to mute your microphone so that surrounding noises do not interfere with the meeting. When you move your mouse (without clicking), different features will appear on your screen. Your microphone icon is along the bar at the bottom of your screen. Just hit it, a line will appear and now you are muted. If at any time you wish to unmute yourself, move your mouse so the features are displayed again. Press microphone, the line will disappear, and now you are unmuted.
5. You will be asked by the Moderator during the meeting to turn off your video, to save bandwidth and improve the technical quality of the meeting. When you move your mouse (without clicking) your video icon will appear at the bar at the bottom of your screen. Just hit it to put a line through it (now your face cannot be seen, but you can still see others). If at anytime you wish to turn on your video again, move your mouse (without clicking), and the icon will appear at the bottom of your screen. Click the video icon to display your face again.
6. When you move your mouse (without clicking) you will see a grid in the upper right corner of your screen named Gallery View. Hit that icon and you will see others in the meeting. Because of the size of this meeting, the members will take up several screens. You can see others by using your mouse to swipe left or right through your screens.
7. You need to turn on the Chat feature so that you can type in questions, make comments and vote during the meeting. To find this feature move your mouse (without clicking) and you will find a conversation bubble icon with the word Chat along the bar at the bottom of your screen. Click that icon and the Chat room pops up on the right hand side of the screen.
8. To ask a question in Chat, type in your question to “Everyone” in the small box at the bottom of the side bar. Please note that EVERYONE IN THE MEETING will see your question. Please type your full name first, followed by your question. The host(s) will convey it orally on your behalf
9. To vote on motions, you will be invited by the meeting host(s) to use the Chat feature. Type in your full name first, and your response. Voting will be called orally by the Moderator in the following order: 1. those abstaining; 2. those opposed; 3. those in favour
10. When the meeting is finished, move your mouse (without clicking) and hit “leave this meeting” in the bottom right hand corner.

D. Other Information (you will need to have the application downloaded to your device(s))

1. Use the app store and download the Zoom app ahead of time, along with creating a user name and password. This will allow you to access Zoom from your Smartphone/Tablet

OR

2. Visit the url www.zoom.us to access zoom from your computer. You will need to download the software and also create a user name and password.