

## Zoom Basics

Zoom is mostly used for video conference calls among co-workers, but is being used by many for worship now around the globe. Unlike streaming video, Zoom offers the possibility of collaboration and interaction as we worship together.

### Joining A Zoom Gathering:

- The link and meeting ID for each gathering is unique. The link for each event should be listed directly underneath the event listing. Check which one you use!
- If you are joining by computer, tablet, or smartphone, click on the link. If you've never used Zoom before, you may need to download it and give it permission to use your camera. It will walk you through the steps. If you don't have a camera on your computer, that's OK. We won't be able to see you, but you should be able to see us!
- You can also call 301-715-8592 from any phone and enter the Meeting ID number. We won't see you but you can hear us!
- If none of these work for you, please contact Caroline Catlin via email: [office@firstchurchburlington.org](mailto:office@firstchurchburlington.org). We might not be able to fix it for the immediate meeting, but will be able to help you going forward.

### Zoom Tips & Etiquette:

- Menu: You will have a menu of icons towards the top or bottom of your screen include Mute, Stop Video, and Chat (sometimes listed under "More").
- Muting: In large groups, the host may automatically "mute" you to avoid cacophony. In other meetings, you can "mute" and "unmute" yourself to avoid lots of background noise using the icon is shaped like a microphone; it will have a line across it when you are muted.
- If you will be speaking to the group, it is helpful if you can wear headphones (any old pair that will plug into or link to your device). This prevents unfortunate sound feedback loops.
- Stop Video: If for any reason you don't want folks seeing into your home, you can click on "stop video" icon shaped like a video camera. You will still be on the call.
- Chat: Since it is impractical to talk all at once on Zoom, the chat function offers another opportunity to ask questions, give feedback, or submit prayer requests. The Chat icon is shaped like a cartoon speech bubble. When you click on it, a chat screen will open up on the right side of your video. The space to type is towards the bottom.

### Zoom How-To Videos:

Zoom offers these short videos that you can watch:

- <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

Thanks for your patience – we know many of you are learning something new and those leading worship are learning what will work as well!