

About using Zoom for church gatherings.

So that we during this time we may begin meeting online through live video conferencing, we invite all parishioners to [download and install Zoom software on as many electronic devices—smartphone, tablet, or computer—as you wish to use for this purpose.](#)

Think of a Zoom meeting like a meeting room at the church. The room is always there and different groups meet in the same room at scheduled times. Soon we will send email invitations containing web links to participate in a variety gathering opportunities for formation, prayer, and other ideas as they develop.

Here are some instruction to help you install the software and get ready for your first Zoom meeting. Most of the time the installation is very easy, but if after trying you do need help please [email Maddy Elledge](#), our Communications Director. She will schedule a phone call to help you.

Zoom Meeting Basics for installing and joining a meeting:

ON COMPUTERS:

If it is your first time to Zoom, when you click on the link [\[https://zoom.us/support/download\]](https://zoom.us/support/download), [it should start downloading the software you need. Say "Yes" to give it permission to download the software. If it doesn't start downloading within a few minutes, there should be a link that says click here. Be patient though because it takes a few seconds sometimes to start.](#)

ON MOBILE DEVICES:

If this is your first time with Zoom, install the Zoom app [\[https://zoom.us/support/download\]](https://zoom.us/support/download) [on your device. If you've already installed the app, then when you click the meeting invitation link emailed to you, your app should automatically open.](#) If it doesn't, you can open the app and manually enter the meeting ID# and password provided in the invitation.

TO JOIN A SCHEDULED MEETING:

Click the invitation link emailed to you. When prompted click "Open Zoom". Type your name when prompted so we know who is participating. Click "Join the Meeting". Be sure to join with video. If you do not have video capability, just join with audio. It's also an option to phone in for audio from the number provided in the email invitation. Once in the meeting, click "Gallery View" (located top right of window) and be sure to mute yourself (located in bottom left of window) when you are not speaking. To end, click "Leave Meeting" located in the bottom right of the window.

PLEASE NOTE: WHEN JOINING A MEETING,

When joining a meeting you will get a blank screen with a message, "Please wait for the host to begin this meeting." The zoom meeting is not available until the designated time.