

# Zoom User Guide

You will receive an invitation in an email, find it on the website, or on the Concord Church of Christ FaceBook page. The invitation will look similar to this:

Meeting Invitation

Adam Jones is inviting you to a scheduled Zoom meeting.

Topic: Meeting Demo  
Time: Mar 25, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://us04web.zoom.us/j/6741417022>

Meeting ID: 674 141 7022

One tap mobile  
+13126266799,,6741417022# US (Chicago)  
+19292056099,,6741417022# US (New York)

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 252 215 8782 US

This link will be unique for each meeting.

Click the link for access from your computer, iPad, tablet, smartphone

Dial this number from your home phone or cellphone

Your family can access the Zoom meeting with your SMARTPHONE, TABLET, COMPUTER, or PHONE – HOME or CELL.

You may “click” on the link to join or dial the number on your phone to access.

This screen will pop up.

Open zoom.us?  
https://zoom.us wants to open this application.

Cancel Open zoom.us

Click here to open Zoom and Join the meeting

Launching...

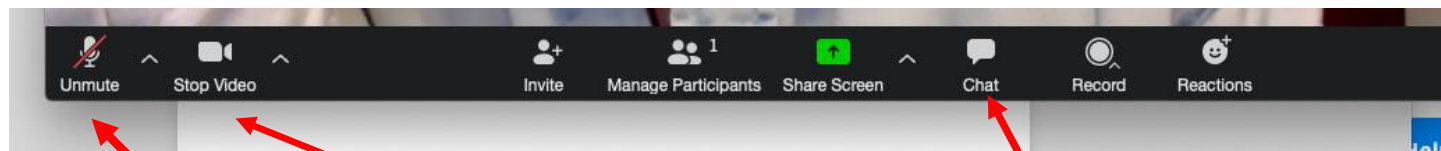
Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

Zoom will launch. Your screen should then change and you will enter the meeting room.

## Operations within the Meeting

Once in the room. Your computer will be muted automatically. To unmute, use the microphone icon. To activate or deactivate your camera, click the “stop video” icon. This bar will “pop up” if you move your mouse/cursor on the computer screen or touch your screen on your “touch screen” device.



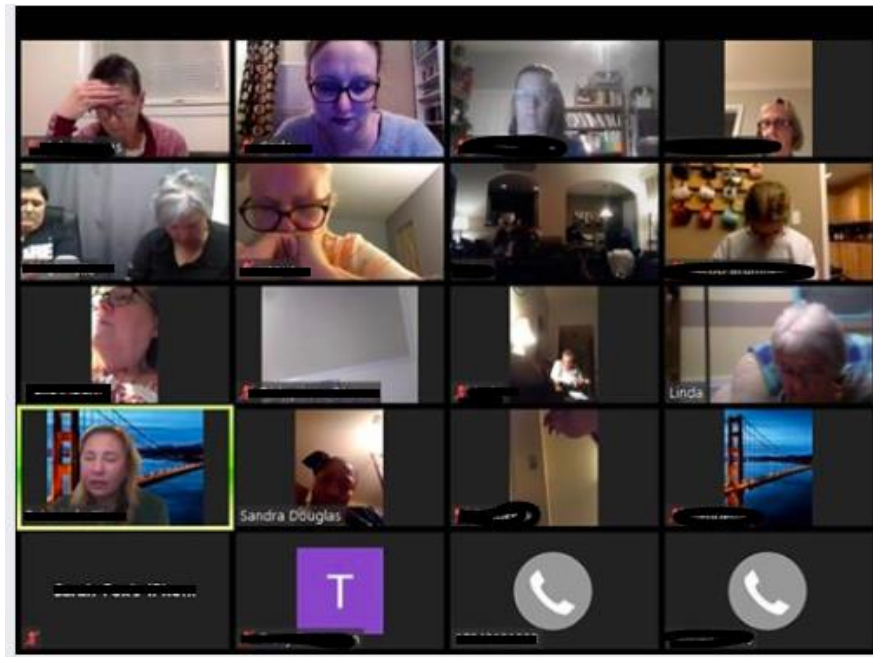
Mute/Unmute

Activate/Deactivate Camera

Chat will allow you to type in the chat box on the right side of your screen to ask or answer questions.

## Displaying participants in Gallery View

To see more participants on your computer screen such as this:



Click “Gallery View or the 9-square symbol in the upper right corner of the screen. IF there are more than 25, you can “click” the arrow to see the next page.

For tablets, iPads, SmartPhones: You can “swipe” to see other participants.