



zoom

Zoom Coffee & Chat at MOCPC Instructions for Participants



If you want to join in - send Julie a message and she'll let you know the password.

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Before we start:

1. You will need a computer, tablet, or smartphone with speaker or headphones. Over the next few weeks we will work out how to have a telephone dial in option for those who do have internet access.
2. Julie will send you an email with a link to ZOOM Coffee & Chat at MOCPC. The link will say "Join via computer" and it will also include the 9-digit Meeting ID (383-325-5316)
3. You can, if you wish, download the Zoom App on your tablet or smartphone.

To join in:

1. At 12 noon on Sunday (or whenever you can after that point), click on the link in your invitation to join via computer. You **may** be instructed to download the Zoom application - that's easy; just follow the instructions.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."
3. You could also join by going to your Zoom App and entering the Meeting ID provided.
4. You will need the password to join in. That will be sent to you when you tell Julie you want to take part. This keeps the gathering secure.

What will happen:

1. You will see people who are participating. You will be able to chat. If you want to see more than the person who is talking, choose "gallery" view on the screen.
2. On the lower left corner of the Zoom screen, by using the icons in the lower left corner of the Zoom screen, you can:
 - Mute/Unmute your microphone (far left)
 - Turn on/off camera ("Start/Stop Video")
 - View Participant list
3. After an initial gathering time, and getting used to the technology, Julie will 'mute' everyone and tell you what's happening next!
4. If we get more than 15 folks joining in then, after an initial 'hello' to everyone, we can break into smaller "rooms" for chatting. We'll come back together at the end for our 'cheerios'.
5. You can dip in and out - and it doesn't matter when you join. We'll aim to finish at 12.30pm

It will be so very, very good to see folks. Please join in if you can.