Small Groups at University UMC Using Zoom

Zoom is an application that allows our congregation to meet with each other in small groups via the internet. To participate in a church online small group meeting, you will receive an email invitation from the group leader to join the meeting. You can join via audio only using any phone, or you can join with audio and video.

To fully participate in the small group with audio and video, you need a computer, tablet or smart phone with a microphone and video camera. This document provides instructions for getting the Zoom app on your device, teaches you how to join a meeting once you receive an invitation, and gives you a few pointers on Zoom meeting etiquette. If you plan on using phone audio only to join a meeting, skip to the end of this document for those instructions.

If you have any problems or questions, please don't hesitate to email Alice Anderson (aanderson@universityumc.church). She will arrange a time to call you and help you with the setup or even a practice meeting.

Download the Zoom App

Before joining a Zoom meeting you need the Zoom app. Follow the instructions below for your particular device.

Desktop or Laptop Computer:
On both the Windows and Mac systems, you will be prompted to download and install the Zoom web browser client when you try to join your first Zoom meeting. However, the download process has a few steps and can take a few minutes, so we recommend that you download the client ahead of time using the steps below.

Click on this link https://zoom.us/download (or paste it into your internet browser).
Click on the Download button for the Zoom Client for Meetings.
The Zoom installer will appear on the lower left corner of your browser.
Double click on it.
The client will start installing. A blue Zoom icon will appear either on your desktop or in your tray.

iPhone or iPad:
Go to the App Store.
Search for Zoom Cloud Meetings by Meet Happy.
Download the app.

Android device:
Go to the Google Play Store.
Search for Zoom Cloud Meetings by Zoom.
Download the app.

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How to Join a Zoom Video Meeting

You will be sent an email invitation to join a Zoom meeting. The Zoom invitation will have a link to join the meeting, a unique number called a **meeting ID,** and maybe a password. You will use this information to join. How you join varies slightly based on your device.   Note: you can create an account if you wish and sign into meetings using your account. The instructions below assume that you are not going to create an account.

Desktop or Laptop Computer:
Click on the "Zoom Desktop Client" button.
Click the "Join a Meeting" button.
Enter the meeting Id from your invitation email. Enter the password from that email as well if one is required.
Type in a display name that you want to use for the meeting.
Select that you would like to connect audio and video if these options aren't already selected.
Click "Join."

When the meeting opens, you may see a pop up screen that has a "Join with Computer Audio" button. Click on that button.
There is also a "Test Speaker and Microphone" button that you can use to test your set up.

On an iPhone or iPad:
Open the Zoom mobile app.
Tap "Join a Meeting."
Enter the meeting ID number from your invitation email. Enter the password from that email as well if one is required.
Enter your display name that you want to use for the meeting.
Select that you would like to connect audio and video if these options aren't already selected.
Select "Call using Internet Audio" if that pops up,
Tap "Join."

On an Android device:
Open the Zoom mobile app.
Tap "Join a Meeting."
Enter the meeting ID number from your invitation email. Enter the password from that email as well if one is required.
Enter your display name that you want to use for the meeting.
Select that you would like to connect audio and video if these options aren't already selected.
Tap "Join Meeting."

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Meeting Etiquette

A few things to keep in mind as you participate in a Zoom meeting.

- Be aware of where you are sitting. Others will see the area behind you.
- Look at the camera, not yourself on the screen.
- It's good practice to mute your microphone when you aren't speaking.
    - On a desktop, click the microphone icon in the bottom of the screen. When you want to talk, press your space bar and the mike will be live until you quit pressing the space bar.
    - On Android, touch on your screen, press the mute button when it appears to mute. To unmute, touch your screen, and then press unmute.
    - On iPhone and iPad, touch the microphone icon to turn mute on and off.
- Be aware of what you're doing - don't eat a meal, exercise, etc. Movements such as these can be distracting to others.

How to Join a Meeting Using Only Phone Audio

  Note: the phone number you are dialing to join the meeting is NOT a toll free number - your carrier rates will apply.

On your phone, dial the teleconferencing number provided in your email invitation. More than one number is provided, use the New York number: 1 929 436 2866

Using your dialpad, enter the meeting ID number that is listed in your invitation email when prompted, followed by #.
You will be prompted for a participant ID, press # to skip this step and continue.
You will be admitted to the meeting. You may be put on hold until the host admits your call.

For some meetings, you may be prompted for a password, enter the password from the invitation email followed by the #.

You can mute and unmute yourself by pressing *6 on your keypad.
You can "raise your hand" during the meeting by pressing *9.

If you have any problems with downloading or using Zoom, please email Alice Anderson (aanderson@universityumc.church). She will arrange a time to call you and help you with the setup or even a practice meeting.

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