

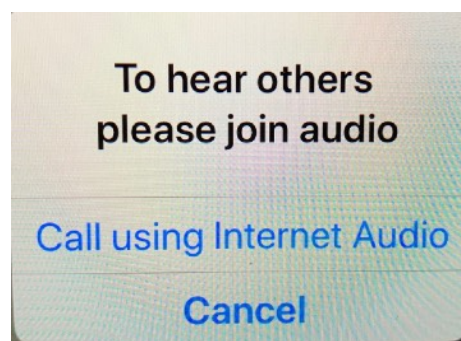
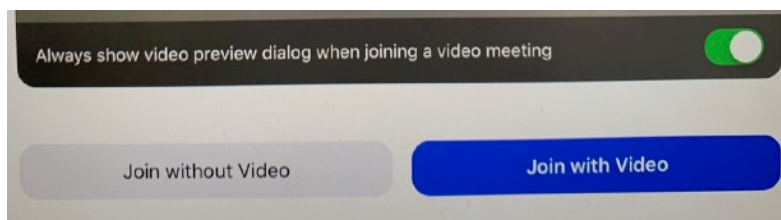
# Guide for Using Zoom

These instructions may be helpful when using Zoom for our congregation meetings. You may want to print out a copy and have it handy.

These instructions were based on using an iPad. If you are using a computer the controls may be slightly different or in a different location. But they should operate the same.

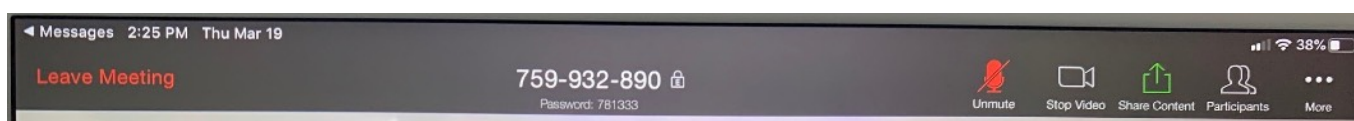
## Connecting Using a Meeting Invitation

- Click the link in the invitation sent to you. A dialog box will open with these buttons. You may want to adjust the device so that the video preview of you looks good. Its best to have the camera at head level rather than much lower. Try to place the device in a fixed location so you minimize moving it around. That may not be possible when hand holding the device. Click **“Join with Video”**.
- Next click the **“Call using Internet Audio”**
- You should see a small window with your video in it at the bottom right of your screen. The main window will show the host video. We may be able to put up the year text or something like that in the actual meeting.



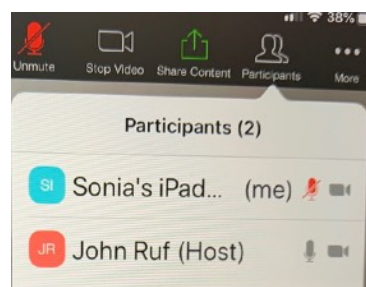
## Controls Available in Zoom

- If you tap anywhere in the main window it should show these controls at the top of your screen:



The controls will be hidden after a few seconds, so you need to touch the screen if you want to get to those controls later.

- On the right side, click **“Participants”** to see a list of everyone connected.

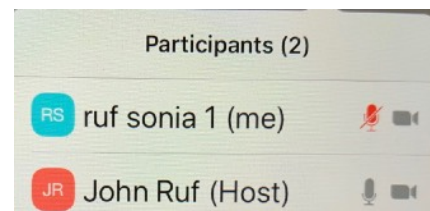
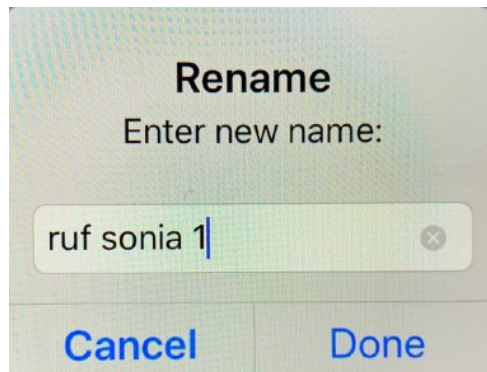
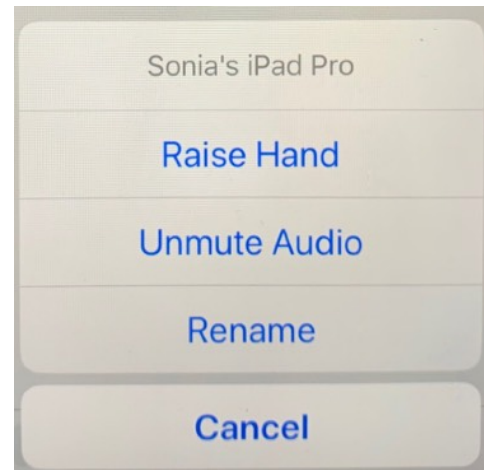


- **To make it easier to call on people to comment** and also to take the **meeting attendance count**, please do the following:

Touch your name and you will get a menu to let you Raise Hand, and Rename.

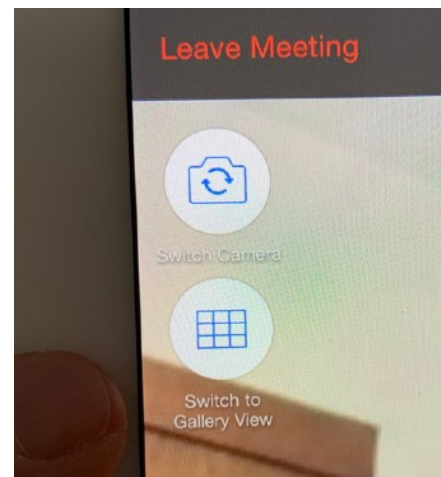
Please **Rename** and change your name to put your **last name first** and the **number of people** watching this device.

If there is more than one person then you can just use the last name and the number of people.



To control how you see the pictures of others, use the following controls:

- **To show all the ones connected:**  
On the left side of the screen is a grid control labeled **“Switch to Gallery View”**. Clicking this will put up all the pictures fit in a grid on the screen. This mode may be used for general associating before or after the meeting.
- **To show the main presenter window:**  
The control on the left will say **“Switch to Active Speaker”**. Clicking this will change back to show the main video on the screen. This is the normal view mode for a meeting.



## Commenting

For making comments during Q&A parts on the meeting you would do the following:

1. **Raise Hand**
2. If you are **selected to comment** the host will un-mute your microphone (you won't be able to do that yourself in a congregation meeting).
  1. Wait for the host to tell you to go ahead (allows time to activate your mic)
  2. Make your comment
3. If you were **not called on**, or are finished with your comment, **Lower Hand**. It helps the host so he does not have to spend time lowering each person's hand.

## Meeting Materials

You will find that you cannot have the Zoom meeting visible on your mobile device AND the JW Library app visible at the same time (you can keep both running and switch back and forth). It is best to have JW Library on another device or have your meeting materials in a hard copy.