Virtual Meetings with Zoom: How to participate
Northern Yearly Meeting – updated 4/17/2020

We are offering the Zoom tool to help you stay connected and to participate in online Meetings for Worship, business or committee work. Once you get used to using Zoom you should find it comfortable and easy to use.

Zoom allows you to join a group meeting in a number of ways:
- **With a simple phone call** – to just listen and speak
- **From a computer** - with options for video and audio depending on your equipment
- **From a smartphone** - with video and audio

The person who scheduled the meeting will provide you with a **web link**, or a **Meeting ID and password**, and **phone numbers and a phone password**. You might get this information in an email or from the Northern Yearly Meeting website (northernyearlymeeting.org and select Events from the main menu).

In this document:
- Ways to connect with Zoom
- How to participate in a Zoom meeting after you connect
- Instructions with pictures
- Watch a video from Woodbrooke Quaker Conference Center

Ways to connect with Zoom:

Zoom offers this video and a page full of instructions:
https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

At any time you can try a **TEST MEETING online at** https://zoom.us/test to make sure it works for you, and become familiar with the features.

1. Join online with a computer, tablet or smartphone
This option allows you to see other participants on your screen, listen if you have speakers, and share video/audio if your device has a webcam (camera + microphone). Laptop computers, tablets and smartphones typically have built-in webcams. If you are using a desktop computer, you will need speakers to listen, and a webcam or microphone attached to your computer to speak. If you don't, you can still use your computer to view others, but you'll need to call in from your phone to listen and speak.

Set up:
You can download the Zoom software/app ahead of time here: https://zoom.us/download
Otherwise it will ask you to download and install it the first time you use it. You don't need to create an account.

If you are having trouble with this, you can join directly from a web browser (Google Chrome works best; others have some limitations on sharing video or audio from your computer):
- Open your web browser.
- In the address bar, type **join.zoom.us**
- Enter the **Meeting ID** and click Join.
- Enter the **password**.

Find the correct web link <u>to the meeting you want to join</u> - in an email, or on the website (northernyearlymeeting.org and go to <u>Events</u>).
Or if you are asked, enter the **Meeting ID** and **password**.

- **Click the link** from your device.

- **Open Zoom**:
  - From your computer, **Open Zoom** from the message that pops up, or you may need to click one of the links on the screen to download & run Zoom the first time.
  - From your phone – you may need to install the Zoom app the first time.
- **Join with Computer Audio** if you can. You will be asked when you first log in, or click the ^ next to Audio to open more settings.
  - If you don't have speakers (or a microphone if you want to be able to speak) click the "Phone Call" tab or click the "Join Audio" button, and call in with one of the phone numbers. Enter the Meeting ID and phone password when prompted.
  - If you use your computer and your phone, be sure to turn off your computer speakers to prevent feedback or echo.
- **Start video** from the video camera icon if you want people to see you.

NOTE: On your computer or tablet, the icons on the bottom or top don't appear until you hover your cursor over the bottom of the screen.

VIDEO: How to join and test audio and video (<1 min)
https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc_load_policy=1

2. Join by phone
You can listen and speak by dialing in from an ordinary land line or cell phone.
- **Find the announcement** for the meeting you want to join.
- **Dial the phone number** (or any of the numbers if there is more than one).

Using your phone's keypad, **enter the Meeting ID** that is provided, and the phone **password** (a string of numbers). Each meeting has its own Meeting ID and password.

How to participate in a Zoom meeting once you are connected
NOTE: if you don't see the controls, move your cursor to the bottom or top of the screen

Audio:
Depending on how the meeting was set up by the host, you may be muted when you first enter the meeting (people will not be able to hear you). Smaller meetings may start with everyone unmuted.

- It's helpful to stay muted until you need to speak, especially if there is background noise.
- If you are online, click/tap the microphone icon to Mute/Unmute yourself.
- From a phone, press *6 on your phone keypad to Mute/Unmute yourself.
- Be sure to mute yourself again after speaking if you are in a large meeting. In some cases, the host may do it for you.
- If there are participants who have dialed in, be sure to share your name so they know who is speaking.

Video:
You can share video if you have a camera.
- You may Stop Video from the video camera icon (usually at the bottom left) any time you don't want people to see you. You can use the same icon to restart video.
- On a computer or tablet you can switch from Gallery View (each person in a little square distributed across the screen) or Speaker View (the person speaking/making noise in a large square and the others smaller across the top). If there are more than 25 participants, click the arrows to the right or left to get to another page.

Chat:
If you are online you may use the Chat to type comments to one person or to everyone, if the host has enabled this feature. Sometimes the Chat is only used for technical questions, or by people who are unable to use their audio to speak and need to have someone read their message out loud.

- Click the Chat icon at the bottom of the screen to open the Chat window. On a smartphone it may be a combined Participant/Chat icon.
- Select recipient from the drop-down arrow, type your message, and tap Send or press Enter on your keyboard.

Participants:
- Click the Participants icon to see a list of people in the meeting. Some people may not have an identifiable name, but they can edit their name if they wish. You can do this from the menu next to your name in the participant list.

Raise Hand:
- **If you are online there is a "Raise hand" icon** below the participant list.
- In a larger meeting, the host may ask you to raise your hand in order to be recognized. **Be sure to lower your hand** when you have been recognized.
- From a telephone you'll need to unmute yourself (*6) and ask the clerk to speak. Press *6 to mute yourself again when you are done speaking.

Leave Meeting:
Select **Leave Meeting** when you no longer wish to participate.

Instructions with pictures

Find Meeting information in an email or on the NYM website (www.northernyearlymeeting.org).
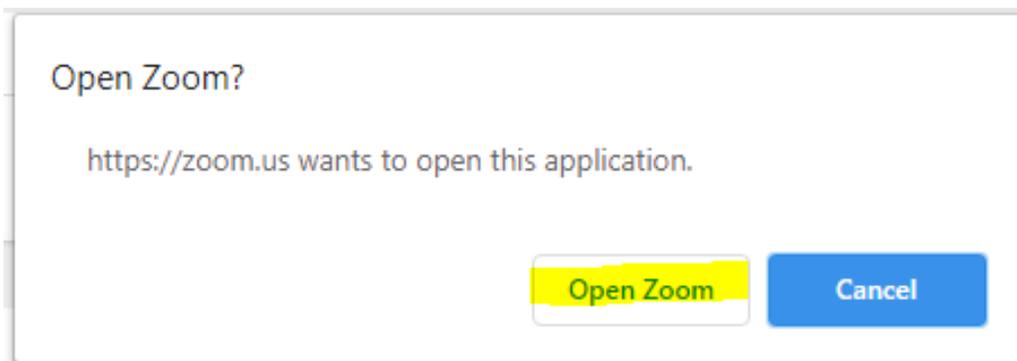Open Meetings for Worship are published under Events:

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Or from a small screen click the 3 horizontal bars to see the menu: ≡

From a computer, here's what happens when you click the link:

Open Zoom?

https://zoom.us wants to open this application.

Open Zoom   Cancel

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, join from your browser.

Once you have joined the Meeting:

- Move your cursor to the bottom of the screen to see the controls if they aren't visible.
- On a mobile device, tap anywhere on the screen; note that the controls may be in a different position on the screen.

Controls on the bottom of a computer screen
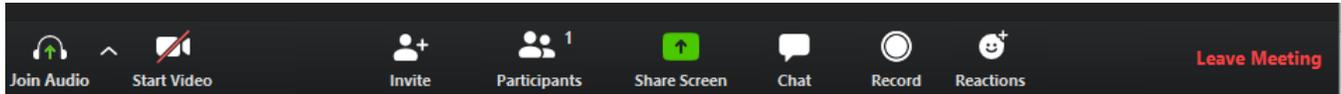
Audio settings
Click the up arrow ^ to the right of Join Audio to test speakers & microphone, or adjust audio settings.

Video settings
Click the up arrow ^ to the right of Start Video to adjust video settings. (visible only if you have a camera)

Participants
Opens the list of participants. You can hover over your name and click to edit it. At the bottom of the list is the "Raise hand" command.

Chat
Opens a chat window where you can type comments to everyone or to an individual. We tend to use this to help you with technical issues, or if you are unable to speak.
- To use chat, select recipients from the drop-down box, and type your message. Press Enter on your keyboard to send, or tap the Send button.

Leave Meeting when you are ready to go.
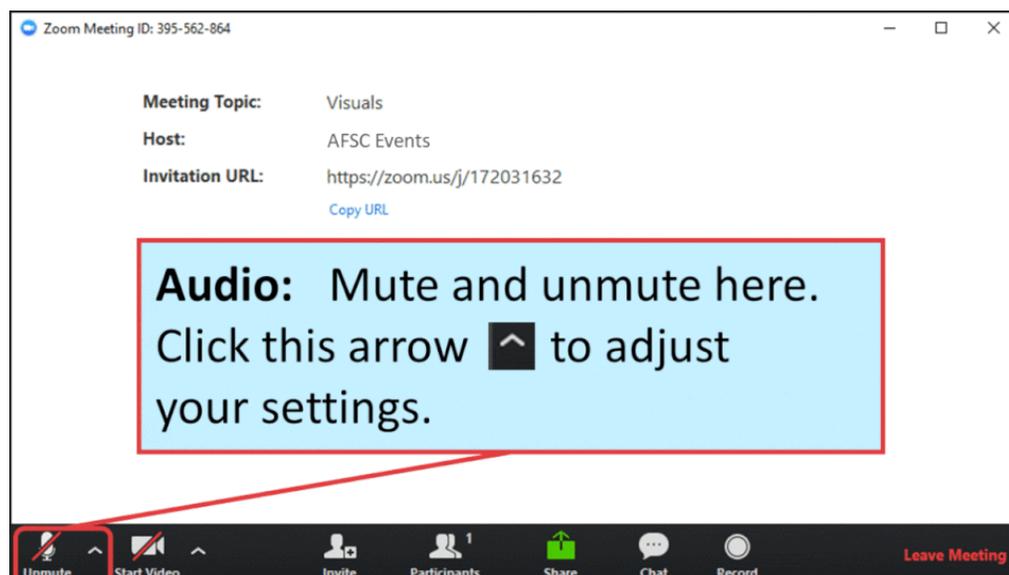
Controlling Your Display

Move your cursor to the upper right of the video portion of your screen to change how you view others:

- Select Gallery View to see a small video box for each participant. If there are more than 25 participants, move your cursor to the right or left to see an arrow to go to the next/previous page.
- Select Speaker View to see the person speaking full screen, with the other participants in small boxes along the top of your screen.
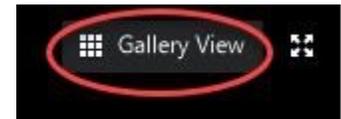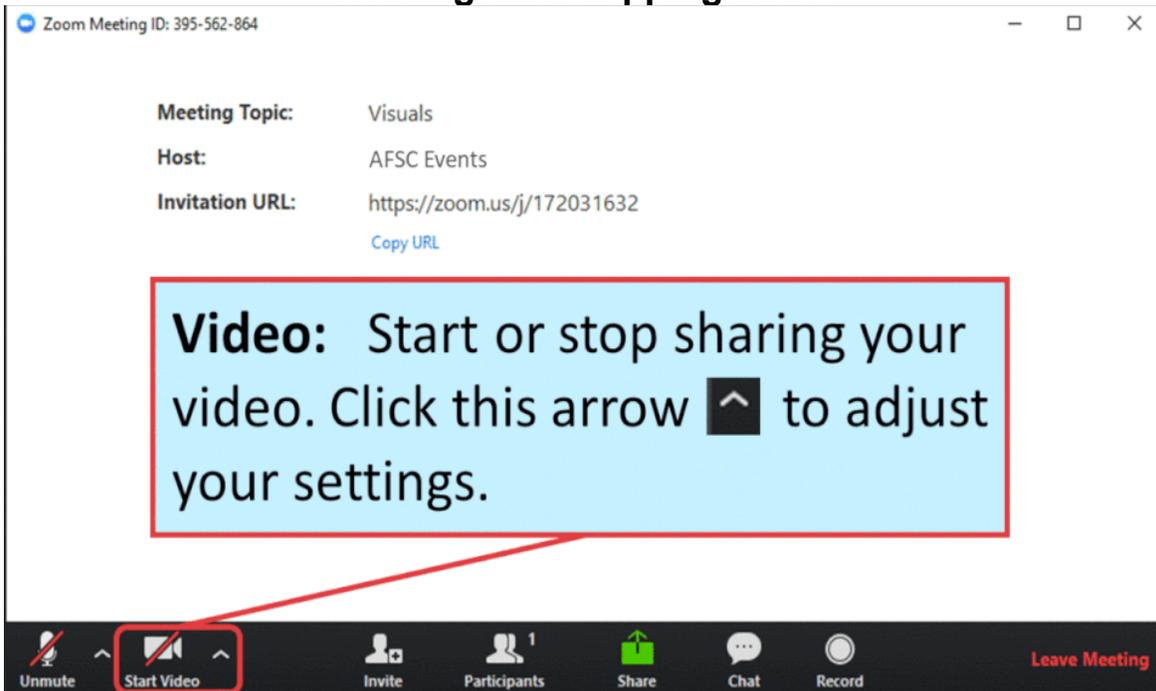
Gallery View may not be an option on devices with smaller screens.

Muting and Unmuting

Starting and Stopping Video

Zoom Meeting ID: 395-562-864

Meeting Topic: Visuals

Host: AFSC Events

Invitation URL: https://zoom.us/j/172031632

Copy URL

Video: Start or stop sharing your video. Click this arrow ∧ to adjust your settings.

Unmute   Start Video   Invite   Participants   Share   Chat   Record   Leave Meeting

Participants List

The Participants window will open to the right of the video screen.
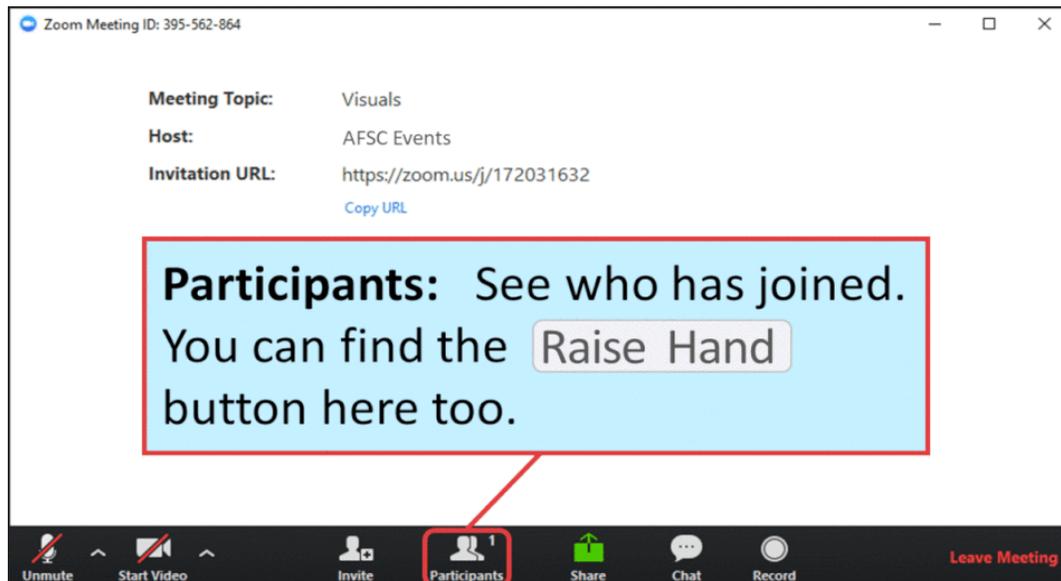
Raise Hand

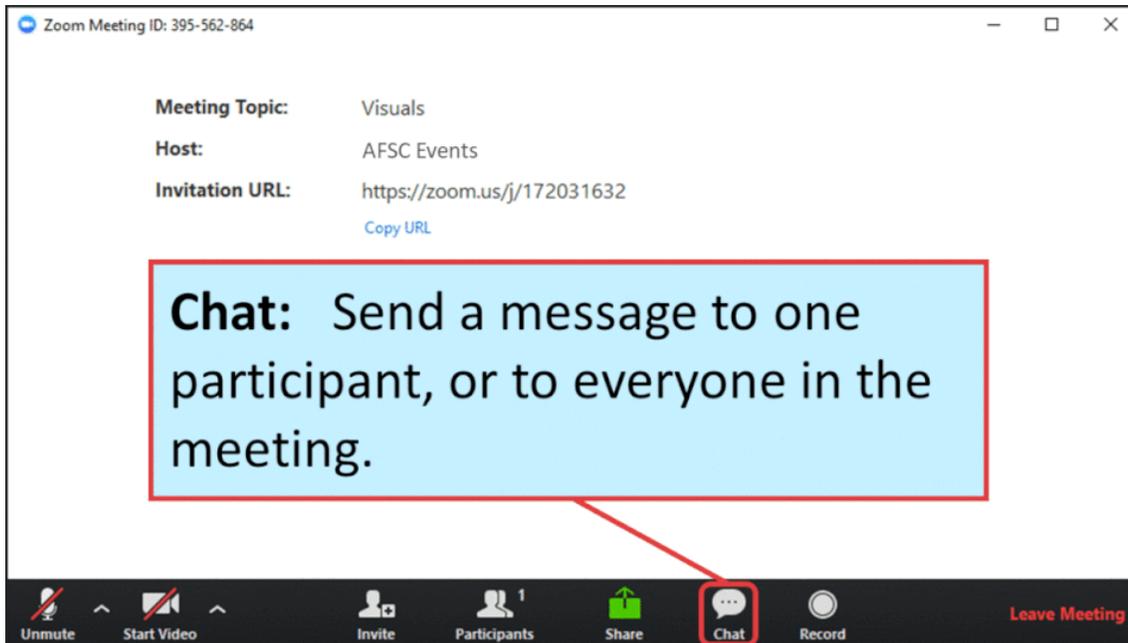The "Raise Hand" icon is found at the bottom of the list of participants.   Raise Hand

Be sure to click "Lower Hand" after you have been recognized.   Lower Hand

Zoom Meeting ID: 395-562-864

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Copy URL

Participants: See who has joined. You can find the Raise Hand button here too.

Unmute   Start Video   Invite   Participants   Share   Chat   Record   Leave Meeting

Using the Chat Feature

The chat window will open to the right of the video screen. At the bottom you can select your recipients using the drop-down arrow, and type your message:

To: Everyone ∨

Type message here...

Press **Enter** to send your message, or tap the Send button.

Helpful video from Woodbrooke Quaker Conference Center
(Note: this is not Camp Woodbrooke, but Woodbrooke Quaker Conference Center in England)

How to use Zoom for WoodbrookeConference Center worship (7:33 min)
https://www.youtube.com/watch?v=-7gn2qJPRDI&feature=youtu.be

This video will show you how to join from your computer, test your video and audio, and use the controls including the Chat feature (remember to press Enter to send your message) and change views. You'll get an idea of how things look from different types of screens.

Some of the instructions may be specific to Woodbrooke Conference Center.