

## **USING ZOOM FOR INTERACTIVE PARTICIPATION IN THE MEETINGS OF CHRISTIAN LIFE CENTRE GATTON**

**Zoom Cloud Meetings:** The easiest way to join our interactive services is on a tablet or phone. Download the free 'Zoom Cloud Meeting' App from either the Google Play store or the Apple App Store. When setting it up, you do NOT need to 'sign up' or 'sign in' (on the first page), but simply tap/click on 'Join' or 'Join a Meeting'. You will then be prompted to insert the meeting ID (which will be supplied by email and/or SMS and/or on CLCG Facebook) and then put in your name (your first name is enough). There is an option to turn off video or audio at this point, if you don't want to be seen or heard, but most will leave these on for the interaction. Click/tap 'Join' and then you will be prompted to insert the password, and then you will be asked to join with video (click yes) and then it will bring up another box, "to hear others please join audio", so click/tap "Call using internet Audio", or use the only available option. After this you may need to touch your screen to show the ZOOM toolbar where you can check that your audio and video are connected.

Please note that a new security feature may require you to wait until you are admitted to the meeting by the host (host computer).

**If you are using a computer**, the setup it is a little more complicated. Your computer must have a video camera and an audio microphone, which you will already have if you are using Skype or Facetime.

Go to <https://zoom.us> On the homepage, in the top lefthand corner, locate the word ZOOM in blue. From there, run your eye across to the right until you see 'Join a Meeting' (top, righthand), and click. You will then see a popup with a 'box' to insert the ID provided by the host (church) by email and/or by SMS. After inserting the ID, click on the 'Join' icon. It is at this point that it says, "Your meeting should start in a few seconds..." at which point you will see (probably on the bottom of your screen in your computer taskbar) that it is downloading a ZOOM App, and you may have to wait for some moments for the App to download.

You will be prompted (it will ask you) to **allow** the download from the internet (yes/allow), and prompt you at some point to click '**Run**' (or something similar) to start the app. It will also ask you at some point if ZOOM can **control your computer**, which you must allow so that it can use your video and audio. It will also ask you about the audio - so click on "Join with Computer Audio" after which the program will commence (it may take some moments). After the App appears (it may initially appear as a black popup window), you can put your mouse and cursor over the App to reveal the task bar at the bottom of the popup window (the window is the

App opening), and then on the taskbar you can make sure your audio and video are running (see 'Join Audio' and 'Stop Video' icons on the left hand corner of the task bar in the App window).

When the computer App is first downloaded, it is important to right click on the Zoom App in the computer's task bar at the bottom of the screen (or wherever it appears), and select 'pin to task bar' or 'keep in dock' so that you can easily locate the App for future Zoom events.

**Please make sure that you have a good wifi internet connection** for the computer and phone/tablet connections. If you have a phone that you are running on a sim card, you will need a fast phone and plenty of data to maintain your ZOOM connection.

**Facebook Live:** For those not joining the Zoom interactive program, a portion of a meeting may be live-streamed on Facebook Live, hosted on the Christian Life Centre Gatton Facebook page <https://www.facebook.com/CLCGatton/> You will need to 'Like' this Facebook page in order to get notifications of CLCG live-streaming.

If you need help with Zoom, please contact me (Ps Rick) on 0429 871 444.