

## All Souls Zoom Public Meeting Space Instructions

Greetings. These notes are to aid in your participation in Zoom web meetings / conference calls as we as a church navigate the COVID-19 crisis. If you're interested, in general, as to what Zoom as a technology does, the website is here:

<https://zoom.us/home?zcid=2478>

All Souls large group gatherings (Sunday worship, Compline evening prayers each weeknight at 7 p.m., and other group meetings we will offer) will be live via Zoom, using the Zoom Meeting Room function. This is a virtual "room" that people can enter whenever the host (more on that below) has it "open".

On Sundays, **as much as possible, watch together on larger screens around shared devices.** Our Zoom capacity has limits, so minimizing the number of devices connected will create space for everyone.

### How to Get to Our Public Meeting Space

Here are step-by-step instructions for how find your way to our public meeting space. And you know what's great? No trouble finding parking.

To make things easier, you can take a minute or two now and install Zoom via Zoom.com or by downloading the Zoom app on your phone. And **please arrive 5-10 minutes early to have everything connected so that we can start on time.**

[1] You will use this link for our public meeting space: <https://zoom.us/j/7682377062>

[2] The link will take you to the Zoom site, where you will be asked to download the "client" (a bit of software that lives on your computer and which engages Zoom) or the app (if using your phone). This is something you should only have to do once. Depending on the type computer you have, this should run like a program or app on your computer—and on your phone, it will function like any other app.

[3] This link will direct you to the meeting room. (You should not have to enter the meeting ID number manually, but if it ever asks you for it, here it is: 768 237 7062) **This will be the same link / Meeting ID for all group meetings, so you should only have to remember this one.**

If you do not have access to a computer or merely want to listen in via conference call (though, if you have the capability, you will likely feel more present by using the Zoom app on your computer or phone), you may use these instructions to dial in with your phone using one of the phone numbers listed below and, when requested, entering the following Meeting ID: 768 237 7062:

+1 312 626 6799 US	+1 929 205 6099 US	+1 346 248 7799 US
+1 669 900 6833 US	+1 253 215 8782 US	+1 301 715 8592 US

## What to Do Once You Arrive in Our Meeting Space

When you join the meeting room, you will be asked whether you want to use audio through your computer/app or through a separate phone number. The first is easier to use but can sometimes be problematic. You will be given an option to test your microphone and speakers. (Do this.) You may have to go into your computer's settings to make sure its mic is on and that the speakers are active. (Usually, when there's a problem, it's because of something silly like accidentally muting the speakers! There can also be weird feedback that occurs -- if you have another speaker or phone or some other thing with a magnet in it is close by.)

**For certain gatherings, like Sunday worship, all participants other than those leading that day will be automatically muted.** Otherwise, there will be all kinds of feedback and technical issues. But **please use the chat function to communicate.**

If you choose to call in -- via a separate phone number -- then this is like a regular conference call. You'll dial one of the many numbers that are given as options on the invitation, and then enter the Meeting ID. Press # to enter.

Also, when you're joining the meeting, you'll be given the option to enter with your video off (i.e., to not be visible). Select as you wish.

Once you are in the meeting, you'll see a range of controls, mostly at the BOTTOM of the screen. These are relatively intuitive -- just hover over them to see what options they pull up. Key things are:

- There is a host or hosts who manage the meeting. They basically manage the meeting and have ultimate say over who can speak. (They can also remove people from meetings.)
- You can mute yourself and hide your video). Once the meeting gets going, the host will likely mute the audio for everyone except for the leaders of the meeting.
- The Participants button shows everyone that is participating in the conference.
- The Share button allows people to share what's on their screen. This will likely only ever be used by one of the leaders of the meeting.
- The Chat button is very helpful. It will allow you to send a message to the entire group or to send a private message to someone in particular.
- At the UPPER RIGHT of the screen you'll see an option to be in Speaker view versus Gallery view. Mostly, you'll want to be in the first. This lets you "follow" whomever is speaking at the moment which will normally be one of the leaders. (The Gallery view shows everyone participating.)
- There may be other selections available, but these are the key ones for our purposes.

There is also a selection to Leave the meeting, which you can do at any point.

We will have an All Souls host in the chat room. **If you have technical questions, please message the All Souls host directly and they will assist.**

Further tutorials are available here:

[https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?\\_ga=2.187288941.452116098.1584446498-1208487356.1584446498](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.187288941.452116098.1584446498-1208487356.1584446498)