

How to use Zoom Conference Call

Before using Zoom:

- Ensure you have a functional web cam connected to your computer/ that you have a self facing camera on a smart phone or tablet.
- Ensure you have established an internet connection.
- Ensure that your smart phone / tablet / computer has sufficient battery for pre longed use.

Downloading Zoom:

1. Load up the internet and type in the search bar: **www.zoom.us** or download the ZOOM app from the app / play store on your smart device.
2. You should be taken to the home page of Zoom conference call website.
3. You should be given the option to 'enter a work email to sign up for free'
4. Depending on the device you are using, zoom may ask you to download the software on to your computer / tablet. Please be assured this is a free programme that does not cost unless you choose to take a premium membership out.
5. Once you have entered your email and selected a password, you should receive a confirmation email to your account. Once you have clicked the link in the email you will be able to start using zoom to attend conference calls.

Attending a conference call:

1. A conference call will be set up by a 'Host' (Usually will be Emily James, Deacon Jon Miller, Rev Flis Randall) Once the meeting has been scheduled you will be sent a link and / or a meeting ID via email.
2. You can either click on the link to take you directly to the conference call at the scheduled time or, you can sign in to Zoom and click join a conference, you will then be asked to enter the meeting ID.
3. Once have you done this you should be entered into the meeting, you may need to give permission when asked to use your devices camera and built in audio.

Hosting a conference call:

1. Sign into your Zoom account.
2. In the options (displayed as 3 horizontal lines) / displayed across the top of the screen you should find a 'schedule a meeting' option.
3. You will be asked to enter a "Topic", "Description", "When (date in American format and time)", "Duration (for free accounts this is a maximum of 40 minutes)", "Time zone" and some other options for the call inc video being optional etc.
4. Once you have set up the information Save the meeting and you will be given the option to copy the conference invite.
5. Paste the invite into an email and distribute to the desired people.

If you require any further help with this please do not hesitate to contact:
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