



The Unitarian Church in Westport

Instructions on How to Log On to ZOOM, and Guidelines to Participate

Below are instructions on how to log onto the ZOOM platform. Notes on how to participate are offered as well.

SOFTWARE DOWNLOAD: <https://zoom.us>

Free software is available for PC and Macs, computers, tablets, and smartphones.

Note you may not be able to log-on to a specific call until the scheduled meeting time - it depends on how the host has set up the meeting - but you can load the software and be ready.

Once you've received the ZOOM invitation, there are three **options to participate:**

1) VIDEO: Click the highlighted link for the session. The software will prompt you if it is ok to open, click ok. Once the window opens, choose whether to connect by computer speakers or by calling in (not both!).

Note: If you use the lengthy (almost undecipherable) link provided, the password will be embedded. If you use the shorter link, you will be asked for the meeting password to enter the room.

2) SMARTPHONE: Copy and paste the 'one tap mobile' into your dial screen and press call when you're prompted. You will be automatically connected - it will put in the meeting ID for you, although it will ask you for your password so have that ready.

3) PHONE: Dial in using the number, enter the meeting ID and password when asked.

A SAMPLE INVITE IS BELOW:

XXX is inviting you to a scheduled Zoom meeting.

Topic: Name of Meeting

Time: Apr 5, 2020 10:45 AM Eastern Time (US and Canada)

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly: https://zoom.us/join/zoom/v5QqcuivqDlt1foaq6KTqNLZ9DPH0GLBgw/ics?icsToken=98tyK_uoqT4rHdKct1-CY7cqA4X7b9_lIiBlpaJMyjTREg5_lin,soMsZyw;aOs

Join Zoom Meeting

<https://zoom.us/j/11122233317697?pwd=S3ByNG5pRG0xOWRJRkM0V0L1BTUT09>

Meeting ID: 111 222 333

Password: 8893787678

One tap mobile

+16468769923,,111222333# US (New York)

+13126266799,,111222333# US (Chicago)

Dial by your location

+1 646 876 9923 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 111 222 333

Password: 8893787678

Find your local number: <https://zoom.us/u/abn9JgXygQ>

HELPFUL TIPS FOR ZOOM USE

Come early to check connection. Frequently ZOOM rooms will be available 5-10 minutes before the meeting actually starts, although you may not be able to hear or see others until the host opens up the room.

Please keep yourself muted unless you are speaking; mute and video controls are typically in the bottom left of the screen.

You can choose 'speaker view' or 'gallery view' at the top right corner of the screen. One features the person speaking, the other allows you to see more faces in a grid format.

The chat feature allows you to ask questions of the host, communicate with all others, or select one other participant for a private chat. That button is down at the bottom of the screen. *Note that even if you are privately chatting with one other individual, the host will be able to read the full transcript afterwards.*

Sessions can be recorded; that is up to the host. If it is being recorded, you will see a "red dot" appearing in the top left-hand corner.

Gestures and hand signals can be helpful: nods, "thumbs up," clapping gestures, smiles, and raising hands to be called on can make meetings smoother.