

# Hilldale Lutheran Church – Steps to join a Zoom Meeting

**BEFORE THE MEETING:** Choose your device and download Zoom. If you already have it downloaded, please update it.

Before connecting to the meeting, **decide which device** you are going to use. You need something that has a camera and microphone. That includes a smartphone; iPad or other mobile tablets; most laptops; or a desktop computer with an attached webcam.

With the device, you will use **visit <https://zoom.us/download> and select “Zoom Client for Meetings” for a computer**, or the appropriate button under “Zoom Mobile Apps” for a mobile device. If you don’t do this now, your device will automatically do this when you connect to a Zoom meeting for the first time. Downloading in advance will save some time (and anxiety). **You do not need to sign up for an account with Zoom to join a meeting.**

## **TO CONNECT TO THE MEETING:**

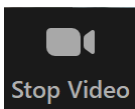
1. **To join a Zoom meeting**, click on the link sent in the email – Find it where it says “Join Zoom Meeting”

Join Zoom Meeting

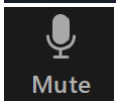
<https://us02web.zoom.us/j/89657999158?pwd=cThHQmxwcHFkdIVFMmJUTU4UGZ2dz09>

2. **Rules for Gathering in Zoom** will pop up. Read through them and click on the “Agree” button to connect.
3. **Type in your full name.** (If there is more than one person with you, make sure you enter all the names, and everyone is showing in the camera.)
4. **Click “Join with Video.”**
5. You will be put into the **Waiting Room**. Wait patiently.
6. **Connect your audio/sound** – A pop up will come up;
  - a. **On a laptop** – Click on “Join with Computer Audio”
  - b. **On a cellphone** – Click on “Wifi or Cellular Data”

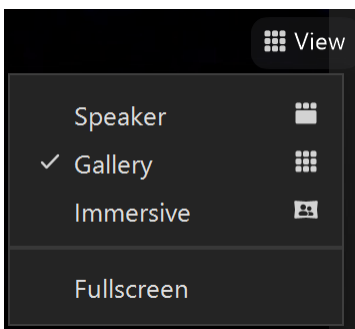
## **IN THE MEETING:**



**“Start Video/Stop Video”** – turns your camera on or off (please note that muting your video does NOT automatically mute your microphone)

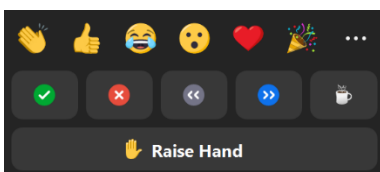
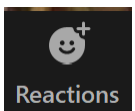


**“Mute/Unmute”** button – turns your microphone on or off



**Gallery view** allows you to see multiple people at the same time. On a computer or laptop, you will see either 25 or 49 people at once (depending on your settings). On an iPad or other tablet, you will be able to see 16 people. If there are more participants than will fit on a single screen, additional screens are added and can be accessed by clicking/pressing the arrow keys on the side of the screen ( < or > ).

**Speaker View** will show the person speaking in a larger window, and will automatically switch when someone else is speaking.



**“Reactions”** – Symbols for quick visual reactions – thumbs up, clapping hands, etc.