

# ZOOM VIDEO CONFERENCING: STEP-BY-STEP INSTRUCTIONS

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In this time of social distancing and because of the need to be sheltering at home as much as possible, it can be easy to disregard your social, spiritual, and emotional needs in order to protect your physical health. Christians believe that community and the health of an individual are directly related – we need to keep up with each other and encourage each other in order to remain healthy human beings.

Our church is promoting alternative ways to help you keep in touch with church members, family, and friends. These alternatives will also ensure that you remain at home so that you will in line with health guidelines and protect your physical health. One of the best resources we have come across is Google Hangouts, an application available to anyone with a smart phone or a computer.

We want to encourage all of our Sunday School classes, Bible studies, small groups, and other spiritual/social gatherings to utilize video platforms such as Zoom and Google Hangouts for the foreseeable future as a way to continue spiritual maturity, to foster social connection and combat loneliness, and to encourage each other in faith, hope, and love.

Technology can be intimidating and overwhelming, so we have created a simple guide on the following pages to help you set up and use Zoom.

For those who have questions related to Zoom, Google Hangouts, or meeting virtually as a group, please email Rev. Reed McNitzky at [RMcNitzky@UniversitySATX.org](mailto:RMcNitzky@UniversitySATX.org)



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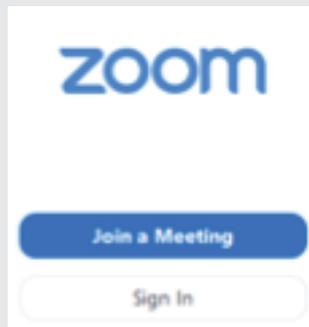
# PRELIMINARY STEPS TO USE ZOOM

Before using Zoom, you will need the following equipment/tools:

- A computer, tablet/iPad, or phone that has a camera, a microphone, and Internet connection.
  - o It is highly recommended that you either use WiFi or use a desktop computer with an Ethernet connection – this will provide you with the clearest and most consistent connection to participate in a video meeting.
- The **Zoom program software** or **Zoom Cloud Meetings** app downloaded onto your device.
  - o To download the Zoom computer software for your Windows or Mac computer, please visit [this link](#).
  - o To download Zoom on your iPad or iPhone, please look up the “Zoom Cloud Meetings” app on the [App Store](#). The app icon looks like this: 
  - o To download Zoom on your Android, download the “Zoom Cloud Meetings app,” available on [Google Play](#). The app icon looks like this: 

## GETTING STARTED WITH ZOOM ON YOUR WINDOWS OR MAC COMPUTER

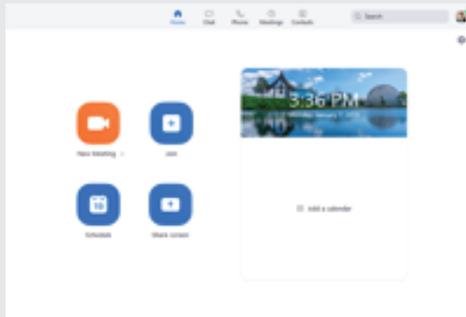
- Once you have [downloaded the Zoom software](#) onto your computer and it has finished installing, open up the Zoom program on your computer.
  - o This will take you to a page that looks like this:



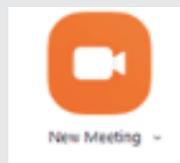
# CREATING ZOOM VIDEO MEETINGS FROM YOUR COMPUTER

(For more detailed instructions about starting a meeting immediately, see [this page](#) on Zoom's website)

- If you are the leader/organizer/administrator of your group, then you are probably the one tasked with the assignment of creating a meeting. That means you are going to “host” the meeting. **To be the meeting host, you will first need to log in to create a meeting.**
  - o To log in and create a meeting for your group, you will need to click “Sign in. To sign in to Zoom, you can do the following options:
    - Sign in using your Google account
    - Sign in using your Facebook account
    - Sign in by creating a Zoom account. To create a Zoom account, click the “Sign Up Free” button, which is located to the right of the “Sign In” heading. You can also create a Zoom account right now by clicking on [this link](#).
  - o Once you have signed in, you will be taken to the home page of the Zoom software.  
It looks like this:



- o On this home page, you can do the following things:  
You can start a new meeting for your group immediately by clicking the “New Meeting” icon, which looks like this:



## CREATING ZOOM VIDEO MEETINGS FROM YOUR COMPUTER CONTINUED

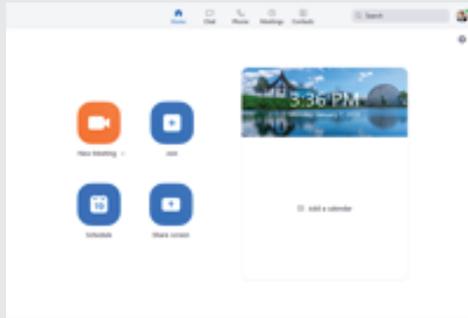
On that icon, there is a little arrow next to the word “New Meeting.” Click on that downwards arrow to immediately start a video session or to set up a video session using your Personal Meeting ID (your PMI).

- To read more about your Personal Meeting ID, read [this article](#) on Zoom’s website.

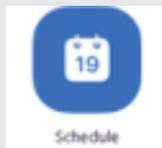
## SCHEDULING A ZOOM VIDEO MEETING FOR LATER FROM YOUR COMPUTER

(For more detailed instructions about scheduling a meeting for a future start time, see [this page](#) on Zoom’s website.)

- To schedule a meeting for later, you first need to sign in. Then, you will be taken to the home page of the Zoom software, which looks like this:



- On that home page, you will click on the “Schedule” icon, which looks like this:



- o Once you click on the icon, you will get a screen that has a lot of settings you need to establish, such as:
  - the day & start time of the meeting,
  - the duration of the meeting,
  - whether it will use video and audio,
  - and if you want to create a calendar option to add to people’s calendars.
- o Once you’ve set up all of your settings for your meeting, click the “Schedule” button at the bottom right of the page.

# SCEDULING A ZOOM VIDEO MEETING FOR LATER FROM YOUR COMPUTER CONTINUED

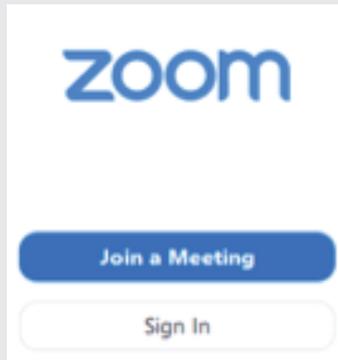
o Once you've scheduled a meeting, you will be taken to a new page titled "meeting invitation."

You can copy this invitation by clicking the button "copy invitation" at the bottom right of the page. Then, using email, text messages, or other forms of communication, you can paste the invitation and send it to the people you are inviting to participate in the meeting.

## JOINING A MEETING FROM YOUR COMPUTER

(For more detailed instructions on how to join a meeting, see [this page](#) on Zoom's website)

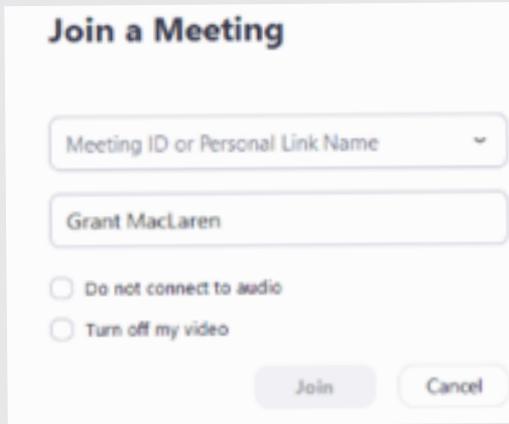
- If you are not the meeting host & you simply want to join a meeting that your leader/administrator has already set up for your group, then you will do the following:
  - o You need to have [downloaded the Zoom](#) software onto your computer first. Once it has finished installing, open up the Zoom program on your computer.
  - o This will take you to a page that looks like this:



- o On this page, you will click "Join a Meeting," which is a blue button.
- o Once you click that button, a new screen will pop up that looks like the image on the next page:

## JOINING A MEETING FROM YOUR COMPUTER CONTINUED

The image below:

A screenshot of the Zoom 'Join a Meeting' interface. At the top, the title 'Join a Meeting' is displayed in bold. Below the title is a dropdown menu labeled 'Meeting ID or Personal Link Name'. Underneath that is a text input field containing the name 'Grant MacLaren'. Below the text field are two radio button options: 'Do not connect to audio' and 'Turn off my video', both of which are currently unchecked. At the bottom right of the form are two buttons: 'Join' and 'Cancel'.

- o To find your group's meeting, you will need the ID number of the meeting.  
This is found in the invitation that your host sent you by email, text message, or whatever form of communication you use for your group. Your leader should have sent you the Meeting ID number.  
Type in the Meeting ID.
- o Then, type in the name you want to display to the other participants in the video session. Usually, this is your first and last name.
- o There are two check boxes below those text boxes. You will want to make sure that people will see you and hear you in the meeting, so make sure both of those check boxes are left unchecked.
- o Finally, click the "Join" button to join the meeting.

## GETTING STARTED WITH ZOOM ON YOUR ANDROID

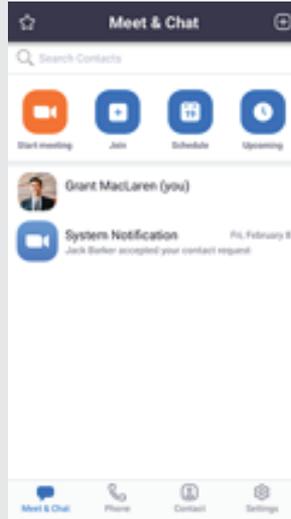
Basic Instructions on Starting Zoom Video Meetings from Your Android (For detailed instructions on how to get started with your Android, please see [this page](#) on Zoom's website.)

- First, download the Zoom Cloud Meetings app on Google Play
- Next, open the Zoom app and sign in to your account to access Zoom's features.

# GETTING STARTED WITH ZOOM ON YOUR ANDROID CONTINUED

o If you do not have a Zoom account, then you will need to click “Sign Up” at the bottom left of the screen and create an account with Zoom.

- Once you have signed in, you will be taken to the home page of Zoom, which looks like this:



- Click on the orange “Starting meeting” button on the top left of your screen to immediately begin a meeting.
  - o Once you have started a meeting, you will be taken to the video conference screen, where you will see a bar at the bottom that looks like this:

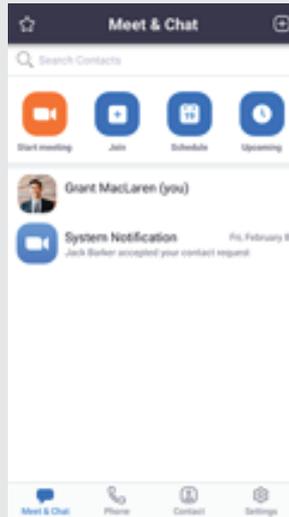


- Click on the “Participants” icon to invite people to your meeting.
- After clicking “Participants,” click the button that says “Invite” button on the bottom left of your screen. That will pull up a list of options for you to invite participants
  - o You can send an email to people, which has a link to join the Zoom meeting.
  - o You can send a text message to people, which has a link to join the Zoom meeting.
  - o You can copy the URL and then send that in an email or text message to your group members.
- Once people receive your message to join your meeting, then they can participate in your video conference call.

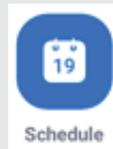
# SCHEDULING A ZOOM VIDEO MEETING FROM YOUR ANDROID

(For detailed instructions on how to schedule meetings, see [this page](#) on Zoom's website)

- First, download the Zoom Cloud Meetings app on Google Play.
- Next, open the Zoom app and sign in to your account to access Zoom's features.
  - If you do not have a Zoom account, then you will need to click "Sign Up" at the bottom left of the screen and create an account with Zoom.
- Once you have signed in, you will be taken to the home page of Zoom, which looks like this:



- Select the "Schedule" button, which is icon with the calendar button on it and looks like this:



- This will take you to a new screen, where you can set all kinds of settings for the meeting you want to schedule, including:
  - The name of the meeting (example: the name of your Bible Study or Sunday School Class)
  - The Day and Time the meeting will occur
  - If you would like this to be a recurring meeting (every Sunday at 9:30am, every Wednesday at 10:00am, etc.).

For more on recurring meetings, see [this link](#).

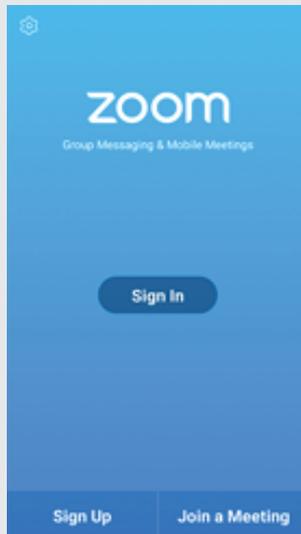
## SCHEDULING A ZOOM VIDEO MEETING FROM YOUR ANDROID CONTINUED

- Once you're done with the settings of your meeting, tap the "Done" icon to finish scheduling your meeting.
  - Once you've scheduled a meeting, you will be taken to a new page titled "meeting invitation."
  - You can copy this invitation by clicking the button "copy invitation" at the bottom right of the page.
  - Then, using your email, text messages, or other forms of communication, you can paste the invitation and send it to the people you are inviting to participate in the meeting.

## JOINING A ZOOM VIDEO MEETING FROM YOUR ANDROID

(For detailed instructions on how to join meetings, see [this page](#) on Zoom's website)

- First, download the Zoom Cloud Meetings app on Google Play.
- Next, open the Zoom app. Your screen should look like this:

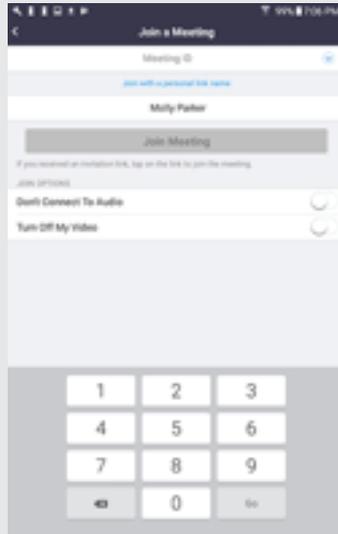


(For detailed instructions on how to join meetings, see this page on Zoom's website)

- First, download the Zoom Cloud Meetings app on Google Play.
- Next, open the Zoom app. Your screen should look like the image on the next page:

## JOINING A ZOOM VIDEO MEETING FROM YOUR ANDROID CONTINUED

- This is what the screen will look like:



- o The Meeting ID number is what was sent to you by your meeting host when they communicated the Zoom meeting information with you. To read more about Meeting ID numbers on Zoom, see [this link](#).
- Once you enter in your Meeting ID number & display name, you will want to make sure your video & audio are on for the meeting if you want to be seen & be heard.
- Finally, click the "Join" button right in the middle of the screen to enter into the Zoom meeting.

## GETTING STARTED WITH ZOOM ON YOUR IPHONE/IPAD

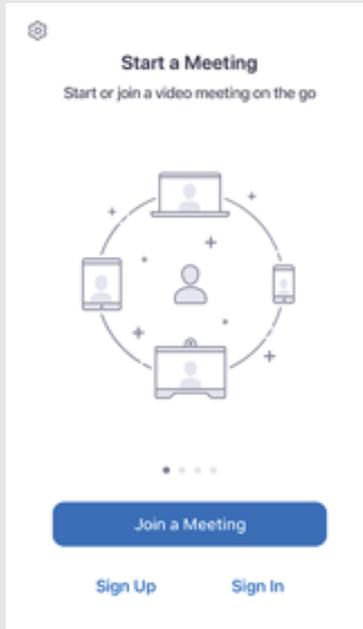
### Creating a Zoom Video Meeting on Your iPhone/iPad

(For more detailed instructions on how to create meetings with your iPhone/iPad, go to [this link](#) on Zoom's website and go to the iOS tab)

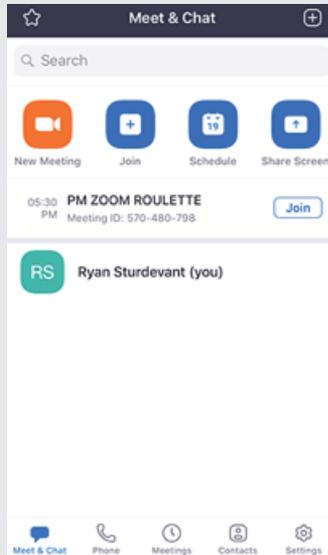
- First, download the Zoom Cloud Meetings app on the App Store.
- Next, open the Zoom app and sign in to your Zoom account. Your Screen should look like the image on the next page:

# GETTING STARTED WITH ZOOM ON YOUR IPHONE/IPAD CONTINUED

- This is what the screen will look like:



- o If you do not have a Zoom account, then you will need to sign up for one by clicking “Sign up” on the screen. Having a Zoom account allows you to create & schedule Zoom meetings for your group.
- o Once you've signed in, you will be taken to a screen that looks like this:



## GETTING STARTED WITH ZOOM ON YOUR IPHONE/IPAD CONTINUED

- Click on the “New Meeting” icon on the top left to start an instant meeting.
  - o Once you have started a meeting, you will be taken to the video conference screen, where you will see a bar at the bottom that looks like this:



- Click on the “Participants” icon to invite people to your meeting.
- After clicking “Participants,” click the button that says “Invite” button on the bottom left of your screen. That will pull up a list of options for you to invite participants to your meeting.
  - o You can send an email to people, which has a link to join your Zoom meeting.
  - o You can send a text message to people, which has a link to join your Zoom meeting.
  - o You can copy a URL and send that in an email or text message to your group members.
- Once people receive your message to join your meeting, then they can participate in your video conference call.

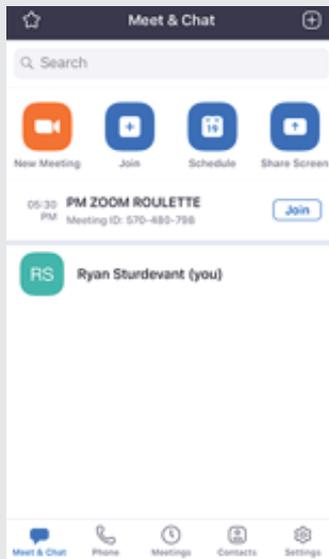
## SCHEDULING A ZOOM VIDEO MEETING FROM YOUR IPHONE/IPAD

(For detailed instructions on how to schedule meetings, see [this page](#) on Zoom's website)

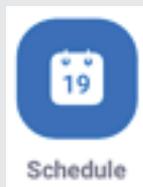
- First, download the Zoom Cloud Meetings app on the App Store.
- Next, open the Zoom app and sign in to your account to access Zoom's features.
  - o If you do not have a Zoom account, then you will need to click “Sign Up” at the bottom left of the screen and create an account with Zoom.
- Once you have signed in, you will be taken to the home page of Zoom, which looks like the image on the next page:

# GETTING STARTED WITH ZOOM ON YOUR IPHONE/IPAD CONTINUED

- This is what the image will look like:



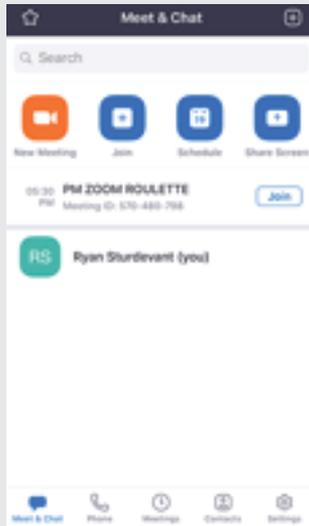
- Click the "Schedule" icon, which looks like this:



- This will take you to a new screen, where you can set all kinds of settings for the meeting you want to schedule, including:
  - o The name of the meeting (example: the name of your Bible Study or Sunday School Class)
  - o The Day and Time the meeting will occur
  - o If you would like this to be a recurring meeting (every Sunday at 9:30am, every Wednesday at 10:00am, etc.).  
For more on recurring meetings, see [this link](#).
- Once you're done with the settings of your meeting, tap the "Done" icon on the top right of the page to finish scheduling your meeting.
- This will take you back to the home screen, which look like the image on the next page:

## GETTING STARTED WITH ZOOM ON YOUR IPHONE/IPAD CONTINUED

- This is what the image will look like:



- To invite people to attend your scheduled Zoom meeting, first click on the "Meetings" icon on the bottom of your screen.
- You will be taken to a list of your scheduled meetings. Click on the meeting you want to invite people to.
  - o This will pull up an info page giving details of your meeting.
- At the bottom of this info page, click the "add Invitees" button.
  - o This will pull up a list from the bottom of your screen, which allows you to invite people in the following ways:
    - Send an email to your invitees
    - Send a text message to your invitees.
    - Copy the URL for the meeting. You can then paste this URL into emails, Facebook messages, or however you communicate with your people.

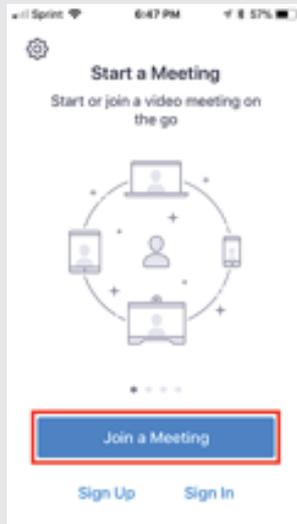
## JOINING A ZOOM VIDEO MEETING FROM YOUR IPHONE/IPAD

(For detailed instructions on how to join meetings, see [this page](#) on Zoom's website)

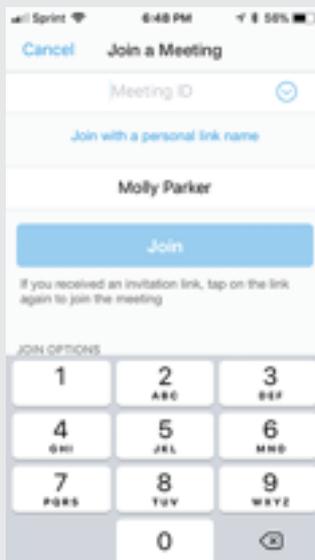
- First, download the Zoom Cloud Meetings app on the App Store.
- Next, open the Zoom app. Once it's open, it should show you this screen on the next page:

# JOINING A ZOOM VIDEO MEETING ON YOUR IPHONE/IPAD CONTINUED

- This is what the image will look like:



- Click the "Join a Meeting" button.
  - o Note that you do not need to have a Zoom account to join a meeting. You only need a Zoom account if you are creating a meeting or scheduling a meeting for later. Then, enter in the meeting ID number and your display name for the meeting. The screen will look like this:



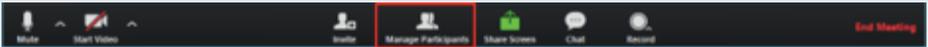
## JOINING A ZOOM VIDEO MEETING ON YOUR IPHONE/IPAD CONTINUED

- The Meeting ID number is what was sent to you by your meeting host when they communicated the Zoom meeting information with you. To read more about Meeting ID numbers on Zoom, see [this link](#).
- Once you enter in your Meeting ID number & display name, you will want to make sure your video & audio are on for the meeting if you want to be seen & be heard.
- Finally, click the “Join” button right in the middle of the screen to enter into the Zoom meeting.

## HELPFUL TIPS FOR HAVING GOOD ZOOM MEETINGS

### *Helpful Audio Tips:*

- While in a Zoom meeting with other participants, make sure you keep your microphone muted unless you have something to share with the entire group. Otherwise, the audio from your side will disrupt the meeting flow.
  - o If you're using a computer, look at the bottom of the video conference screen, where will see these options:



- o On the far left, you will see an icon of a microphone with the word “mute” underneath it.
- o Click on the icon to mute yourself. Then, click the icon again to unmute yourself.
- On your iPhone/iPad, the “mute” icon is on the bottom left of your screen. Click on that button to either mute or unmute yourself.

### *Helpful Viewing Tips:*

- To see all of the people in your group at the same time, you will want to have your video set on “gallery view.”
  - o At the top right corner of your screen, click the button that says “Gallery view” – this will show everyone’s screens, side-by-side.
  - o If it’s set on “Active Speaker view,” then you will only see the person who is currently speaking.
- For frequently asked questions about using Zoom, see [this link](#) from Zoom’s website.