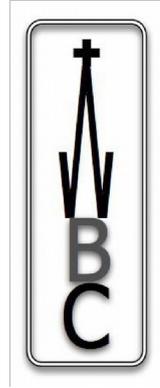


# Walmer Baptist Church

*A Christian community, for the community, in the community..*



## Using Zoom for Church Meetings.

Whilst we are unable to gather in our building the Church has started using Zoom as a means of holding meetings.

**What is it?** It is software designed for conferences, meaning that several people can see each other and talk together at once.

**What Do I Need?** You will need a computer, tablet or smartphone and an internet connection.

**How Much Does It Cost?** For most of us it is free. Pastor has a paid subscription for the special features needed to host a service. Important: *Zoom will not ask you for financial details!*

*We will try and help anyone who wishes to join in, contact Pastor or the office . Please be patient with us while we do. Zoom runs on lots of different makes of phones, tablets and computers. It is a little like cars, they all have the same controls but they vary from model to model.*

## Getting Zoom.

**On a computer** go to their website <https://zoom.us/> and download and install the software. It is important to only get the software from Zoom.

**On a phone or a tablet:** go to your app store and download it.

### Create an account:

You will need to create an account with your email address. Be prepared to create a password.

### After Installation

You can check your camera, speakers and microphone in the settings menu.

## Joining A Meeting.

As with most things on computers there is more than one way. In the meeting, your menus are normally hidden unless you click on the screen. Please be patient in the 'waiting room' as Pastor may have to let several people in at the same time. Please do not share the email invite publicly (Facebook etc), if in doubt please ask.

### Recommended: Use the link in the invite email.

The emails we send out have the invite. Open the email on the device you are going to use Zoom on then click the link. This should then ask you if you want to use the software and you click yes. When it opens you should have the chance to click 'join with video.' Once you are in the meeting you need to turn on your sound, which is normally at the bottom left. You can turn your camera on or off, usually also at the bottom left of the screen, at any time.

**Alternate Method: Use The meeting ID and password.**

Use the join button in the software and enter the meeting ID and password when prompted. You may also have to turn on your video or sound on using the controls at the bottom right of the screen.

**In The Meetings**

**During Services Pastor Will Control** who can speak during the service part. He will mute everybody's sound and activate people who are taking part as needed. During Hymns sing along to the piano. Experience has shown that Zoom cannot cope with us all singing at once. Before and after a service everyone's sound will be on for chatting; in the more social meetings Pastor will just leave everyone on so that we can talk.

**Gallery View**

The main view in Zoom shows whoever it decides is speaking. There is also gallery mode which shows everybody in the meeting at once that some people prefer. On some systems there is a menu item for this, in some tablets you have to swipe from right to left. On some small screens everybody doesn't fit in and you have to swipe between pages to see other participants.

**Leaving the Meeting.**

There is a 'Leave Meeting' menu item that you can use any time you wish.

**Poor Quality Connection**

Sometimes there are glitches, poor sound or frozen pictures. Don't assume that these are always your fault. It may be down to someone else's connection or the heavy load that is currently being placed on the internet.

**If you are having problems** that you do not normally have leaving and then rejoining the meeting might fix this.

**We hope that you will join us in our meetings!**