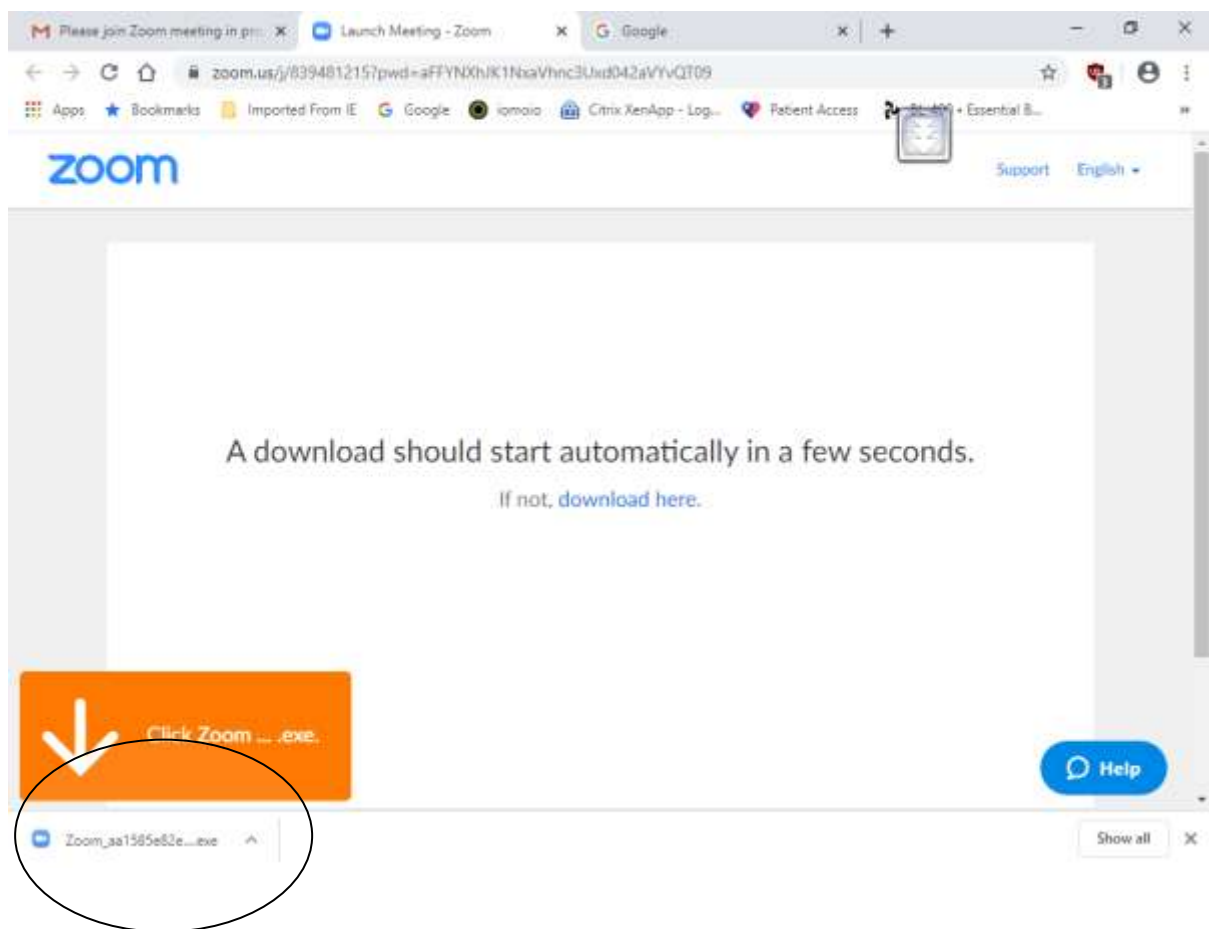


How to join a Zoom meeting for first time.

Click on the meeting link either in the email or on the parish website.

The screen below will open up automatically on your computer and prompt you to install the zoom application if you don't already have it. It may look like this or different depending on what you are using.

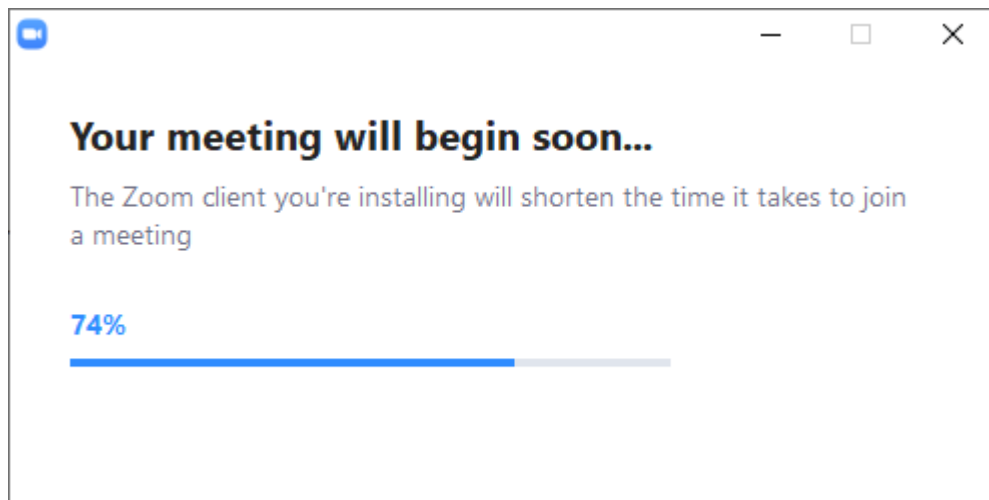


Double click on the bottom left link (as shown in the circle above). NOTE this screen might look slightly different on different computers or phones.

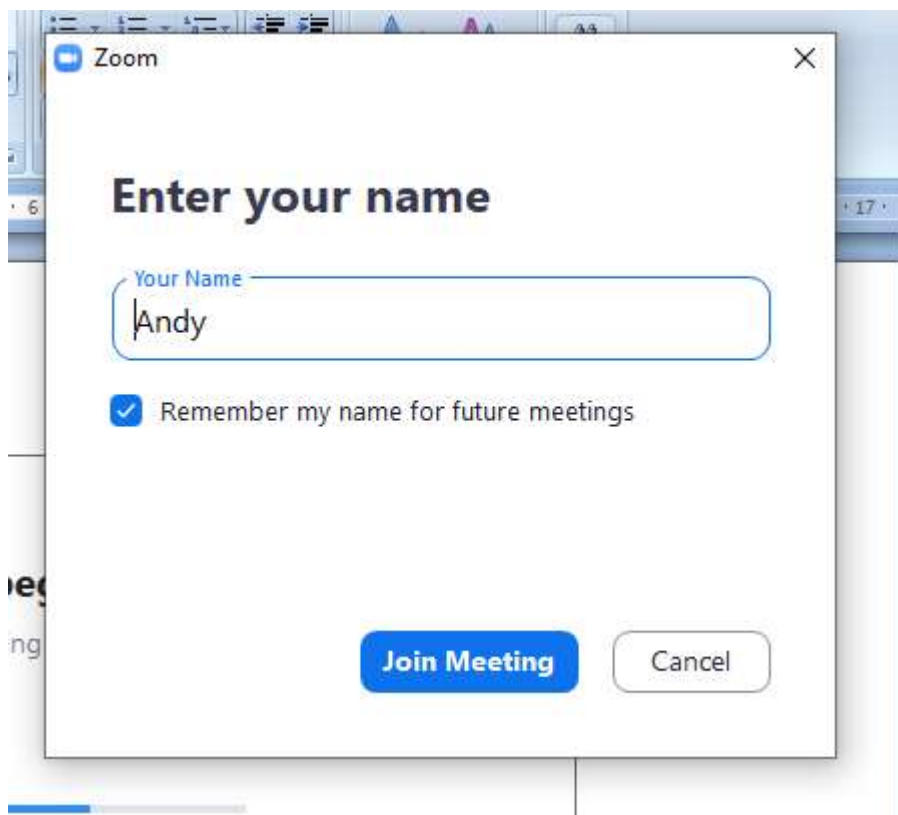
This will install the Zoom app onto your computer. You will only need to do this the first time you use Zoom.

How to join a Zoom meeting for first time.

You will see the screen below whilst your app is installing:



When the app is ready you will see the screen below:



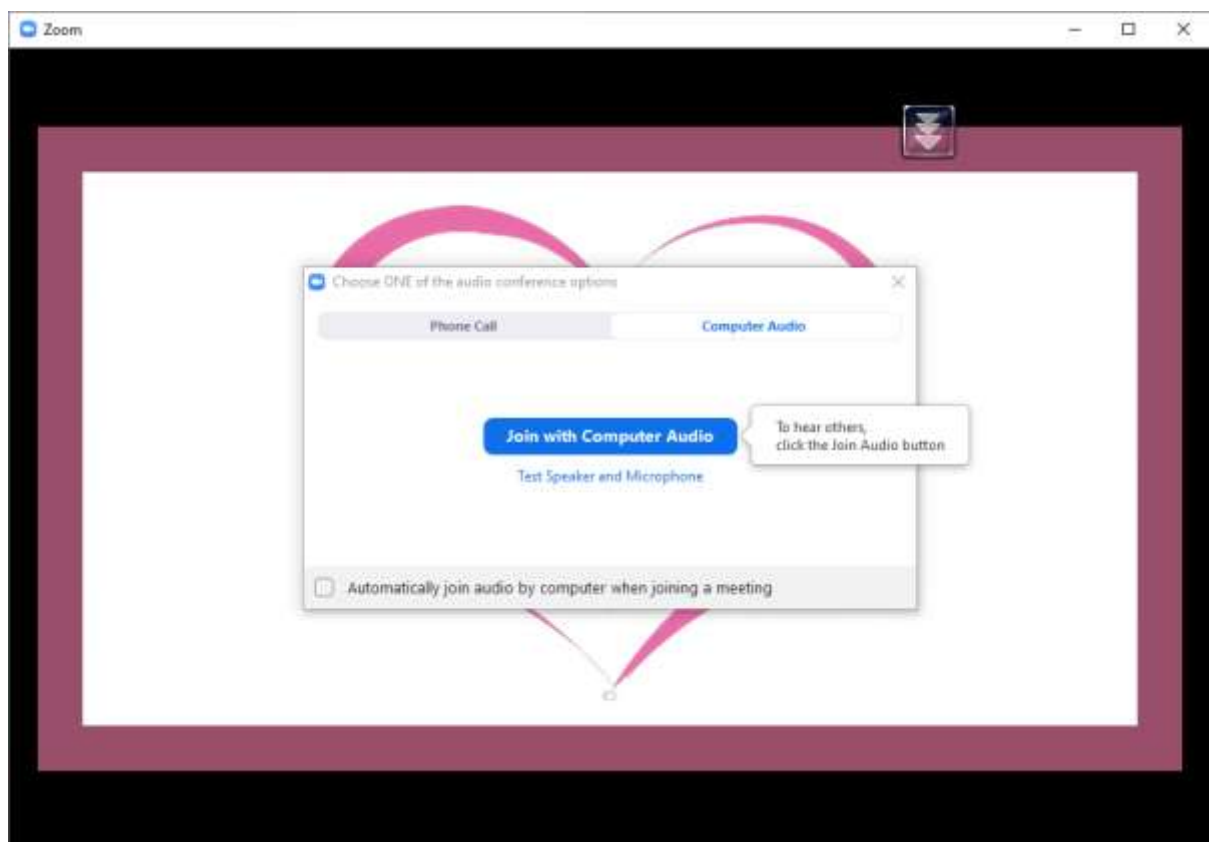
Enter your name and click 'Join Meeting'.

How to join a Zoom meeting for first time.

Now you need to click 'I Agree':



Now click 'Join with Computer Audio':



How to join a Zoom meeting for first time.

Now you are in the meeting 😊 The green box tells you that you are looking at the screen of the meeting host(s):



If you hover your cursor around the bottom of your screen you will get the options shown on the screen above (Mute, Start Video etc). These are the main options you need to be aware of:

Mute – this should be on (i.e. no red line through it) for you to speak to the whole group. Click on the arrow to the right to switch it on and off. There are also different options for microphone's you could try if we cannot hear you.

Start Video – the screen above has a red line across so that means it is switched off. The arrow to the right controls your video (camera). If you switch this on the whole group will see you in a little screen to the side of the main display.

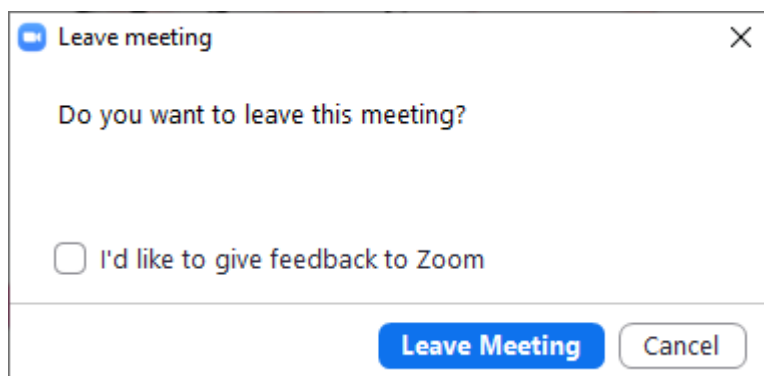
NOTE that you control your own sound and camera **YOURSELF**. No-one else can switch it on for you. I, as the host, can mute every-one, but I can't unmute you if you have switched your mute button on.

How to join a Zoom meeting for first time.

The top right corner of the screen *above* has a button to make the screen fill your screen (Enter Full Screen) and be a bit bigger (as shown below). If you want to get out of full screen mode follow the instructions shown in the middle of the screen below:



When you want to leave the meeting, just click 'Leave Meeting' as shown on the bottom right (on the screen above). You will then get the screen below:



Just click 'Leave Meeting'. Good Luck!!!