

ZOOM Basics and Best Practices

Don't be intimidated by doing virtual worship or Bible study or small groups via Zoom!
It probably is easier than you think!



1.) MULTIPLE WAYS TO ACCESS

Use your computer or your phone to join via video chat! Or, you can simply call in to the meeting without video by calling a toll-free number.

2.) MUTE YOURSELF

When you are not talking, mute yourself. This goes for if you need to type or scroll to another webpage as well.

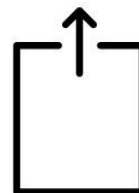


3.) VIEW ALL PARTICIPANTS

By clicking "gallery view" you can view all participants in the Zoom call on one screen. The other option is "speaker view," which follows the speaker making the most noise and flips back and forth between speakers.

4.) SHARE YOUR SCREEN

You can share your screen using the icon at the bottom of the page. This allows all participants to see your screen and still hear you. Best for presentations where you all need to see the same thing.



5.) CHAT

You can chat with everyone on the call or just one person by clicking the Chat icon on the bottom of the screen. Be sure to click the name of the person you want to chat with if you are doing one-on-one chat during a call with multiple parties.

6.) IF YOU ARE HAVING CONNECTIVITY PROBLEMS

If you are having trouble with your Internet connection, try turning off your video. This often helps the load on the Internet so at least you can speak and hear others more clearly.

