

## Resource Guide

### Top tips - HOW TO – Use Zoom (video conferencing app)

#### As a guest:

- Go to: <https://zoom.us/join> OR download the app
- **App users:**

#### Join a Meeting

Meeting ID or Personal Link Name

Do not connect to audio

Turn off my video

- The picture to the side is what your screen should show – if you are JOINING a call, the host needs to give you the 'ID' code (this is usually 9 digits)
- add your name so you are identifiable on the conference call in the box that say 'Grant MacLaren'
- Click the audio or video box to suit your needs
- Once you have entered the 'ID' code, press 'Join' – this will redirect you and join you to the call

- **Website users:**

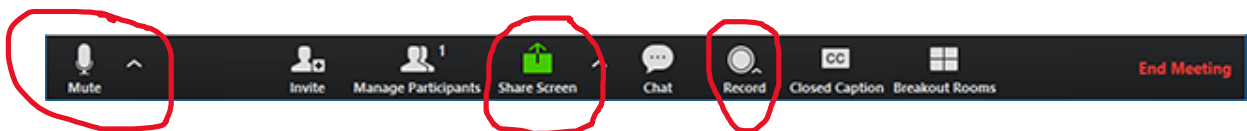
- Add the 'ID' code provided by the host and click 'Join'.

#### Join a Meeting

Meeting ID or Personal Link Name

#### As a host:

As a host you are able to **unmute/mute participants, record the video** and **share your screen** to name a few key tools.



#### Setting up a call

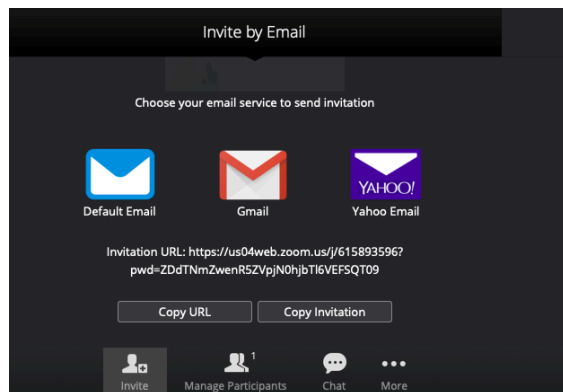
- Sign in
- Host a meeting (in the top right hand corner)
- Click 'download ad run zoom' OR 'start from your browser'

Your meeting should start in a few seconds...

If Zoom does not run in a moment,  
[Download & run Zoom](#). Then [click here](#) to start the meeting.

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

- It will then take you into the chat room
  - o Click invite (2<sup>nd</sup> button) > then click 'copy invitation'



- o It should look like this:  
Europe Diocese is inviting you to a scheduled Zoom meeting.

Topic: Europe Diocese's Zoom Meeting

Join Zoom Meeting

<https://us04web.zoom.us/j/615893596?pwd=ZDdTNmZwenR5ZVpjN0hjbTI6VEFSQT09>

**Meeting ID: 615 893 596**

**Password: 514196**

- o Send the ID and password to the other people to participate in the call