ZOOM Conference Call Quick Start Guide

Please note that there are subtle differences between computers, tablets and phones as well as Apple and Android products. You may occasionally have to look around the screen for a button that was placed in a different spot. Most important . . . . YOU CAN DO THIS!

Step 1 - Download And Install The Software (First Time Users Only)

You do not need to create a Zoom account. You just need to install the software on your device.
Hint: Do this before your first call.

> For Computers
>> https://zoom.us/download

> For Smartphones/Tablets
>> Apple: https://apps.apple.com/us/app/id546505307
>>
>> Android: https://play.google.com/store/apps/details?id=us.zoom.videomeetings

Step 2 - Join The Call By Clicking The Invitation Link

At Kol Ami we usually send the link in a congregational email and also put it on our home page www.nykolami.org. In a smaller group you might just get your link in a personal email from the host. *This is a sample of an invitation link:* https://SAMPLE LINKweb.zoom.us/j/989874822

Step 3 - Permission Time

Note to first timers: Your device will ask permission to allow Zoom to access your Camera and Microphone. You need to choose **OK/Allow/Yes** or whatever affirmative choice you are given. Allowing Zoom to send reminders is optional.

Note to everyone: There can be variation in wording and the order depending upon your device type. Below are the answers you will need for whichever questions arise.

- **Enter Meeting Password** If required it will have come with your invitation.
- **Do you want to allow this page to open Zoom Allow**
- **Join with video Allow**
- **How do you want to join the audio conference Join with computer audio / internet audio**

Step 4 - You're On The Call, What Now?

The person talking will automatically show up on screen. For this reason it is important to remember to hit the **MUTE** button at the bottom if you want to talk to anyone else in your room and you don't want the group to hear it.

Use the **CHAT** feature to type messages to the group. This is a useful way to share information such as emails and questions to the moderator. When you press the **CHAT** button a white box opens and at the bottom of that box you can type your comments.

On the computer or tablet If screen is too small, move your cursor over the screen and in the upper right hand corner a box will appear. **Click the box** and the screen gets bigger.

To see pictures of everyone on the call, click on the **GRID** option. On a computer it is in the upper right corner and on a tablet it is in the upper left corner. This view shows 9 people at once. Swipe right to see the next group.

When you are done click **END MEETING**

Sample button bar. It's at the bottom on a computer, the top on a tablet and on a phone you tap the screen and it's split between the top and bottom.