Create ZOOM Account for Computer Users (iPad and iPhone below)

1. https://zoom.us

2. Look for this button in top right corner   **SIGN UP, IT'S FREE**

3. Sign up with your work email, google or email. Whatever your preference.

4. Go to your email to accept confirmation >   **Activate Account**

   -Proceed to set up account —>
   -to stay autonomous, use first
   initial for last name
   **write down your email and
   password

   Welcome to Zoom

   Hi, dhora.anna@gmail.com. Your account has been successfully created. Please list your name and create a password to continue.

   First Name

   Last Name

   Password

   Confirm Password

   By signing up, I agree to the Privacy Policy and Terms a Service.

   Continue

5. Skip the step "Invite your colleagues", press >   skip this step

6. Skip the step "Start test meeting", press >   Go to My Account

To Download ZOOM App on Computer

1. Go to zoom.us and scroll to the very bottom of the page. You will see a list of various links.

   Click "download" at the top of the second list >   Download

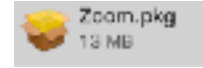2. Choose the first option "Zoom Client for Meetings" , and press download >   Download

3. Click allow > Allow

4. Click your downloads folder in the top right corner >

5. Double click the package labeled "ZOOM" and follow the steps

    -Hit continue and proceed to sign in with the email and password you created

    -You will come to a window that looks like this

    -Congrats you did it!

To Join the Meeting

1. Login to your account

2. Hit Join >

3. Type in the meeting ID for Monday Night Vestavia **378-289-163**

    -Make sure "Don't connect to audio" and "Turn off video" are unchecked. They should already be

4. You will see yourself on video.. this does not mean you are in the meeting

    -You must hit

5. Press >

-Congrats! You are in the meeting

Helpful Reminders for Computer Users

1. The unmute button is in the bottom left corner >

-If you don't see it, move your mouse around and the bar at the bottom will appear. It disappears when not in use.

2. To speak in the meeting, we will use the Raise Hand option.

-Press Participants in the lower bar >
This will bring up a side bar on your right. Press >   Raise Hand
When you have shared, press >   Lower Hand

iPhone and iPad Users Download App

1. Go to the app store >
   -Search ZOOM
   -Tap **GET**
   -Follow the steps to download
   -When the download is complete, hit **OPEN**

iPhone and iPad Users Create an Account

1. Set up a free account (most people choose this)
   -Press **Sign Up**
   -Type in email, first name, and last initial and agree to the Terms
   -Hit **Sign Up**
   -Confirm your new account in your email..press **Activate Account**
   -Choose your password (write this down). Press **Continue**
   -Press **Save Password**
   -Press **Skip this step**
   -Press **Go to My Account**
   -Press **OPEN** in the top right corner. This will switch you to the app.

iPhone and iPad Users Meeting Drop In (if you don't want to create an account)

1. Drop in on the meeting instantly with **Join A Meeting**

 -Type in the Meeting ID and (optional) password

 -Hit **Join With Video**

 -Allow to use Microphone

 -Call using Internet Audio

 -You are in.

2. Proceed to **Sign In** with your new account

 -Follow the "Join a Meeting" steps above. They are very similar. You will "**Call using Internet Audio**" instead of "Join with Computer Audio"

Congrats! You are in the meeting.

Helpful Reminders for iPhone Users

1. To "unmute" or "raise hand" tap the screen

 -The "**unmute**" button is in the bottom left corner

 -To "raise hand", press "**more**" in the bottom right corner. A menu will pop up, press "**raise hand**"

2. Swiping to the right will make you invisible and muted to others. Swiping to the left will allow you to see a thumbnail of others in the meeting.

Helpful Reminders for iPad Users

1. To "unmute" or "raise hand" tap the screen

 -The "**unmute**" button is in the top drop down bar

 -To "raise hand", press "**more**" in the top right corner. A menu will pop up, press "**raise hand**"

2. If you would like to see everyone, tap the screen, and press "**Switch to Gallery View**" in the upper left corner

Lastly

Our meetings will precede at on Monday nights at 8 pm as usual. After the topic is presented, if you want to share, press "raise your hand". The host will select people in the order that they "raised their hands". Everyone will be muted until the host select you.

Stay safe ❤️

See you soon (virtually).