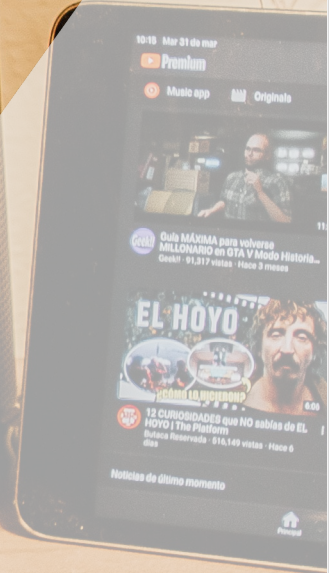


# zoom



**A GUIDE FOR CHURCHES**

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This booklet was created by Revd Guy Martin-Scott and was compiled using original material and articles from the Zoom Help Center which can be found online at <https://support.zoom.us/hc/en-us>. This is a free resource to help churches use Zoom and should not be sold anywhere.

# INTRODUCTION

Zoom is a company that, after signing up for a free account, provides you with the means to video conference with others. In other words, you are able to talk, and see, lots of other people at the same time. This makes it useful as an alternative way for small groups, bible studies, staff meetings, prayer meetings, and even church services to continue to go ahead, even when we cannot all meet together in the same place.

Hopefully, this guide will enable you to access Zoom easily and to participate with other people in all manner of things from the comfort of your own home. Pages 3-10 are for those who only wish to participate in Zoom meetings; page 11 onward is for meeting hosts only. If you do get stuck at any point, please do email Revd Guy on [curate@chwchurches.co.uk](mailto:curate@chwchurches.co.uk) and I will try to help as best I can!

## GETTING STARTED

The first thing you will need to do is decide on how you will access Zoom. This can be done primarily in three ways: online using an internet browser (e.g. Internet Explorer, Chrome, or Firefox); on your phone or tablet using the Zoom app; or by downloading the free Zoom software onto your PC or Mac. I would advise you to use either the app for your phone or tablet or the free Zoom software for your PC or Mac. This is because using Zoom via your internet browser is limited in its functionality.

### DOWNLOADING ZOOM FOR YOUR PHONE OR TABLET

If you have chosen to download Zoom for your phone or tablet then follow these steps to install the Zoom app on your device.

1. Go to your app store (either 'Play Store' if you are using an Android device or 'App Store' if you are using an iOS device (i.e. iPad or iPhone)).
2. In the search bar of your app store, type in 'Zoom' and then search. You should find an option called 'Zoom Cloud Meetings' or something similar with an icon that looks like this:

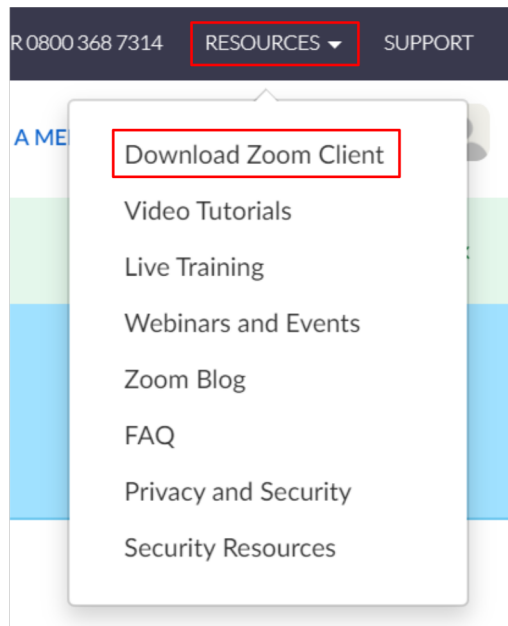


3. Tap 'Install'.

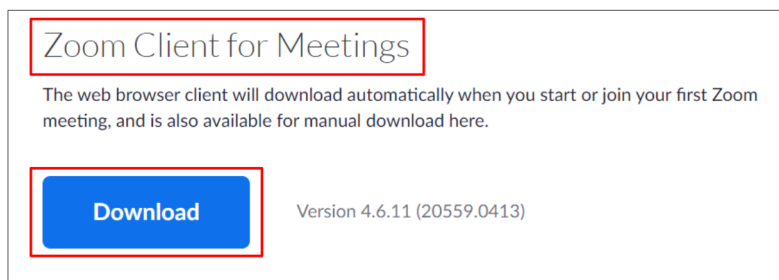
## DOWNLOADING ZOOM ON YOUR PC OR MAC

If you have chosen to download the free Zoom software for your PC or Mac then follow these steps.

1. Open your preferred internet browser and navigate to <https://zoom.us/>
2. In the top-right corner of the webpage you should see 'Resources'. Hover your mouse over 'Resources' and click on 'Download Zoom Client'.



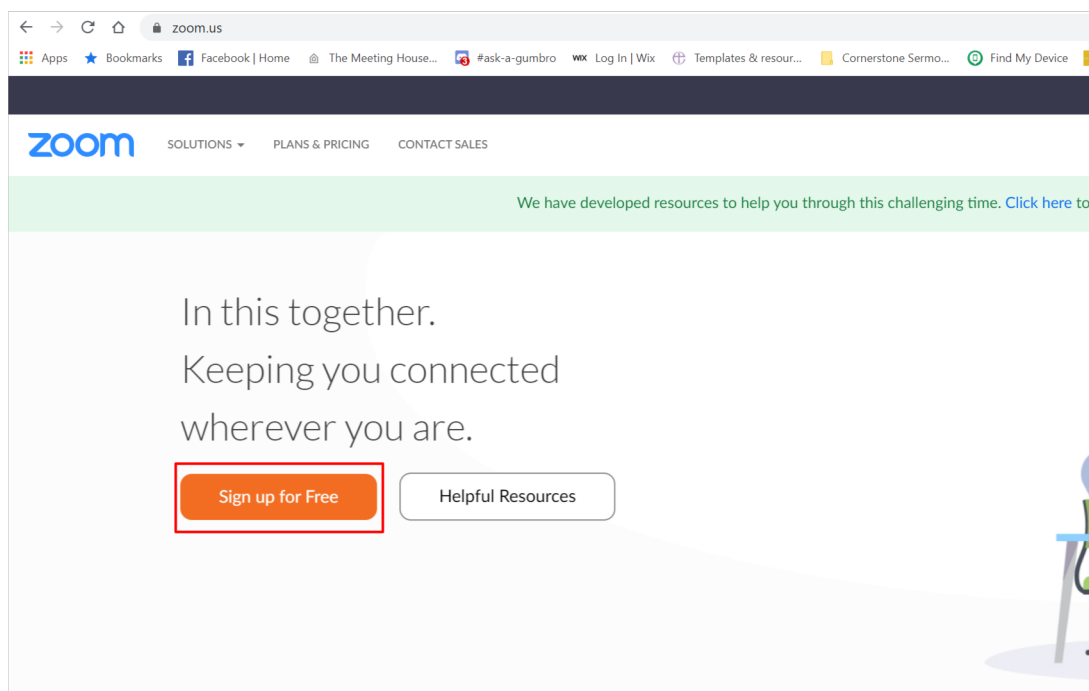
3. A new webpage should open. In the section labelled 'Zoom Client for Meetings' and click 'Download'.



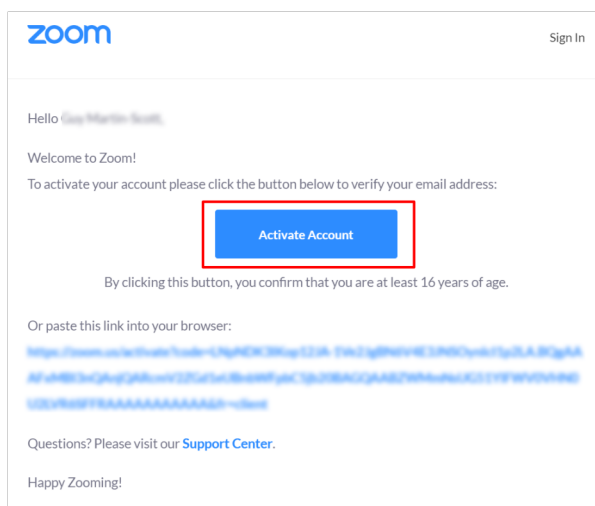
4. You will be asked where you want to save the file 'ZoomInstaller.exe' to. Choose your location and click 'Save'.
5. Navigate to where you saved the file and then double-click on it. Follow the on screen instructions to install Zoom on your PC or Mac.

# SIGNING UP FOR A FREE ZOOM ACCOUNT

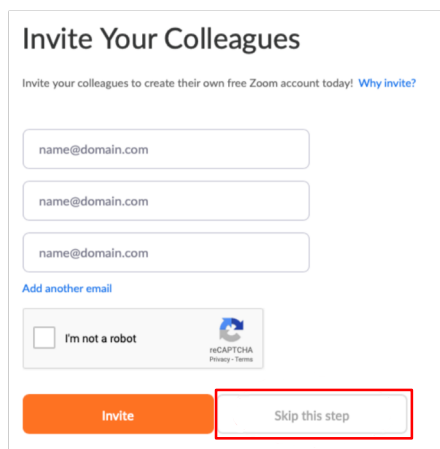
1. Open your preferred internet browser and navigate to <https://zoom.us/>
2. Click the box that says 'Sign up for Free'.



3. Enter your date of birth and click 'Continue'.
4. Type in your email address and click 'Sign Up'.
5. It will then ask you to confirm your email address. Go to your email account inbox, open the activation email from Zoom, and click on the 'Activate Account' button. A new page will open in your internet browser.

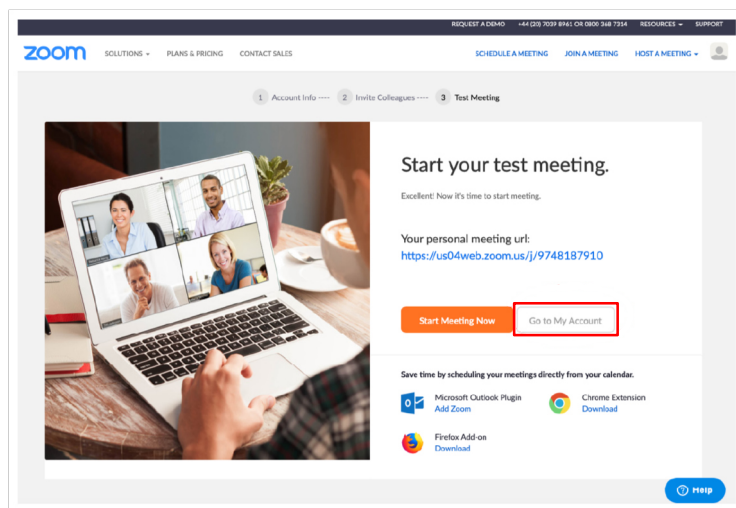


- Next you'll need to fill in your first and last name and then choose a password that will be your Zoom account password; it must meet certain requirements (e.g. at least 8 characters long). This does NOT have to be the same password you use with your email account – you can make up a new one if you like!
- If you are prompted to 'Invite Your Colleagues' just click the 'Skip this Step' button.



The screenshot shows the 'Invite Your Colleagues' form. At the top, it says 'Invite your colleagues to create their own free Zoom account today! Why invite?'. Below this are three input fields, each containing the placeholder text 'name@domain.com'. There is a link 'Add another email' below the third field. At the bottom left, there is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. At the bottom right, there are two buttons: an orange 'Invite' button and a white 'Skip this step' button with a red border.

- Now click 'Go to My Account' where you can see all of your account details. Congratulations! You have now got a Zoom account.

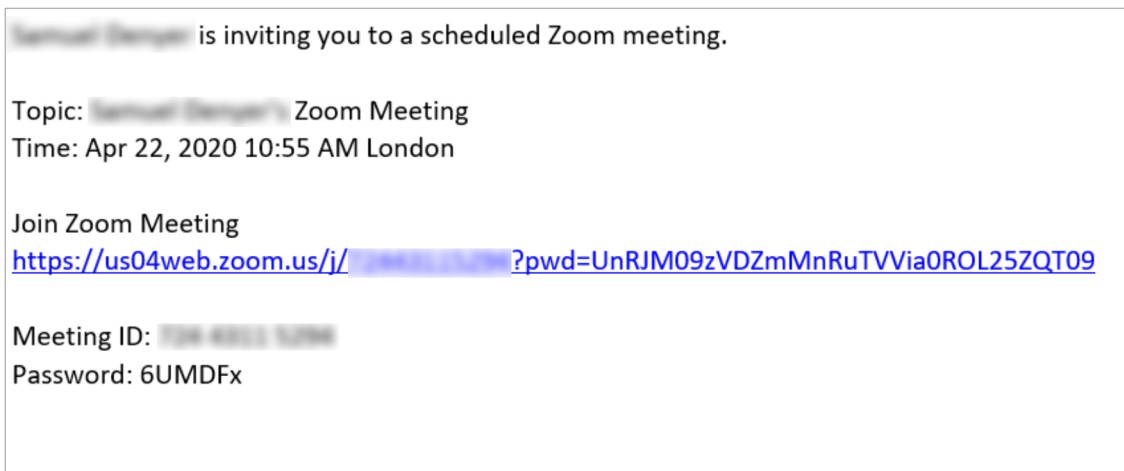


# JOINING A ZOOM MEETING

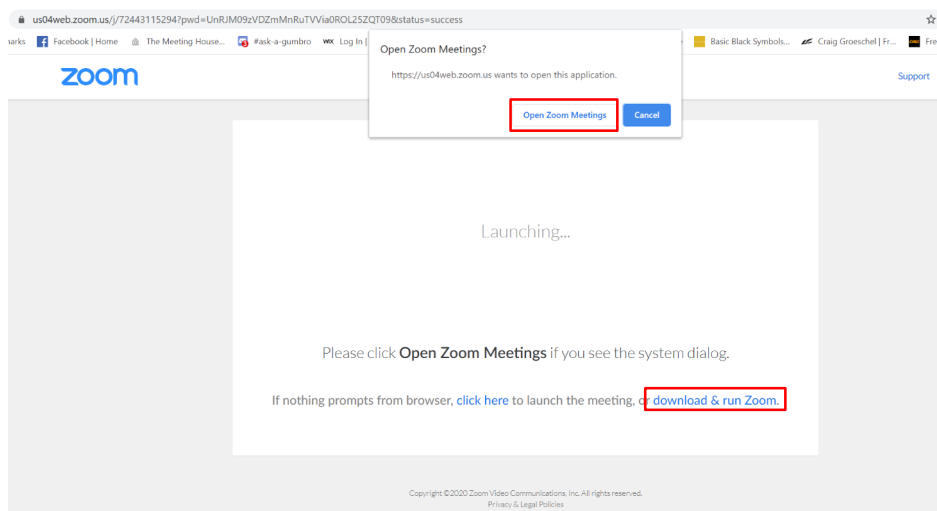
So now you're a registered Zoom user, it's time to connect with others with an online chat! With a Zoom meeting, one person 'hosts' (essentially starts off and finishes the meeting) and others join that meeting.

There are a few different ways of doing this, but here is the most common method.

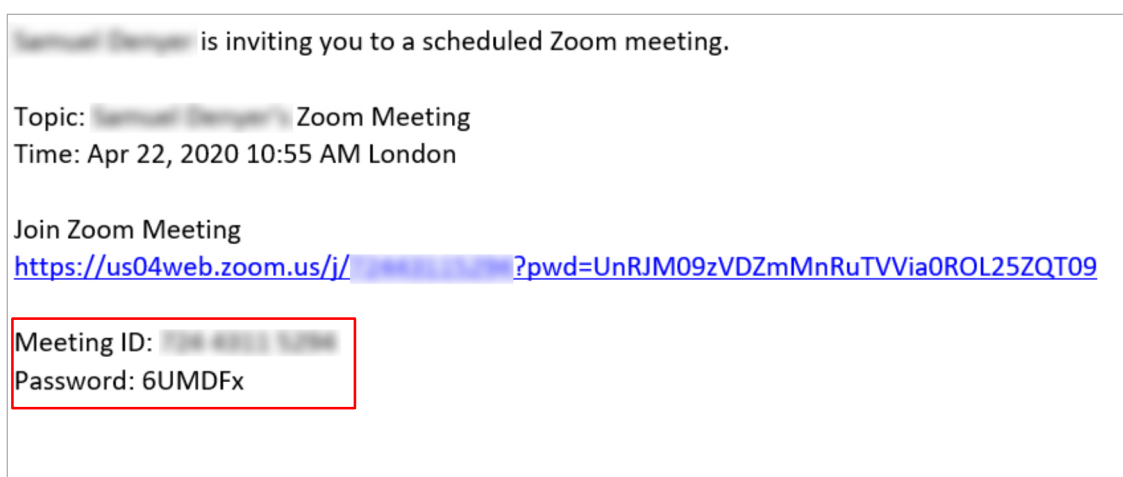
1. I will email out a link to all those who are joining our meeting. It will look something like this in the email:



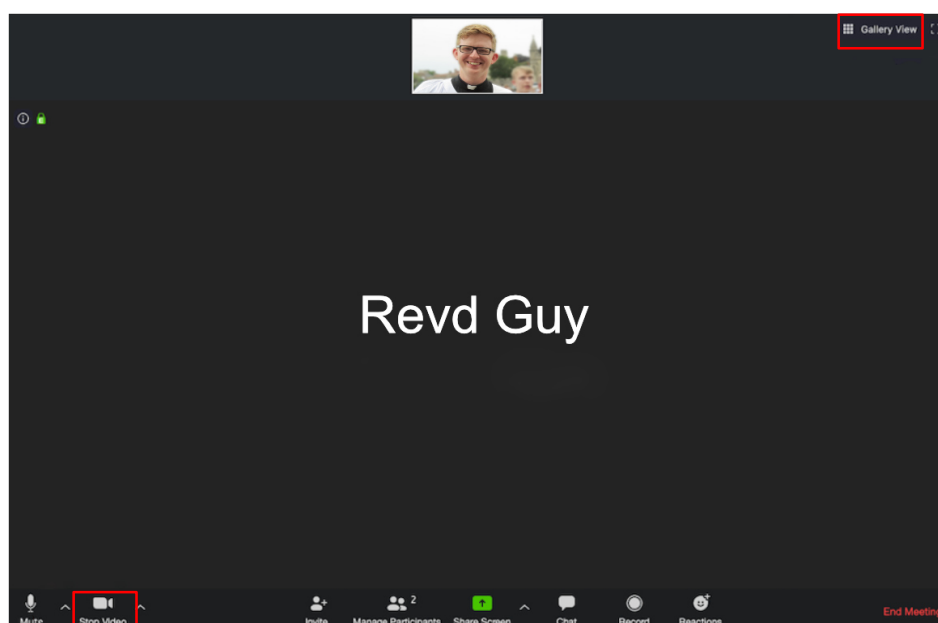
2. At the **day and time** of your meeting, click on the link in your email. If you are using a tablet or phone it will automatically open the Zoom app (or prompt you to download it if you have not already) and you will be ready to start as soon as the host starts the meeting (please skip to Step 5). If you are using a PC or Mac please follow these additional steps.
3. A screen should automatically open like this:



4. If you haven't already downloaded the Zoom software then click on the 'download & run Zoom' words in bottom right hand corner and it should download Zoom onto your PC or Mac (log in to your account once it has downloaded). If you have already downloaded it, then click on the 'Open Zoom Meetings' button.
5. Your host should have already started the meeting and you should automatically join alongside others. If you are prompted to enter the 'Meeting ID number' or the 'Password' for the meeting you will find that information in your email.



6. You will need to click 'Join with Computer Audio' if prompted to do so.
7. You should now see a screen with at least one other person present.



8. If you cannot see yourself, then you will need to press 'Start Video' with



the recording camera symbol at the bottom left of the screen. To see everyone when there are multiple callers, it is good to be in 'Gallery View' found at top right of the screen. You are now in your Zoom meeting!

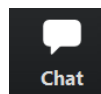
**Note:** In the free version of Zoom meetings of more than two people can only last a maximum of 40 minutes. There is no time restriction if the host has a premium account.

## USING THE IN-MEETING CHAT FUNCTION

As well as speaking live to other people, you can also send them typed messages. You can send private messages to individuals or send a message to the whole group.

**Note:** This functionality can be turned off by the meeting host so may not be available in all meetings.

1. When using Zoom for PC or Mac, click 'Chat' in the meeting controls at the bottom of the screen. The chat sidebar will open on the right hand side of your screen.




2. When using a tablet or mobile phone, tap 'More' and then click 'Chat.' The chat screen will then appear.

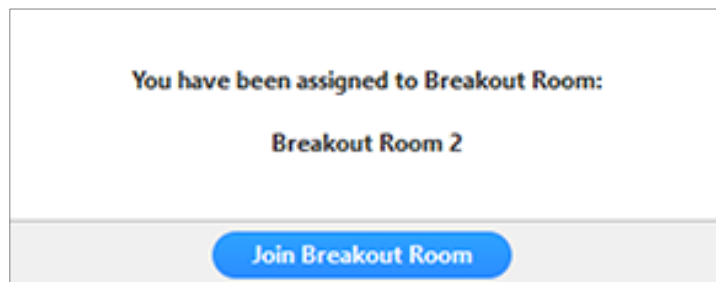



2. Once you can see the chat screen on your device you can type your message and then click 'Send' or if you wish to change who the message is being sent to click the arrow next to 'Send to' (on a mobile or tablet) or 'To' (on a PC or Mac) and choose a different person or group of people.

## BREAKOUT ROOMS IN A ZOOM MEETING

The meeting host with a 'Pro' account has an option to create 'Breakout Rooms'. This allows the meeting to be broken down into a number of smaller separate meetings which could be used for private prayer, smaller group discussions, or any number of different reasons. Details on how this works for you, as a participant, are available below:

1. The host will invite you to join the breakout room.
2. Click 'Join.'
3. If you choose 'Later,' you can join the breakout room later by clicking the 'Breakout Rooms' option in your meeting controls. 
4. Click 'Join Breakout Room.'



5. You can get the attention of the meeting host at any time in a breakout room by clicking 'Ask for Help' in the meeting controls 
6. You can leave a breakout room and return to the main meeting at any time just click 'Leave Breakout Room.' You will be given the option if you want to just leave the breakout room or the meeting entirely.

**Note:** The Meeting host can end the breakout rooms at any time. You will be notified and given the option to return to the main room immediately, or after a set amount of time (usually 60 seconds).

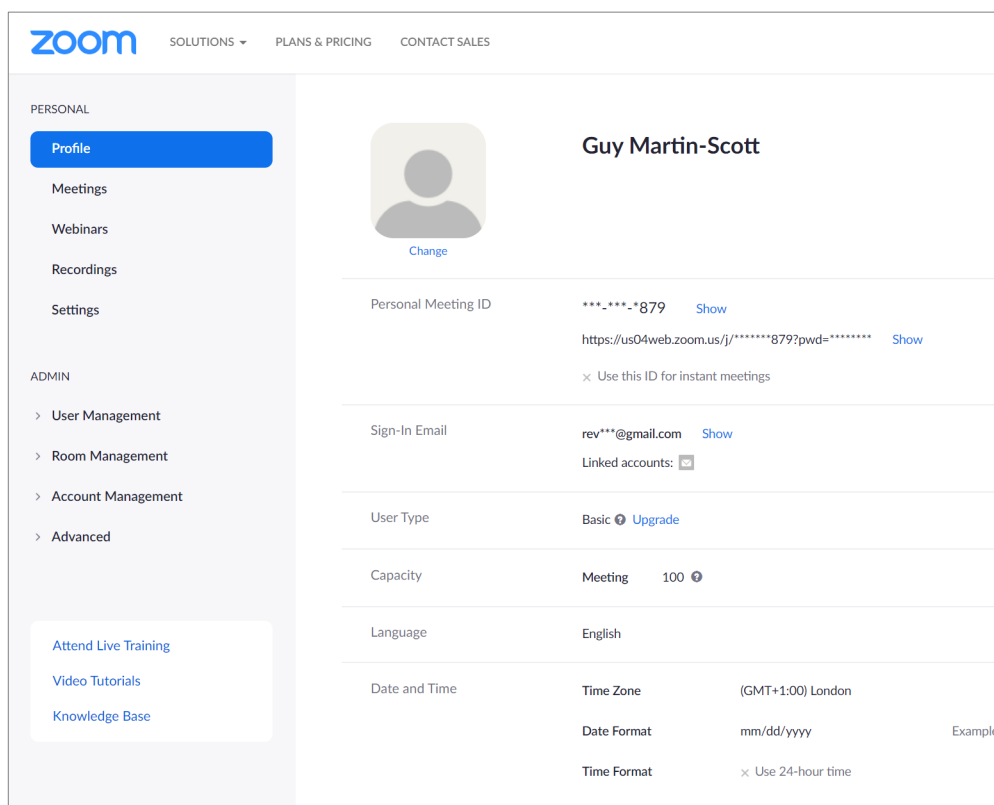
*The following pages are for Meeting Hosts. If you do not intend on hosting a meeting there is no need to read any further.*

# SETTING UP A ZOOM MEETING

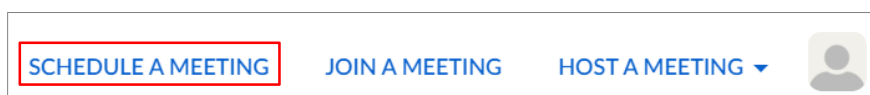
If you are planning on hosting meetings on Zoom such as small groups or family catch ups then follow these steps to set up a Zoom meeting. Remember you can only host a meeting for 40 minutes on the free version.

## SETTING UP A ZOOM MEETING ON A PC OR MAC

1. Open your internet browser and go to <http://zoom.us> and click on 'Sign In'. If you are already signed in click 'My Account'. Your 'Profile' page will load.

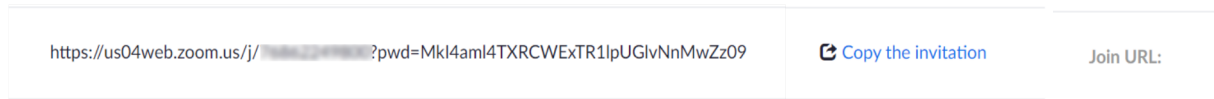


2. Click on 'Schedule a Meeting' in the top right hand corner.



3. Simply fill in the details for your meeting: Is it a Small Group? A Prayer Meeting? When is it occurring? Complete the information as you see fit and then click 'Save'.
4. You will now see the 'Meeting Information' page. The most important bit of this page is the 'Join URL'. This is the link that you will need to send out to all those people you would like to attend your meeting. Handily, there is a 'Copy the Invitation' button which when you click it will copy your invitation ready to paste into your email (press Ctrl+V on a PC or ⌘+V on

a Mac to paste once you have created a new email).



5. Once you have sent your email you just have to wait until the date of your meeting and then follow the steps for joining a meeting.

## SETTING UP A MEETING ON YOUR TABLET OR PHONE

1. Open the Zoom app on your device.
2. Tap the 'Schedule' icon.
3. Complete the relevant details for your meeting and then click 'Done' in the top right hand corner.
4. You will then be prompted to send an email invitation to those whom you wish to attend your meeting. Tap on the relevant email client from the options presented to you.
5. Your meeting is now scheduled and participants invited!

## IN-MEETING CHAT SETTINGS

If you're the meeting host, you can change the in-meeting chat settings.

1. While in a meeting, click 'Chat' in the meeting controls.
2. Click 'More' to display in-meeting chat settings.
3. In the drop-down options you will see the options to 'Allow attendees to chat with'
  - ◆ **No one:** Disables in-meeting chat.
  - ◆ **Host only:** Only the host can send messages to everyone. Participants can still send private messages to the host.
  - ◆ **Everyone publicly:** Participants can only send public messages. Public messages are visible to all participants. Participants can still send private messages to the host.
  - ◆ **Everyone publicly and privately:** Participants can send public or private messages. Public messages are visible to all participants. Private messages are sent to a specific participant.

## BREAKOUT ROOMS (HOST)

Breakout rooms are a fantastic way to split a large group of Zoom participants into smaller groups. This is useful for discussions, private prayer, or just to catch up with a few people away from the rest of the crowd.

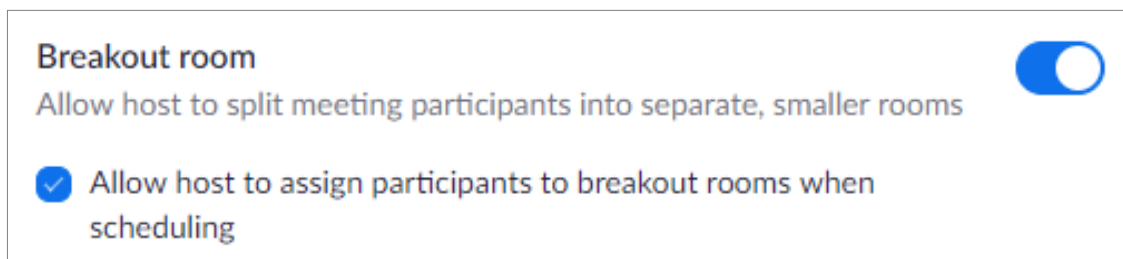
**Note:** You must have a *'Pro'* account to use breakout rooms.

### ENABLING BREAKOUT ROOMS

To enable the breakout room feature for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click *Account Management* then *Account Settings* (if you are an account administrator) or *Settings* (if you are an account member).
3. Navigate to the *'Breakout Room'* option on the *'Meeting'* tab and verify that the setting is enabled.

If the setting is disabled, click the toggle to enable it. If a verification dialog displays, choose *'Turn On'* to verify the change.



### CREATING BREAKOUT ROOMS

If you have enabled Breakout Rooms then the following instructions will help you create them within your meeting.

1. Start an instant or scheduled meeting.
2. Click *'breakout rooms.'*
3. Select the number of rooms you would like to create, and how you would like to assign your participants to those rooms:
  - ◆ **Automatically:** Let Zoom split your participants evenly into each room.
  - ◆ **Manually:** Choose which participants you would like in each room.
4. Click *'Create breakout rooms.'*

Assign 1 participants into 1 Rooms:

Automatically  Manually

1 participants per room

Create Rooms

4. Your rooms will be created, but will not start automatically.

## MANAGING BREAKOUT ROOMS

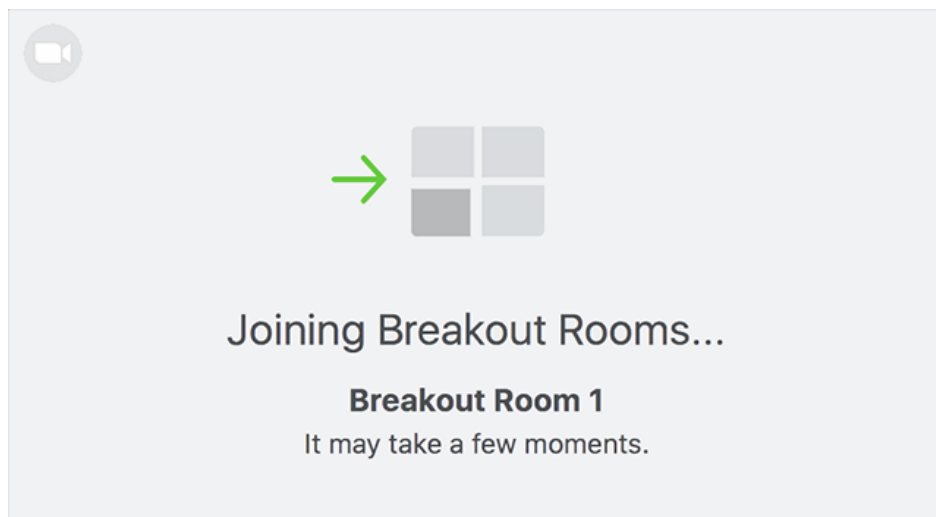
1. After creating the breakout rooms, click '*Options*' to view additional breakout rooms options.
2. Check any options that you would like to use for your breakout rooms.
  - ◆ **Move all participants into breakout rooms automatically:** Checking this option will move all participants into the breakout rooms automatically. If this option is unchecked, the participants will need to click Join to be added to the breakout room.
  - ◆ **Allow participants to return to the main session at any time:** If this option is checked, the participants can move back to the main session from their meeting controls. If this is disabled, they need to wait for the host to end the breakout rooms.
  - ◆ **Breakout rooms close automatically after x minutes:** If this option is checked, the breakout rooms will automatically end after the configured time.
  - ◆ **Notify me when the time is up:** If this option is checked, the host will be notified when the breakout room time is up.
  - ◆ **Countdown after closing breakout rooms:** If this option is checked, the participants will be given a countdown of how much time they have left before being returned to the main room.

## ASSIGNING PARTICIPANTS TO ROOMS

To assign participants to your rooms, select '*Assign*' next to the room you wish to assign participants to and select the participants you want to assign to that room. Repeat this for each room. Once a participant has been assigned (manually or automatically), the number of participants will show in place of the '*Assign*' button. Participants not assigned to a breakout room will remain in the main meeting when the rooms are started.

## OPENING BREAKOUT ROOMS

1. Click *'Breakout Rooms'*
2. At the bottom of the screen click *'Open All Rooms.'* All participants will be moved to their assigned rooms after confirming the prompt sent to them to join the breakout room. Participants will see the following image or something similar




3. The host will remain in the main meeting until they manually join one of the breakout rooms by clicking *'Join'* next to the breakout room they wish to join.

## SEND A MESSAGE TO ALL BREAKOUT ROOMS

The host can broadcast a message to all breakout rooms to share information with all participants.

1. Click *'breakout rooms'* in the meeting controls.
2. Click *'Broadcast a message to all,'* enter your message and click *'Broadcast.'*

## SHARING YOUR SCREEN (HOST)

1. Click the *'Share Screen'* button located in your meeting controls. 
2. Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.
3. (Optional) Enable these features:

- ◆ Check '*Share Computer Sound*': If you check this option, any sound played by your computer will be shared in the meeting.
- ◆ Check '*Optimize for full screen video clip*': Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

#### 4. Click '*Share*.'

- ◆ Zoom will automatically switch to full screen to optimise the shared screen view. To exit full-screen, click Exit Full Screen in the top-right corner or press the Esc key.
- ◆ To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: Enter full screen automatically when a participant shares screen.