

## **A FEW USEFUL TIPS FOR ZOOM**

**(the phone/video platform we use for worship)**

### **PHONE:**

**When you dial in**, you are asked for the Meeting ID, which you can enter and then press the # key. You are then asked for a participant ID “if you have one”, but generally you won’t have one, so just press #. You are then asked for the password ID, for which you can enter **3199** followed by #.

Phone microphones are kept muted for most of the time, because otherwise there is too much noise. **If you would like to speak** and your microphone has been muted you can unmute yourself by pressing \*6 on your phone. You can do the same to mute your microphone again when you have finished speaking.

You may be able to use your phone on “speaker” rather than holding it up to your ear. Many phones allow you to adjust the volume to suit yourself.

### **COMPUTER/IPAD/SMARTPHONE (WITH VIDEO):**

Use the “microphone” symbol to mute/unmute your microphone, and the “video-camera” symbol to mute/unmute your camera – which means that others won’t see you. If you have a poor internet connection your voice may sound broken-up to others when you speak; stopping the video camera can improve that because it reduces the bandwidth you need. If you have your camera on it is nice to be able to see you, but it isn’t necessary for you to keep your cameras on all the time. It is very helpful to keep your microphone muted unless you want to be heard speaking so that background noise is reduced.

You can change your name in the Participants window – click on the “Participants” button and then click on the options next to your name.

You can switch between “gallery view” and “speaker view”. In gallery view, you can see the range of face of people who are connected; in speaker view one face becomes the focus, usually the face associated with the most active microphone at the time. The host can “spotlight” one particular person to have their face featured, which switches everyone to “speaker view”. You can always change your own screen back to gallery view if you prefer; it doesn’t return to gallery view automatically.

### **COMPUTER VIDEO WITH PHONE AUDIO:**

If you have a computer for video but you don’t have a microphone or the sound isn’t working well, you can link your phone to your computer. To do this, connect to the meeting/worship on your computer first. If you don’t have a microphone, on the bottom left of your screen will be a “join audio” button, which will give you the phone in information including a “Participant ID”. (If you do have a microphone, click the up-arrow next to the microphone icon and choose “switch to phone audio”). The phone number, meeting number and password will be the same as for everyone, but it will give you a unique Participant ID. When you phone in, put in your Participant ID when prompted (just after the meeting ID), and your phone audio will be linked with your image on the screen. See “PHONE” above for information on muting/unmuting.