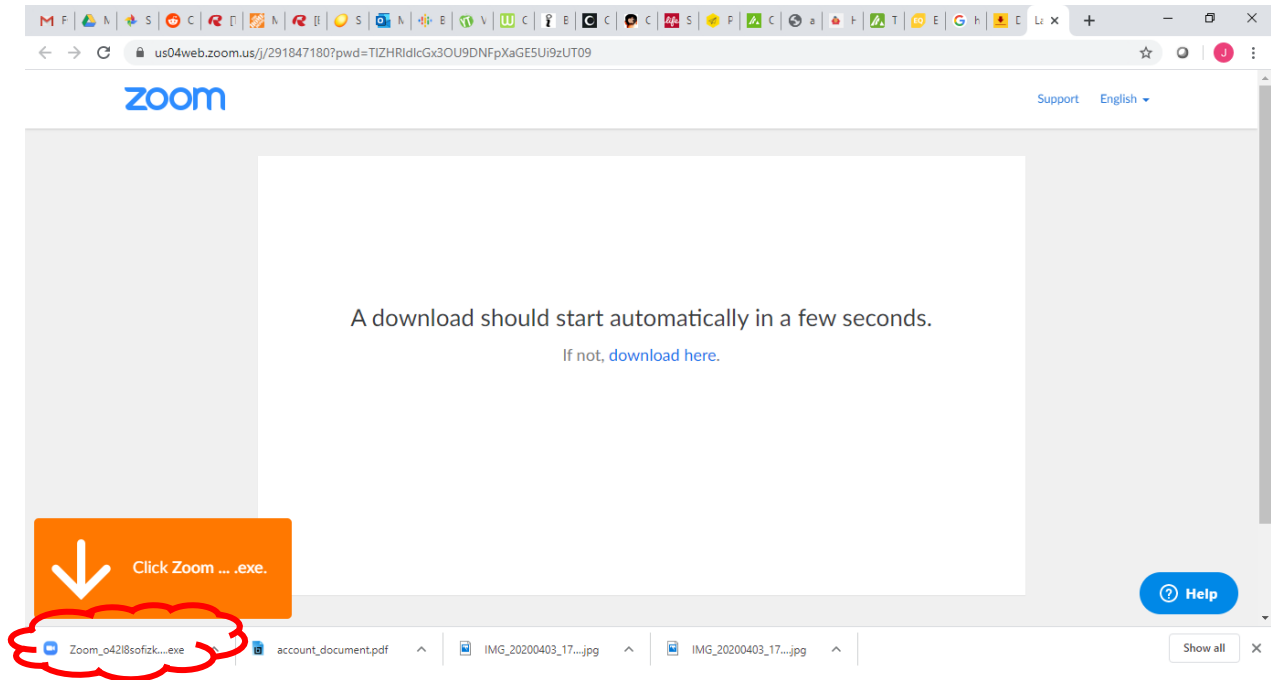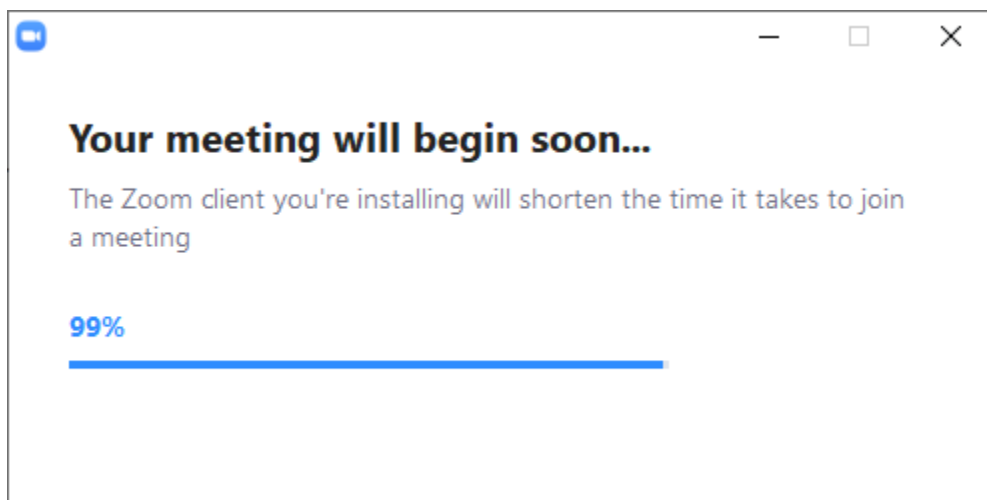**Installing and Joining a Zoom Meeting from a Computer or Laptop Computer**
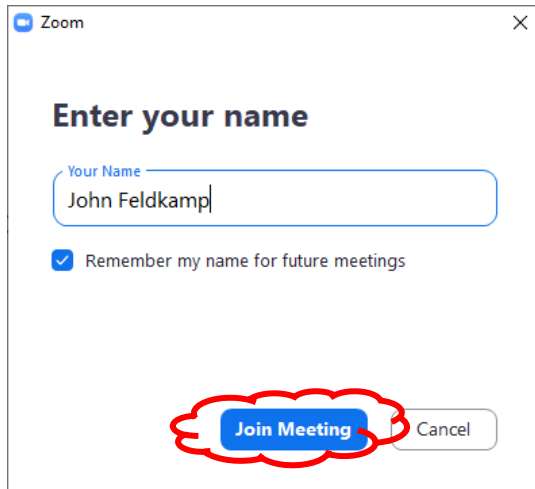
You will receive an email from the Prayer Chain with a website link that you can click to join the meeting. When you click on this link it will start downloading the Zoom application on your computer, tablet or phone. If you are using a computer you will notice that it opens up the following website (shown below) and there will be an orange box pointing to the file that you need to click to continue the installation. (Don't click the orange box, click the little blue and white icon bubbled in red below).
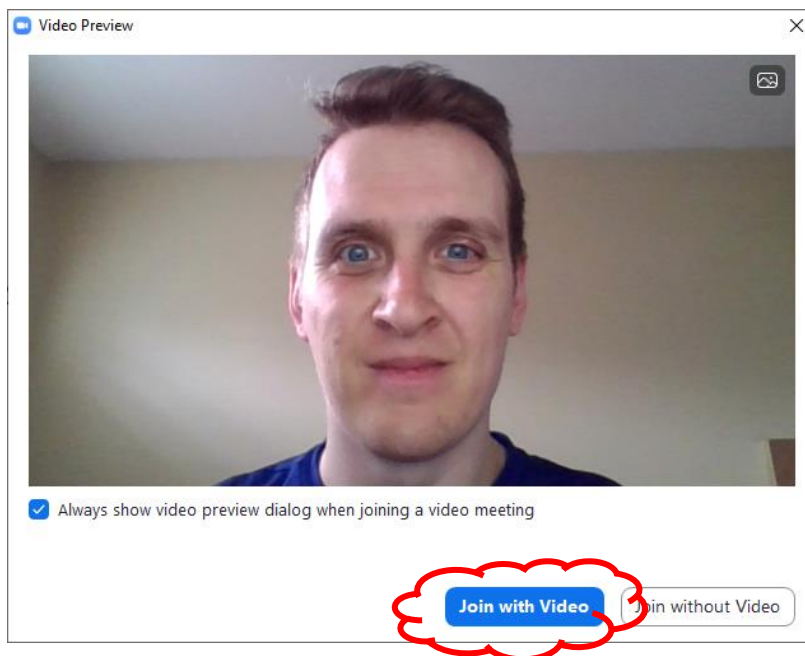

Once you click on that icon it will start to download the Zoom application and you will see the following box appear. Wait for this to complete. **(Reminder: this is for those using a computer or laptop computer. Cell phone or tablet/ipad will be slightly different).**
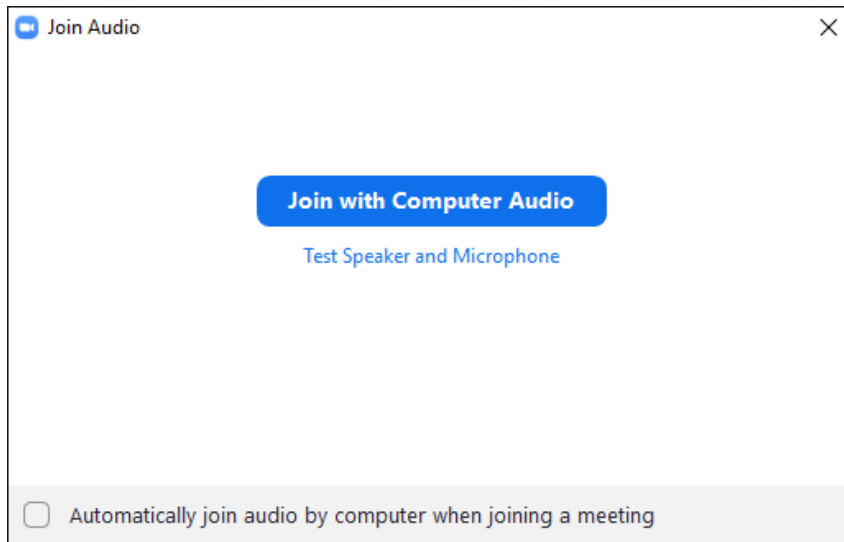

Once the application is finished installing you will be asked to enter your name. Please do so and then click the blue "Join Meeting" button.
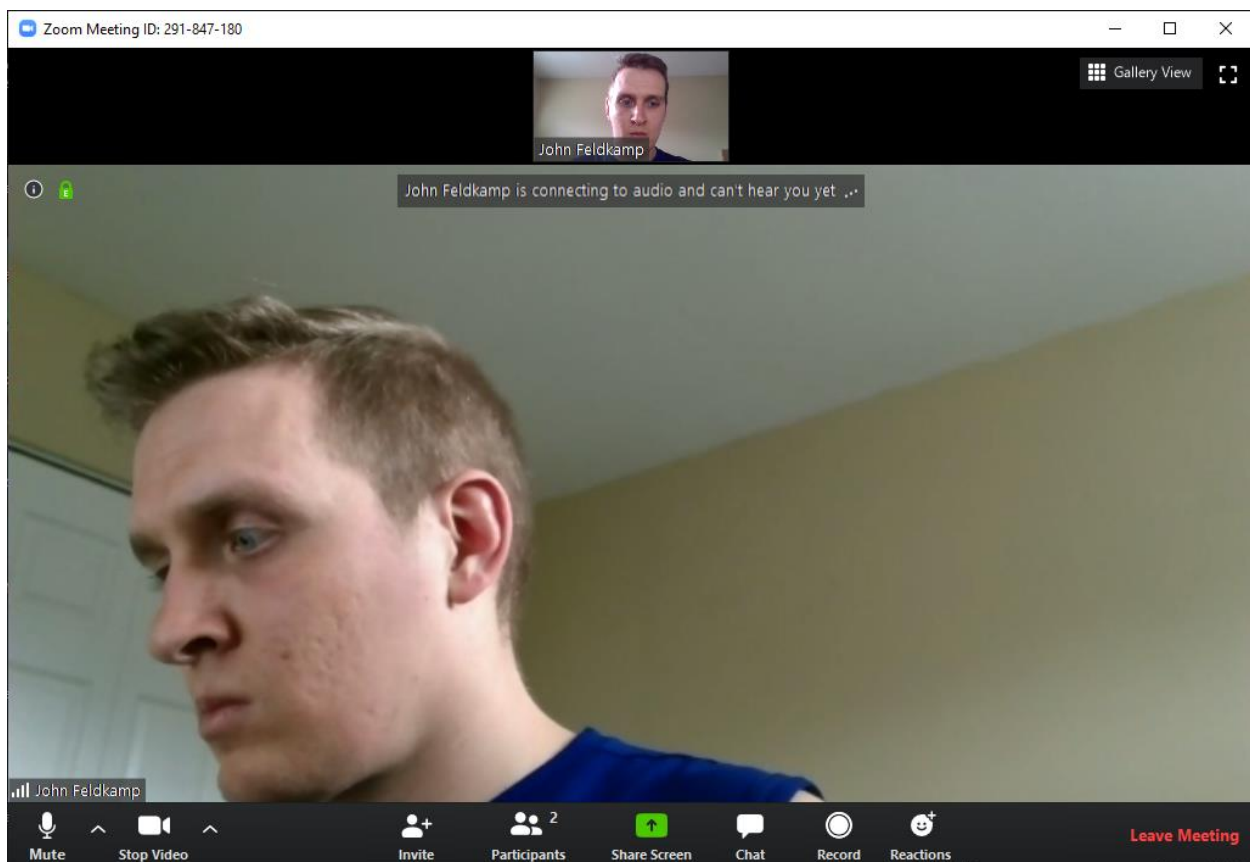
Provided the device you are using has a camera built in (most laptop computers do have this), you will be greeted by your face (or whatever the camera is facing at that time). If you are relatively happy with what you see click on the blue **"Join with Video"** button. If you do not wish to be seen, you can click the white **"Join without Video"** button.

You will then be met with the following screen, and I would recommend clicking the blue **"Join with Computer Audio"** button. This assumes your computer or laptop computer has a built-in microphone. If this is not the case, we will not be able to hear you. If you are not sure if your device has a built-in microphone you can click where it says **"Test Speaker and Microphone".**

If all has gone well you will be brought into the meeting where you can see others and yourself. (The screenshot below highlights some of the important buttons on the meeting screen you may need to use:

From left to right across the bottom:

Mute: click this button if you wish to mute your microphone so that no one else can hear what you are saying. Click it again to un-mute yourself.

Stop Video: click this button if you wish to turn off your camera. Click it again to turn on your camera again.

Invite: you will not need to use this button.

Participants: Clicking this button will bring up a list on the left side of your screen showing everyone who is part of the meeting. Click it again to make that list go away.
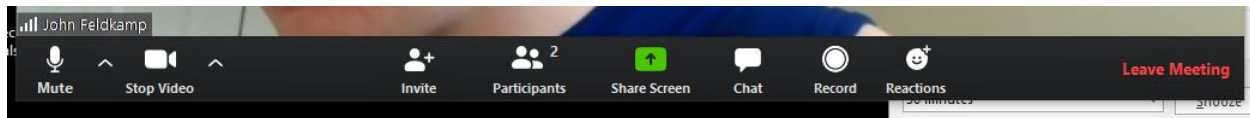
Share Screen: you will not need to use this button.

Chat: Clicking this button will bring up a white area on the left side of the screen that allows you to type things to everyone else in the meeting. By default, anything you type will be visible to everyone in the meeting. Click this button again to hide the chat window if you do not wish to have it open.

Record: you will not need to use this button.

Reactions: you will not need to use this button.

Leave Meeting: click this if you wish to leave the meeting.

If during the meeting you are having difficulty hearing others, or your own audio and video is not working we will try and troubleshoot these issues with you directly.

If you click on the little arrows next to the "Mute" and "Stop Video" button near the bottom left of the meeting screen you will have some options for choosing different audio and video sources. Everyone's situation will be slightly different, and we will do our best to get everyone connected.

We understand that this is new for many and will be challenging for some. We hope that as many of you as possible can get connected and see each other using this program.