

## Instructions to join a Zoom conference

### Step #1 - Get access to Zoom

- Go to <https://zoom.us/>.
- In the upper right corner is a blue box that says, "Sign Up, It's Free." Click on that box.
- It will ask you to provide your email and then will send you an email. You must confirm your interest in using Zoom by responding to the email.
- You now have access to Zoom!

### Step #2 - Receive an invitation to a Zoom conference

- Presbytery staff will send you an invitation to a Zoom conference.
- Embedded in the email message will be a link that connects to your device (e.g. Android, Apple, PC, etc.).
- At the appointed date and time, click on the link that corresponds to your device.
- You are now active in the Zoom conference!

### Step #3 - Audio and Video

- The Zoom conference will populate your computer screen.
- To ensure video: if you don't see video, move your cursor to the bottom left of the screen. There is a camera icon. If the camera icon has a red line through it, click on the icon to get video.
- To ensure audio: if others can't hear you, move your cursor to the bottom left of the screen. There is a microphone icon. If the microphone icon has a red line through it, click on icon to get audio.
- To ensure audio part II: at times we may use Zoom for the video AND ask people to call into the teleconference number to gain better audio. We will clarify this in the email, if this is the plan.

### Step #4 - Videoconferencing Ettiquette

- Please mute your audio when not speaking to avoid feedback.
- Please sit with your computer between you and lights/windows as much as possible to avoid backlighting which will make you very hard to see.
- If you use the chat option, and it is set for "Everyone," we can all see what you write so don't be snarky with the chat option ;-)