North Carolina Synod

Directions for accessing Zoom online meetings via computer, tablet or smart phone

METHOD #1 (*Preferred*)

Step 1. Access the full ***Zoom link*** for the meeting from your computer or device. This exceptionally long string contains the Zoom URL and the meeting ID. All you need to do is **click** on the link, and your default internet browser will be launched, taking you to the Zoom meeting**.**

As an alternative, you could **COPY** the long Zoom meeting string (rather than clicking on it), open your internet browser and **PASTE** the string into the browser's URL field. One of our meeting URL addresses is listed below.

NOTE: **CTRL-C** is the keyboard shortcut for copying text/images that you've selected
CTRL-V is the keyboard shortcut for pasting something that you've copied.

Our May 24th URL for Zoom Worship Link:

https://zoom.us/j/97023149810

METHOD #2

If you have already installed Zoom on your smart device (i.e., computer, tablet, smart phone), and you don't have the long meeting URL handy to copy and paste into your browser, then you could use the following steps:

Step 1: **Open an internet browser** (Example: Chrome, Edge, FireFox.)
NOTE: Internet Explorer does not work well with the Zoom tool.

Step 2: In the browser, enter URL to access Zoom:
http://zoom/us   and press **ENTER** key

Step 3: Click "**Join a Meeting**" (usually at top right of window).You will be prompted to enter the **MEETING ID**.
These are always sent along with the Zoom meeting invitations.

-- over --

ACTIONS Available to You

When you enter the Zoom session, you may be prompted to indicate whether or not you want to use the audio capabilities of your smart device. **Recommendation**: Use those built-in settings.

Look for the **Zoom toolbar** at either the top or bottom of your screen (usually on bottom for computers, but on top for iPads). This is where you will find the Mute/Unmute, Start/Stop Video, and other tools.
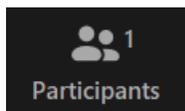
PARTICIPANTS: To see the list of Participants in the meeting, click on the **Participants** button in the toolbar. A window will open on your device, showing everyone that is attending the meeting.

CHANGING HOW YOUR NAME IS DISPLAYED: In the Participants list, look for your name. If two or more in your household are attending the Zoom session, you might want to use the **RENAME** function.
(**Example**: changing screen name "*Barbara's iPad*" to "*Barbara and Edwin Belon*".
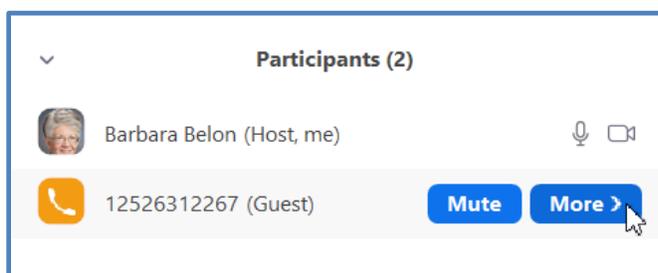
Move your mouse over your name. Look to the right, and you will see a "**MORE**" button. Click the button and look for the **RENAME** choice. When you click **RENAME**, another small window will open where you can change how your name is displayed.
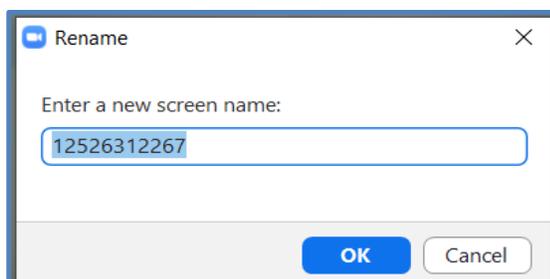
This is where you enter your screen name

←

All those on the call will be able to see your name.

VOTING: At the bottom of the **Participants List** are a set of non-verbal actions. One of those is a blue hand.

If you click on that icon, a blue hand will appear next to your name in the Participants List. Because so many people will be on these Zoom sessions, raising your hand will help identify who has a question that they would like to ask. This is particularly useful when everyone's audio has been *muted by the Host.*
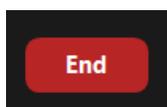
EXITING THE SESSION: Look for the **END**, **LEAVE** or **EXIT MEETING** clickable button, typically found at the bottom-right of your screen.

North Carolina Synod

Directions for accessing Zoom online meeting via house phone

1. Dial **1-646-876-9923**

2. When prompted for the **MEETING ID**, enter **the MEETING ID number posted online at nclutheran.org/covid19,** followed by **#** (the pound sign)

   NOTE: The spaces between the numbers are only for ease of viewing; only numbers should be entered.

3. If prompted for a participant ID, just press **#**

You will then be entered into the Zoom meeting space.

You will be able to hear all the other participants, but not see them.

ACTIONS Available to You

While on the call, you can press ***6** (star-6) to **MUTE** your call; If you press ***6** again, you will **UNMUTE** your call.   The MUTE and UNMUTE can also be handled by your "Host" (person who is managing the Zoom call)

While on the call, you can press ***9** (star-9) to *get the attention of the Host* (call manager).   A blue hand icon shows up on the Host's "Participant's Console", indicating a "*raised hand*", as seen at left.

<mark>IMPORTANT:</mark> For the congregational meeting on **May 10th**, (7:00 pm Zoom session), we will use the *raised hand* action (***9**) to record your vote on an issue.

Also, since only your phone number will display on the Participant's Console", the Host (Barbara Belon) will need to ask you to identify yourself. She will then replace your displayed phone number with your name. That will help us verify that we have a quorum and will assist in recording your vote correctly.

To Exit the Meeting: All you need to do is hang up.