

# zoom

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## Video Conferencing



### **Zoom Instructions for Participants Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones and a camera. You will have the opportunity to check your audio immediately upon joining a meeting.

2. **Download the Zoom App. Is free!!**

3. You will receive notice for a videoconference or conference call from our Youth Minister. It will include the 9-digit (usually) Meeting ID.

#### *To join the videoconference:*

1. At the start time of your meeting, click on the link in your invitation to join. You may be instructed to download the Zoom application.

2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio.” You may also join a meeting without clicking on the invitation link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided by the Youth Minister.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.

2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen: Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left). **Audio must remain ON the whole time.**
- Turn on/off camera (“Start/Stop Video”) **Video must remain ON the whole time.**
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand

**Check our [Code of Behavior](#) and [Online Meeting Parent Form](#) for more policies and restrictions.**