

ZOOM AT SAINT MICHAEL & ALL ANGELS

What is Zoom? Zoom is a video and telephone conference service like FaceTime, Skype, or Microsoft Teams. Our Zoom account allows up to 100 people to join a meeting or webinar (livestream) via regular telephone, computer, smartphone, or tablet simultaneously.

Zoom Basics

- To be **heard** in a meeting, you need a computer (desktop or laptop), smartphone, or tablet with a microphone and internet connection, or a regular telephone.
- To be **seen** in a meeting, you need a computer, smartphone, or tablet with a webcam and internet connection.
- At a minimum, your regular telephone will allow you to connect and be heard.
- If using a smartphone or tablet, download the Zoom app from your device's app store or at <https://zoom.us/download>.
- If using a computer (desktop or laptop), you can download the Zoom software in advance at <https://zoom.us/download>. See installation steps below.

Joining a Zoom meeting or webinar with a computer, smartphone, or tablet

1. Click the website link sent to you in the MIKE or message from the host.
2. If you haven't yet downloaded and installed the Zoom software, an automatic download will begin.
 - a. At the prompt, double-click "Zoom_launcher.exe" (Windows) or run the Zoom installer (Mac).
 - b. If you do not see a prompt, you may need to find the .exe or installer app in your Downloads folder; double-click it to install.
 - c. Zoom will install and configure itself.
3. Your browser may ask for your permission to open Zoom. Give it permission.
4. A meeting window will open. You will be asked to select an audio option; choose 'Join with Computer Audio'.
5. Once this window disappears and you see other people on their screens, you've successfully joined the meeting. **Note: For webinars (worship service livestreams), you will not be seen, nor will you be able to see anyone else.**
6. In the bottom left corner, you should see a microphone icon and a camera icon.
 - a. If an icon is red with a red slash through it, the source is **off**.
 - b. If an icon is not red and has no slash through it, the source is **on and live**.
7. We recommend these initial microphone and video settings:
 - a. For meetings, keep your microphone **off** until you're ready to speak, but keep your camera **on** unless you need to step away.
 - b. For webinars (worship service livestreams), keep both your microphone and camera **off**. This frees up bandwidth and helps preserve a higher quality experience for all participants.

Each meeting or webinar (livestream) has its own unique website link. Here are the current regular offerings:

- ➔ Sunday morning 10:30 AM livestream webinar - <https://zoom.us/j/945670487>
- ➔ Sunday morning 11:30 AM virtual coffee hour - <https://zoom.us/j/300145968>

Joining a Zoom meeting with a regular telephone

1. Before the meeting, the meeting host will send you a “Meeting ID”. Make sure you have this written down before you dial.
2. Dial any of the following phone numbers to connect:
1 669-900-9128 1 346-248-7799
1 646-558-8656 1 253-215-8782
1 301-715-8592 1 312-626-6799
Long distance toll charges may apply.
3. When the system asks, enter your **Meeting ID** followed by the **#** sign.
4. When the system asks for a Participant ID, press the **#** sign.
5. After you complete the above, you have successfully joined the meeting.
6. You can turn your phone’s microphone off or on by pressing ***6**.
 - a. We recommend you turn your microphone **off** upon joining the meeting or webinar.
 - b. When you’re ready to speak in a meeting, press ***6** again to turn **on** your microphone.

Each meeting or webinar (livestream) has its own unique Meeting ID. Here are the current regular offerings:

- ➔ Sunday morning 10:30 AM livestream webinar – 945 670 487
- ➔ Sunday morning 11:30 AM virtual coffee hour –300 145 968

If you are a group or ministry leader and would like to set up a Zoom meeting, contact [Jason Anderson](#) or [Anita Donahou](#).