

A few Zoom Tips

You need to have a mobile phone, tablet with a camera, or computer with a camera.

Logging into a Zoom meeting is really pretty easy once you follow a few simple procedures.

- 1) The first, most important thing you will have to do is DOWNLOAD ZOOM on whatever device you plan to join the meeting from (computer, tablet, Iphone or Adroid phone). It is a free app, and the download will need to be done for each device you plan to use. Some people have reported being able to join the meeting without a download, but there are apparently a limited number of times you can do that, so the most reliable way to assure access is to actually download the Zoom program.
- 2) There are 2 methods to join a meeting:
 - A) The easiest is to connect from the link Greg sends out in an email. Click on the link and then enter the passcode Greg will provide. If you log in before the meeting starts, you will get a message that says “waiting for host to start meeting”. Just wait, and once the meeting starts, Greg’s happy face will appear. During that time, it may prompt you to check both the video and audio settings on your device to make sure you can be both seen and heard during the meeting. Follow the prompts or click on the audio and video icons to do those tests.
 - B) If logging in from the link doesn’t work, you can also go directly to the Zoom icon on your device and join the meeting from there. If you do that, you will need both the passcode and the meeting ID, which Greg will provide.
- 3) Once you are in the meeting, you will have to hit an icon located in the lower left hand corner of your screen to unmute the sound so that you can be heard in the meeting. The icon looks like a microphone. You can also mute and unmute your voice using the space bar on your computer. If you have a lot of background noise in your house, it is recommended that you keep yourself on mute until you want to speak, as that will carry through and be heard by everyone else in the meeting. You may also have to activate the video (lower left hand corner) , so we can all see you. If your picture does not show up in the black block with your name when the meeting begins, your video is not activated. Again, there will be a video icon either at the bottom of your screen or in the black block where your picture should be. It will have a red slash through it. Hit it to activate the video.
- 4) If all else fails, ask a child (or a tech savvy spouse)!!

Hope these few tips work for you. I know all of this technology can sometimes feel like a “brave new world” to a lot of us, but it is what we have available right now. We are looking forward to the day when we can see one another in person and give each other a hug. Until then, we look forward to “seeing” you at the next Zoom meeting.