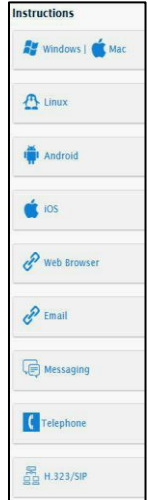


# Using Zoom for Global Meeting for Worship (GMFW) on computers and laptops

You can watch a quick training video at [tinyurl.com/zoom-join-a-meeting](https://tinyurl.com/zoom-join-a-meeting).

Scroll down on [tinyurl.com/zoom-join-a-meeting](https://tinyurl.com/zoom-join-a-meeting) to find **instructions for specific operating systems and devices**.



**NOTE: For mobile devices** such as iOS or Android, use your device's **Appstore** or **Google Play** to download the latest **Zoom mobile app**. The steps described here may display and function differently in mobile format.

If you are new to Zoom meetings, here are some basic things to learn:

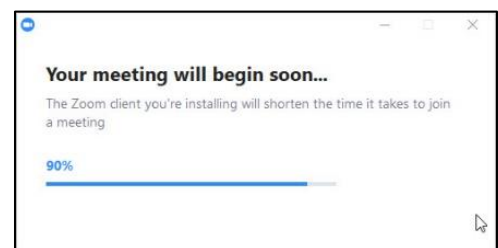
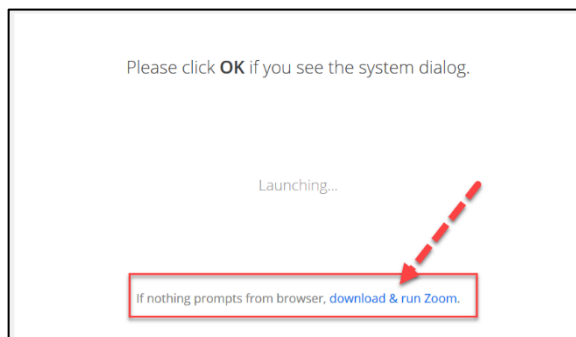
- [Logging into a Zoom meeting](#)
- [Downloading and installing the Zoom app on your device](#)
- [Turning on and set up your audio and video](#)
- [Opening the Participants list, Chat box, and Gallery View](#)
- [Muting and Unmuting](#)

## Logging into a Zoom meeting

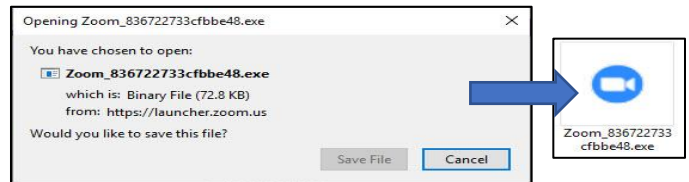
- Click on or enter the URL assigned to GMFW sessions: <https://zoom.us/j/694514066>
- Enter your **First Name**, **Last Name**, and **Email Address** in the blank Meeting Registration form.
- Zoom's system will store this information, and it will auto-fill the form the next time you login.
- We will not share your personal information and will use it only to send you announcements about future GMFW sessions.
- Check **I'm not a robot**
- Click **Register**.

## Downloading and installing the Zoom app on your device

- If you have not used Zoom before on this device, the website will **auto-download a Zoom app**. Follow the prompts to download and install this app.
- If nothing prompts from the browser, click the blue link that says [download & run Zoom](#).

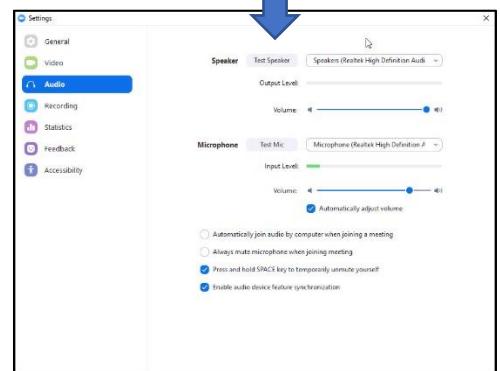
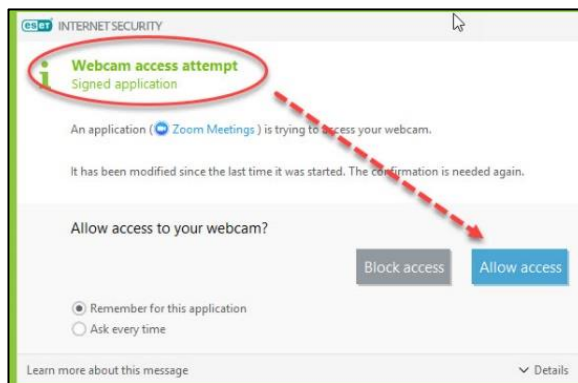


- Depending on what device and operating system you are using, you will see some version of the following sequence:
  - Save the EXE file to your device
  - Double-click the saved file to run & install it.



## Turning on and set up your audio and video

- When your Zoom screen opens, a dialog box asks you to **Join with Computer Audio** and offers the option to **Test speaker and microphone**.
- Zoom will **access your webcam** automatically if you have one.
- If your device security software blocks access and you want to use your webcam, click **Allow access**.



## Opening the Participants list, Chat box, and Gallery View

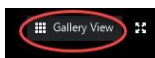
[See image on next page for full details](#)

Once the steps above are done, you should set up several additional convenience features.

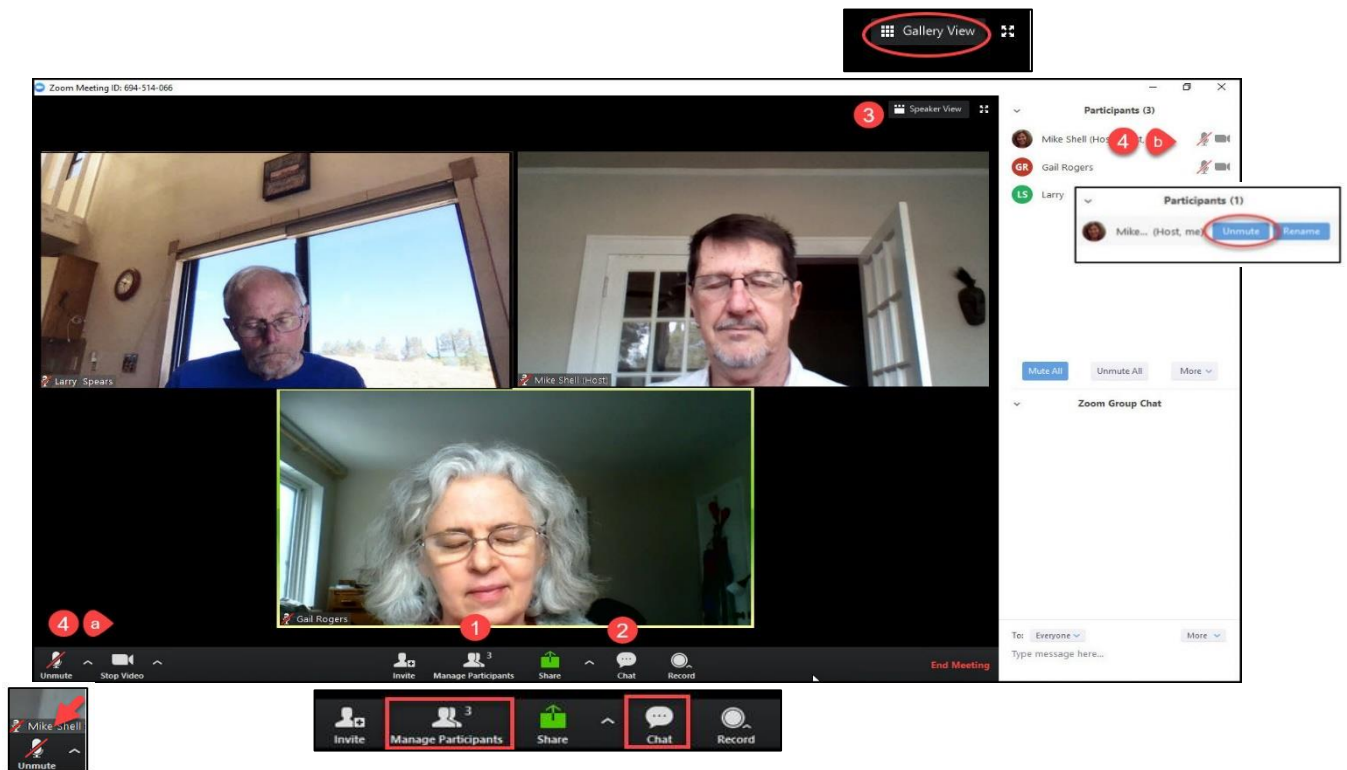
- Click the **Manage Participants** button at the bottom of your screen to open a sidebar with the list of those in attendance.
- Click the **Chat** button to open a Chat box below the Participants list.



- In the upper right of the video portion of your screen, make sure that **Gallery View** is selected, so that you will see a small video box for each participant.



(**Speaker View** shows the person speaking full screen, with the other participants in small boxes along the top of your screen.)

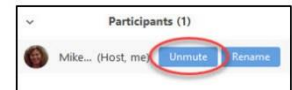


**Muting and Unmuting** – Be aware that device microphones can pick up all sorts of background noise: your own typing, paper rattling, people and activities in the background, etc. You can unmute your mic in two ways:

4a. Click the **Unmute** button in the lower left of your screen.



4b. Mouse-over your name in the Participants list and click **Unmute**.



**To support the worship, the Clerk will follow these procedures for Muting/Unmuting:**

- Worship with option to unmute:
  - At the beginning of worship, the Clerk will **Mute All** participants but leave the option for them to unmute.
  - If you wish to speak out of the silence, click the **Unmute**.
  - Please click **Mute** when you are finished speaking.
- Worship without option to unmute:
  - If too many people want to speak at once, the Clerk will change the **Mute All** setting so that individuals cannot unmute themselves.
  - In this case, **raise your hand to speak**, and the Clerk will unmute you.