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## ZOOM PRIMER

### Computer Requirements

#### Operating Systems etc.

Operating Systems	Computer CPU	Internet Speed
Mac OS X with MacOS 10.7 or later Windows 10, 8 or 8.1, 7 Windows Vista with SP1 or later Windows XP with SP3 or later	Minimum: single core 1 Ghz or higher  Recommended: Dual core 2Ghz or higher	1.5Mbps/1.5Mbps
<u>Supported tablet &amp; mobile devices</u> Surface Pro2 with Win 8.1 Surface Pro3 with Win 10 iOS & Android devices		
<b>Supported browsers:</b> Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+ Mac: Safari 7+, Firefox 27+, Chrome 30+ Linux: Firefox 27+, Chrome 30+		

#### Web camera

In order to participate fully in the call, and to be seen by others, you will need a web camera.

#### Audio

If your system has a microphone and speaker you can connect your audio via computer. If it does not, you can connect with the call via computer for video, and then use one of the phone numbers for your audio connection.

#### If you are using an Iphone or Ipad

You will need to download the Zoom Cloud Meetings application from the iTunes store. To connect for the call, you will open the application, then click 'Join Meeting' and enter the meeting number as indicated on the screen.

#### STARTING THE CALL

The meeting link and call instructions will be sent to you ahead of time by email. This will include a meeting ID number that will be needed if you call in via phone.



Please make sure you've closed other tabs on your computer, and that there isn't a lot of video streaming or on-line game playing going on in your home – this can significantly slow internet speeds.

About 10 mins ahead of the meeting, click on the meeting invitation link to join by computer, tablet or smartphone (we would prefer you use this option as it allows you to see material being shared and for participants to see one another). It really isn't that intimidating – it might take a few minutes for your computer to sync with Zoom. If you don't have access to a computer, you may call in by cell or landline on the Canada toll-free number provided.

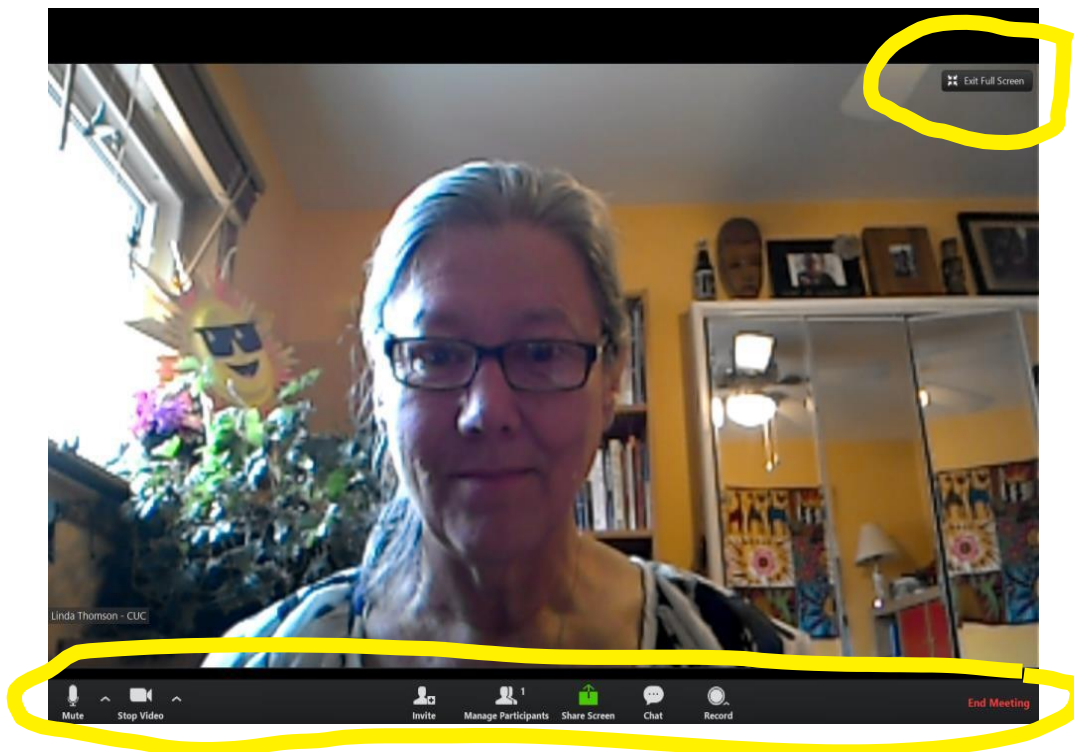
Click *Join Audio*, and make sure your webcam is turned on if you're using one. If you don't have a microphone and speakers, call in by cell or landline on the Canada toll-free number provided, and access via audio via your phone.

Name yourself: on your video photo, right-click and type in your name and congregation, e.g. Ramona Smith – Halifax

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## ON THE CALL – NAVIGATING AND PARTICIPATING

### The Basic Screen





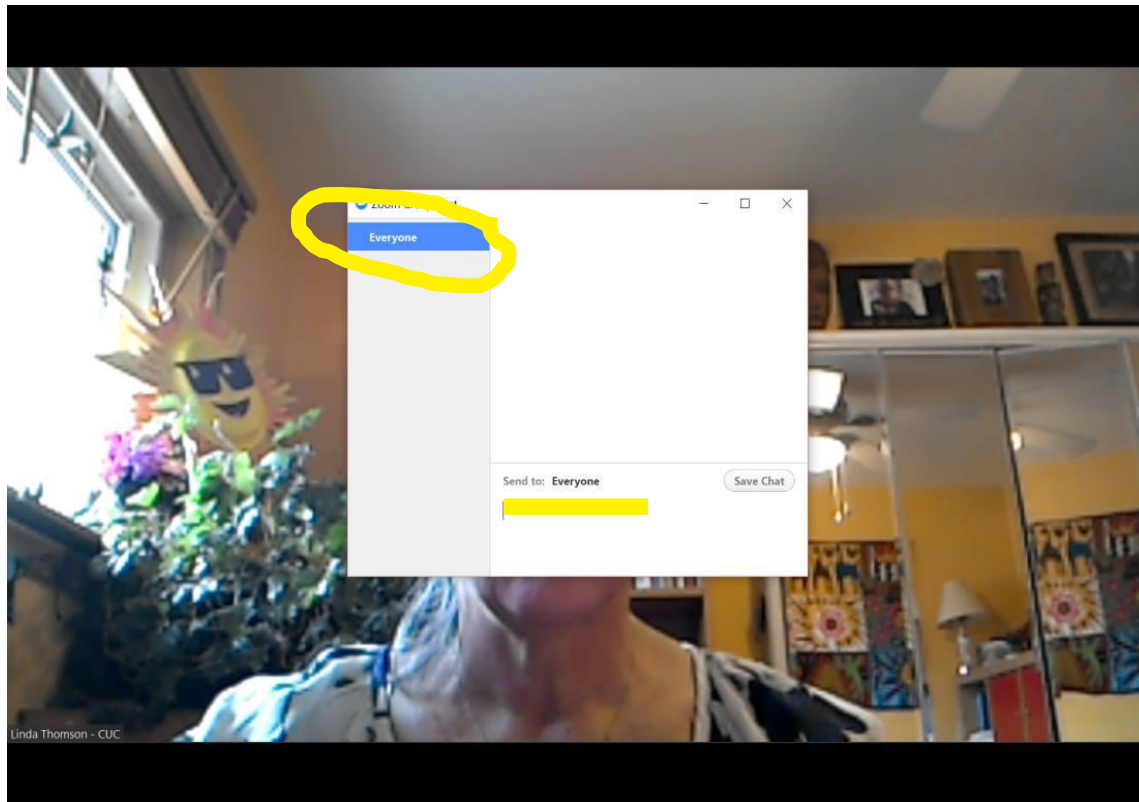
Option 'buttons' at the bottom of the screen are visible when you hover your cursor over the bottom part of the Zoom screen.

- Mute/unmute: When you are not speaking, please mute yourself by clicking on the microphone icon. To unmute, just click again. If you are connected via telephone, you may use \*6 to mute and unmute yourself.
- Video: you can choose to turn your video on or off with this icon.
- Participants: this shows a list of all on the call. To change your name, click on your name and then rename.
- Raise hand: to speak, click on the Participants icon, then Raise Hand.
- Chat: click on the Chat icon. You can choose to send a message to Everyone, or an individual – click on your choice on the left side, then type your message and hit Enter.
- Share Screen: during the call, the presenter may sharing a presentation that will be shown on your screen. To get back to your own screen, hover your cursor at the top of the screen – you'll see a More option. Click on Exit full view, and you will have control back. To get back to the presentation, click on the Zoom tab again.

When multiple callers are the Zoom meeting, the view will be modified. The person speaking will be in the large screen. To see the other participants, select Gallery View. The control for this is in the top left of the screen, when you hover your cursor there. You can switch between these modes.



## CHATTING



The chat button is in the control panel at the bottom of your screen. To chat, select the person you want to chat with ('everyone' is the default option), from the drop-down menu in the top left of the chat window. Then type your comment or question in the chat section.

### **Webinar use of chat**

The chat function might be used for questions or comments, or to remind everyone of important information. The facilitator might also use this to send links or instructions.