**Zoom for church and meetings.**

The good news is that virtually everybody can join in with live Zoom meetings and church services. The minimum requirement is a telephone (landline or mobile) but this will only allow you to listen and speak. Better access is via a smartphone, tablet or laptop as these usually have an integral camera, or you can attach a camera to a PC, that will also allow you to see and be seen (if you don’t have a camera you can still join but the others can’t see you but you can see them). You do not need a Zoom account to join in but the person who arranges the meeting does.

**Telephone Access.** Ring the Zoom telephone number provided by the meeting/service organiser and you will be prompted to supply the meeting code and password. You will then be able to hear and speak to the others gathered together.

The access numbers for Zoom should be subject to standard UK call rates. For landlines these rates depend on your telephone contract and for mobiles these minutes should come out of your contract allowance if you have any remaining.

**Smartphone, Tablet or PC.**

**There are three ways to join:**

1. **Via a link in the email sent to invite you.** This is by far the easiest way as all you have to do is click on the link in the invitation email and it will take you straight to the meeting/service.
2. **From the Zoom Website.** Go to the Zoom website <https://zoom.us/join>

Enter the meeting ID provided by the organiser – click Join.
The first time you may be prompted to download Zoom on to your device although you can access the meeting via the website without downloading Zoom.
When prompted enter the password provided by the organiser.

1. **Using the Zoom app**. This can be downloaded from Zoom, Apple or Google Play Store.
Start the app and select join a meeting.
Enter the meeting ID.
When prompted enter the password provided by the organiser.

You will then find yourself in the waiting room and the organiser will let you into the meeting when it starts.

You will be asked if you want to use video and audio as you join the meeting.

During the meeting you can switch audio and video off using the buttons/icons that appear if you click or tap at the bottom (e.g. PC) or top (e.g. iPad) of the screen.

To leave the meeting you click or tap the red leave the meeting button on the screen.

If you download the Free version you can also use Zoom to have video chats with family and friends although each session is limited to 40 minutes but you can restart the meeting to increase the time. Enjoy!