

Virtual Meetings with Zoom: How to participate

Philadelphia Yearly Meeting – adapted from Northern Yearly Meeting

Updated – 7/29/2020

As we gather differently this year for Annual Sessions 2020, the Runway to Annual Sessions, and all other events and meetings until it is safer to gather in person, we have been using the Zoom platform to stay connected, worship, and do our work. These instructions are offered here as a tool to help you navigate and join Zoom meetings.

Note: Zoom webinars are different than Zoom meetings and navigating webinars is often highly dependent on the host's settings. Do carefully read any instructions that hosts include with Zoom webinar invitations. For some basic information on joining and participating in a Zoom webinar as an attendee, check out this [resource](#) from Zoom.

Zoom allows you to join a group meeting in a number of ways:

- **With a simple phone call** – to just listen and speak
- **From a computer** - with options for video and audio depending on your equipment
- **From a smartphone** - with video and audio

The person who scheduled the meeting will provide you with a **web link**, or a **Meeting ID and password**, and **phone numbers and a phone password**. You most likely will get this information in an email. If one is not sent to you, contact the meeting or event organizer.

In this document:

- [Ways to Connect with Zoom](#)
- [Participating in a Zoom Meeting After You Connect](#) (visuals included)
- [Helpful Video from Woodbrooke Quaker Conference Center](#)

Ways to Connect with Zoom

Zoom offers a short video and a page full of instructions [on this site](#).

At any time you can try a **TEST MEETING online** at the [Zoom Test Site](#) to make sure it works for you and your device, and become familiar with the features. If this is your first time using Zoom or you will be using it on a new or different device, we highly recommend this step, as Zoom looks and functions slightly differently depending on the device and its operating system.

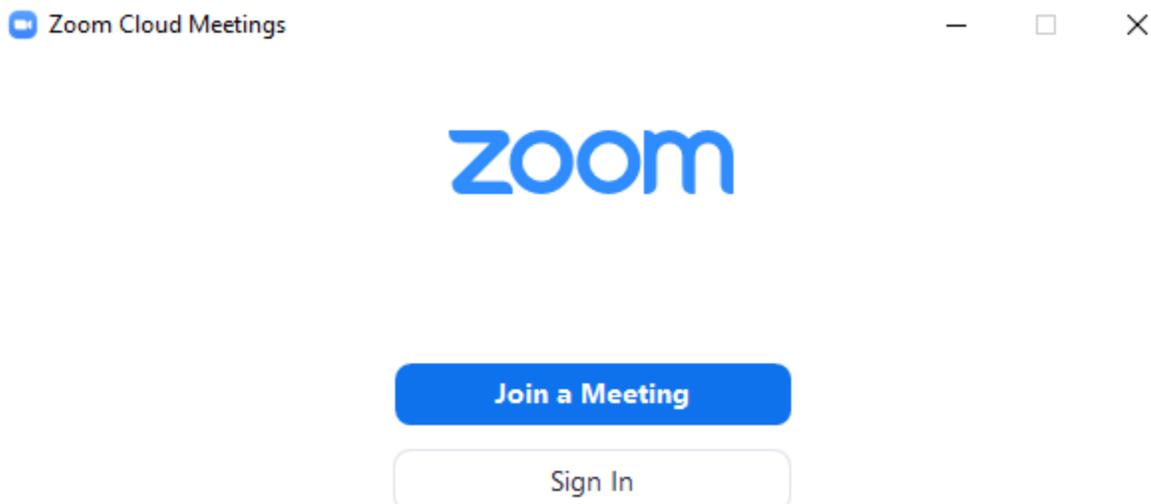
1. Join online with a computer, tablet, or smartphone

This option allows you to see other participants on your screen, listen if you have speakers, and share video/audio if your device has a webcam (camera + microphone). Laptop computers, tablets, and smartphones typically have built-in webcams. If you are using a desktop camera, you will need speakers to listen, and a webcam or microphone attached to your computer to speak. Performing a [Zoom test](#) will let you first check to see if these are already built into your computer. If not and you don't wish/can get the necessary equipment, you can still use your computer to view others, but you'll need to call in from your phone to listen and speak.

SET UP:

Download the [Zoom software/app](#) ahead of time on the device you intend to use for the meeting. Otherwise it will ask you to download and install it the first time you use it. While you do not have to create an account, we highly recommend you do so. Due to increasing security issues, meeting and event organizers are more and more likely to require an authenticated Zoom account to assure the participant is a Friend/friend. You can create an account for free.

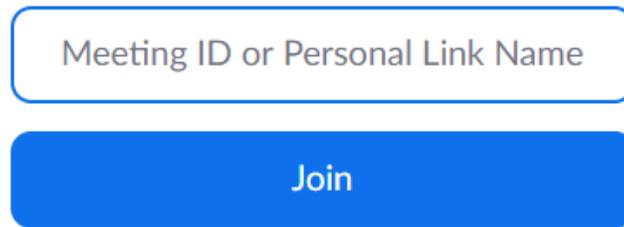
This is what you will see on your screen when you download the app.



If you are having trouble downloading the Zoom software/app, you can join directly from a web browser (Google Chrome is the most compatible; others have some limitations on sharing video or audio from your computer):

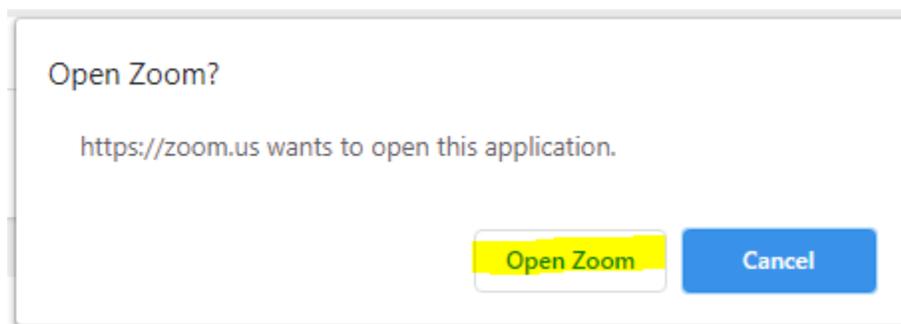
- Open your web browser
- In the address bar, type **join.zoom.us**. You will see the following on your browser.

Join a Meeting



- Enter the **Meeting ID** (usually an 11-digit number) and click **Join**
- Enter the **password**

You should see the following show up on your screen. Click on the (yellow highlighted here) **Open Zoom** button to join. If the “Open Zoom?” system dialog does not appear, follow the instructions and click on “click here” or “download & run Zoom” to join.



Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

2. Join by phone (not a smartphone)

You can listen and speak by dialing in from an ordinary land line or cell phone.

- Find the announcement for the meeting you want to join
- Dial the **phone number** (or any of the numbers if there is more than one).
- Using your phone's keypad, enter the **Meeting ID** that is provided and the **phone password** (this may be different than the password to join via browser or app). Each meeting has its own Meeting ID and password.

Note: When joining via phone, participants who joined via browser or app can see the phone numbers of the participants who joined via phone. If you would like to keep your phone number private, please contact the event organizer with the phone number you intend to or are calling from and what you would prefer the screen show instead (e.g., your name, pronoun, Meeting). The event organizer can then look out for your number when you join and change it for you.

Participating in a Zoom Meeting Once You Are Connected

Note: If you don't see the controls move the cursor to the bottom or the top of the screen

Audio:

Depending on how the meeting was set up by the host, you may be muted when you first enter the meeting (i.e., others will not be able to hear you). It is helpful to stay muted until you need to speak, especially if there is background noise.

To unmute (and remute) yourself:

- If you are online, click/tap the microphone icon to Unmute/Mute yourself
- From a phone, press *6 on your phone keypad to Unmute/Mute yourself

Be sure to share your name when speaking - it is helpful for participants who have dialed in. Also, be sure to mute yourself again after speaking, especially if you are in a large meeting.

Mute and unmute here. Click the up arrow next to the microphone icon to adjust your settings.



Video:

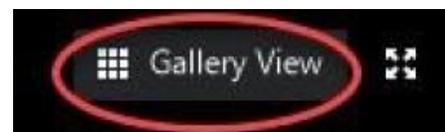
You can share video if you have a camera. Depending on how the meeting was set up by the host, your video may be turned off when you first enter the meeting (i.e., others will see your name instead of your image).

- You may Start/Stop Video from the video camera icon (on the controls bar at the bottom or top of the screen) at any time.

Start or stop sharing your video here. Click the up arrow next to the camera icon to adjust your settings



- On a computer or tablet you can switch from Gallery View (each person is a little square distributed across the screen) or Speaker View (the person speaking is in a large square and the others smaller across the top). On the computer this is found in the top right corner; on a tablet it is in the top left corner. Gallery view may not be an option on devices with small screens.

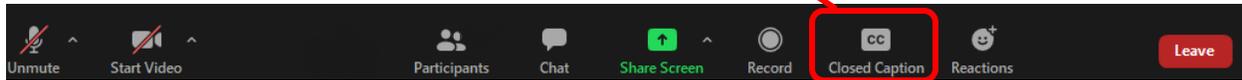


- If there are many participants, you may not see all of them on the screen. Click the arrows to the right and left of the screen to get to another page.

Closed Captions:

Some meetings may provide Closed Captions.

When Closed Captions are available, the following icon will be present. Clicking on it will bring up the option “Show Subtitles.”



Chat:

If you are online you may use the Chat function to type comments to one person or to everyone, if the host has enabled this feature. Sometimes the Chat is only used for technical questions, or by people who are unable to use their audio to speak and need to have someone read their message out loud. Typically the event organizer will let participants know how to use the Chat function.

- Click the Chat icon from the controls bar to open the Chat window. On a smartphone, it may be a combined Participant/Chat icon.
- Select recipient or everyone from the drop-down arrow, type your message, and tap Send or press Enter on your keyboard.

Click here to open the Chat window (right of the video screen) and message everyone or one participant in the meeting.



To: Everyone ▾
Type message here...

At the bottom of the Chat window you can select a recipient or “Everyone” using the drop-down arrow. Type your message and press Enter or tap Send.

Participants:

To see a list of people in the meeting, click the Participants icon on the controls bar. Some people may not have an identifiable name, but they can edit their name if they wish. If you would like to change your name or add additional information (e.g., pronouns, Meeting):

- Move the mouse near your name on the Participants list until you see the option to select **More**.

- Click on More and select Rename. Enter your desired name and/or other identifying information and click OK.
- If you are using a smartphone, find and select your name from the list and tap on it to select Rename and make the desired changes.

See who has joined, change your name, and/or raise your hand here.



Raise Hand:

In larger meetings, the host may ask participants to use the Raise Hand function in order to be recognized. This is particularly helpful when all the participants are not visible on the screen and to allow participants the option to not share their video if they would prefer not to.

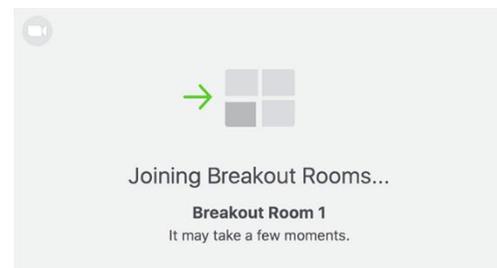
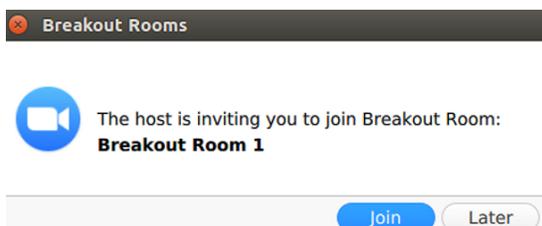
- Click on the Raise Hand button below the participant list. When you do this, your name rises to the top of the participant list and a small blue hand appears next to it to get the host's attention. When done speaking, click on the Raise Hand button (which now says Lower Hand). The host may also do this for you once you've been recognized to speak.



- If you're dialing in, you will need to unmute yourself (*6) and ask to speak. Press *6 to mute yourself when done speaking.

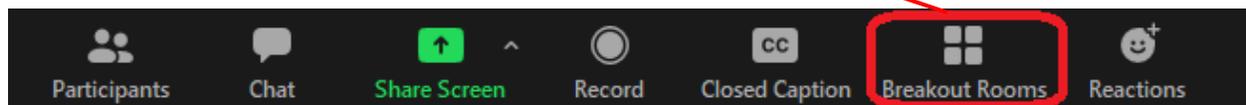
Breakout Groups:

At times, some meetings may include opportunities for small group discussions, particularly within large gatherings. In those cases, the host will create breakout rooms and send participants into them. Participants will see a window pop up on their screen similar to the first of the images below. Upon clicking "Join" (usually the blue button), you will see the second image and then be placed into a different room with a smaller group of people. No one other than the individuals in that room can hear or see you during that time. If assistance is needed, an Ask for Help button will summon the host into the breakout room.



While in the breakout rooms, pay attention to short messages that may be coming from the host. These will appear in a thin blue ribbon usually at the top of the screen. It may include additional instructions or a note about how much time is left. When the time is over, you will be transported back into the main session room. You can also leave the breakout room at any time by clicking on Leave Breakout Room.

If you accidentally click “Later” when invited to join a Breakout Room, or accidentally click on Leave Breakout Room too early, you can rejoin that space by clicking the Breakout Rooms option in the menu bar, represented by a 4-square icon. You might need to either maximize your screen or click on More to see this option.



Leave Meeting:

Simply select **Leave Meeting** from the controls bar when you no longer wish to participate or hang up if you're dialing in.



Helpful Video from Woodbrooke Quaker Conference Center

Watch this [7.5 minute video](#) on how to use Zoom for worship from Woodbrooke Conference Center. The video shows you how to join from your computer, test your video and audio, and use the controls, including the Chat feature, and change views. You'll get an idea of how things look from different types of screens as well. Some of the instructions are specific to Woodbrooke Conference Center.

Additional Resources and Links

- For more on [using Zoom with mobile devices](#) (phones and tablets)
- Various Zoom [video tutorials](#), [recorded trainings](#) (more useful for hosts), & [live trainings](#)
- [Tech support](#) from Zoom. When something is not working in the moment, contact the meeting host or other support staff via private chat or via email if unable to join at all.