

TIPS ON USING ZOOM

St. Mary's is using Zoom as a way to stay connected during this time of separation. And remember, communication is 70% body language so seeing each other is a big help! Here are a few tips on using Zoom, based on your need.

To Join a Zoom Meeting

- You will receive an email invitation from the meeting leader which includes a link. Click on the link and a screen will pop up that says "join a meeting". You will be asked to download Zoom and then you are in. It's that easy.
- Before joining your first meeting go to Zoom.com/Resources and watch the video tutorial on "how to join a meeting" and "configuring your audio & video".
- There is an option to "join a test meeting" so you can practice before your first event.
- You can join on a mobile device or laptop. You just need a camera on the device so others can see you. But if you don't have one, you can still join the meeting.
- "Join with computer audio" is generally fine. You don't need to dial in via telephone too.

To Host a Zoom Meeting

- Set up a free subscription to Zoom. Go to Zoom.us or download from the App Store.
- The free platform is sufficient for check in calls and brief meetings. There is no limit to the number of people you can invite, but the maximum length of time is 40 minutes.
- St. Mary's has a subscription that supports longer meetings (like Vestry, Wardens, and committee meetings). Ashley will schedule it for you and send you the invitation by email so you can forward it to the invitees. Calls cannot be hosted simultaneously so she needs to manage the scheduling.
- As the host, you receive a login ID and password. The event doesn't begin until you login.
- Go to Zoom.com/Resources for video tutorials on how to host a meeting, how to share your screen in a meeting, etc. There is a great section on Frequently Asked Questions and user support. As the host, you may need to help troubleshoot when attendees can't share their screen or audio.
 - If they are on a laptop, hover over the tool bar at the bottom
 - On an iPad or iPhone, the controls are in the upper right-hand corner
 - On a laptop, you can see all attendees and the box size scales to fit the size of your group
 - On an iPad or iPhone, there is a limit to the number of people you can see on your screen, but swipe across to see other attendees
- To minimize the risk of unwanted visitors "Zoom-bombing" your meeting, don't share the invitation in a public domain (e.g., on the St. Mary's Facebook site).
- For greater control, you can set up the meeting so that attendees sit in a "waiting room" until you enable them to join the meeting.
- **Please share the tips above when you send out your invitation.**

Other Resources

- The Zoom platform can be used to schedule conference calls if you don't want the videoconferencing feature.
- FreeConferenceCall.com is another resource for conference calls. The service is free, but the call is subject to each carrier's standard rates.
- FaceTime on your iPhone with individuals or groups. But everyone in the group needs to be on an iPhone.

If you have other tips, pass them along and we will keep this sheet updated