

# Zoom Video Call Tutorial

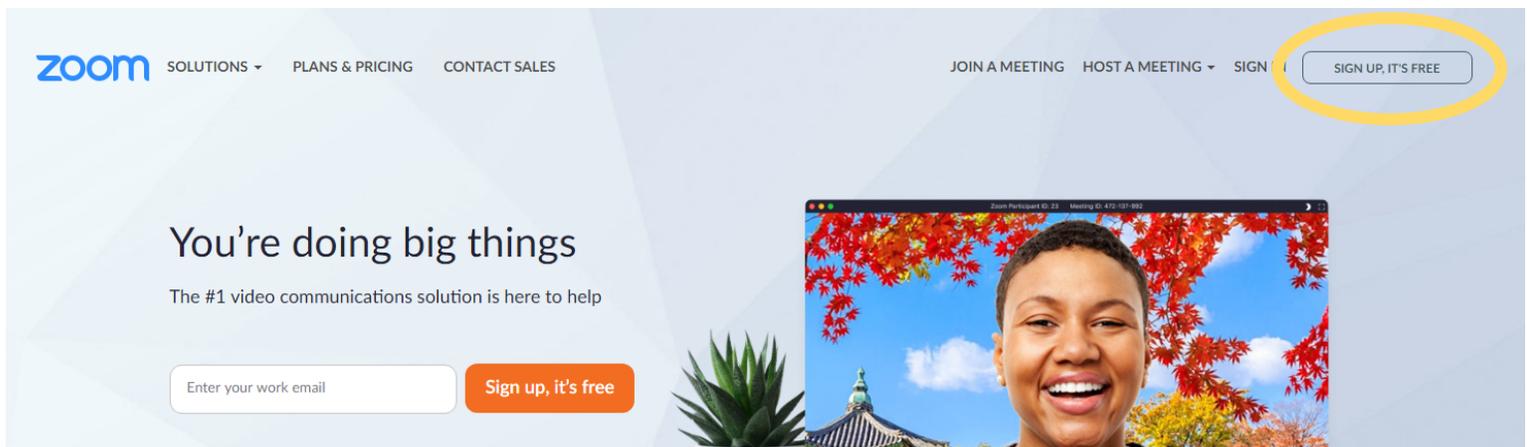
Zoom is an online video call platform that is free for anyone to use. A “host” of a video call will need an account, but someone can use Zoom as a participant without an account. There is a paid version available that allows for larger groups, breakout rooms, and unlimited time (the free version works for 40 minutes). All someone needs is a device with a camera/microphone (smartphone, tablet, laptop or desktop) and someone can call in with a phone and be “audio only” if others are using video.

**Pro-Tip on using the free version:** The biggest disadvantage to the free version is the limited time. However, when you reach your maximum time of 40 minutes, the call will let you continue you on for a few more minutes... it won't officially kick you off until closer to 60 minutes. HOWEVER – you and anyone in your group can simply end the call and use the exact same link and join again just seconds later and go for another 40 minutes! It's sort of a runaround and a hassle, but the thrifty way to do it.

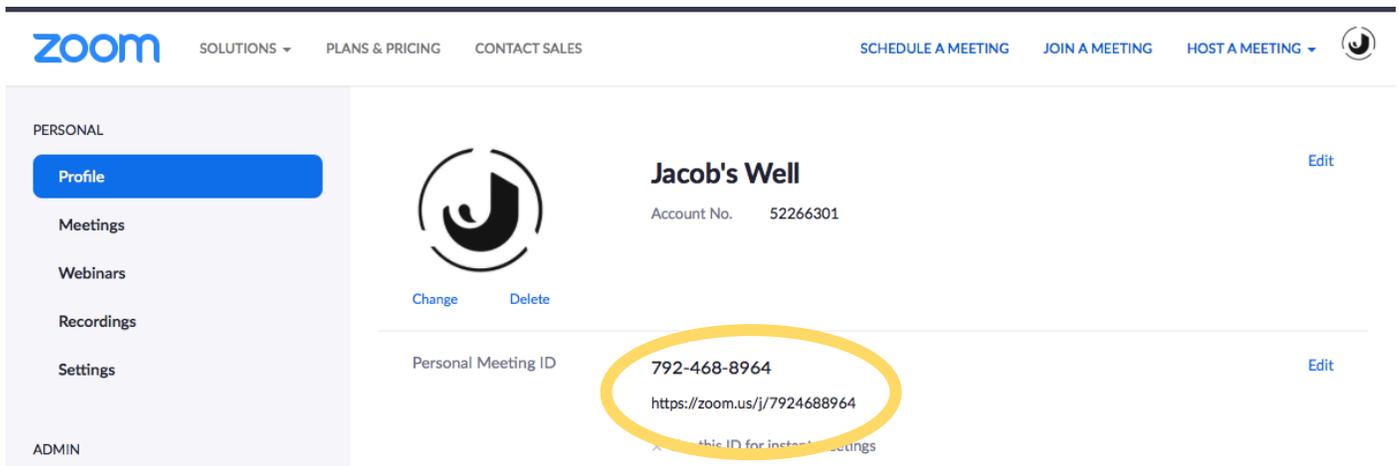
## Creating an Account:

Someone does not need an account to be part of a Zoom video call. You only need an account if you want to host/set-up a video call or if you download Zoom to your device.

Go to [www.zoom.us](http://www.zoom.us) and click “Sign Up, It's Free” and create an account. You'll need to follow the instructions provided, which includes activating your account via an activation email.



Once you have your account set up, go to “Account.” On the left hand side, you'll see a column of options. Under your Profile, make note of your Personal Meeting ID as well as your Zoom link that you can send to anyone for a video call.



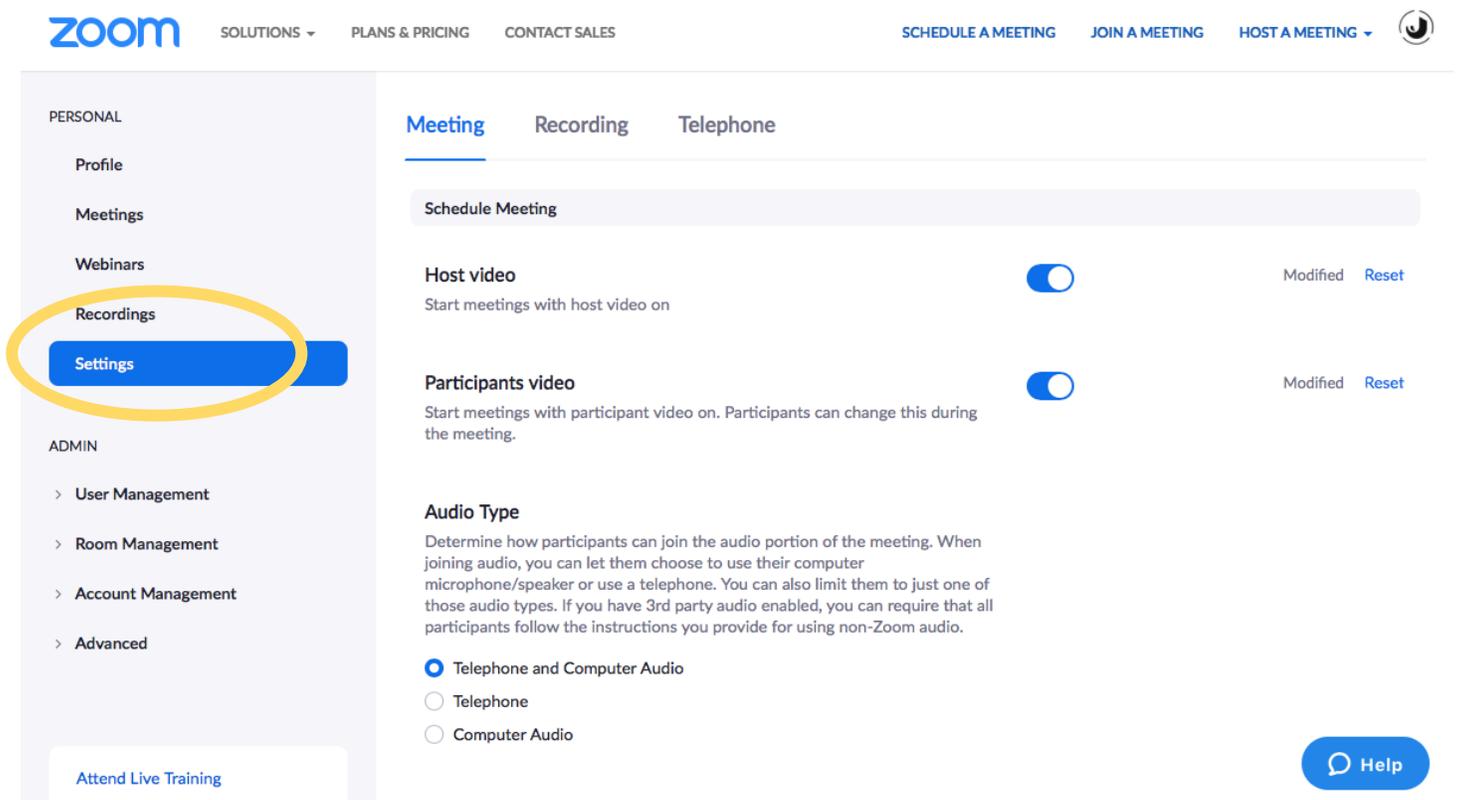
**Meetings:** Here you will find any scheduled or previous meetings. (More on that later.)

**Webinar:** This section is for people with pro/premium plans and you won't need to use it.

**Recordings:** If you choose to record a call, a copy will be saved here.

## Video Call Settings

Go to **Settings**, and we will make some changes.



The screenshot shows the Zoom web interface. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. The left sidebar is divided into PERSONAL and ADMIN sections. Under PERSONAL, the 'Settings' option is highlighted with a yellow circle. The main content area is titled 'Meeting' and contains sections for 'Host video', 'Participants video', and 'Audio Type'. 'Host video' and 'Participants video' both have toggle switches turned on. 'Audio Type' has radio buttons for 'Telephone and Computer Audio' (selected), 'Telephone', and 'Computer Audio'. A 'Help' button is visible in the bottom right corner.

**Host Video: Turn ON** – This makes starting a video call easier on you, it will just automatically turn everything on.

**Participants Video: Turn ON** – I turn participants' videos on because they're already expecting to be on a video call and for those who aren't tech-savvy, it can take too much time for them to figure out how to turn their video on.

**Join before Host: Turn ON** – This means people can join the video call before you're on it. This way if people are early (or you are late) the call can still get started.

**Require a password when scheduling new meetings: Turn OFF** – This isn't necessary if you specify who you sent the link to, it would just be another step someone would need to take to join the call and I try to eliminate as many as possible to make it easier for people.

**Mute participants upon entry: Turn ON** – Unlike having video on automatically, I mute everyone upon entry. When people are getting set-up, especially using a phone or tablet, it can make a lot of disruptive noise. It's good practice to keep yourself muted on a video call unless you are talking in the video call. Headphones are also helpful!

**Co-host: Turn ON** – This means you can give someone else administrative features during the call.

**Polling: Turn ON** – This is a feature in the chat area that lets you gauge how people are doing and is especially helpful when trying to gather a consensus from a large group and it's not practical to have every person say yes or no to something.

**Screen Sharing: Turn ON** – This allows you to share your screen. It's your choice if you would like the host only or host and participants to have access to screen sharing. The more public the call, the more reason to only allow the host.

**Breakout room: Turn ON** – This allows you to have breakout rooms in the video call. Having a discussion with 10+ people can be difficult but you could split the group into multiple mini-video calls. You can choose to sort randomly or choose which rooms people go into. When you pull them back to the main video call, they get a 60 second warning to wrap up their conversation and then are automatically put back in the main call.

**Show a "Join from your browser" link: Turn ON** – This is a helpful work around for those who do not want to download Zoom on their device.

## Starting a Video Call Meeting

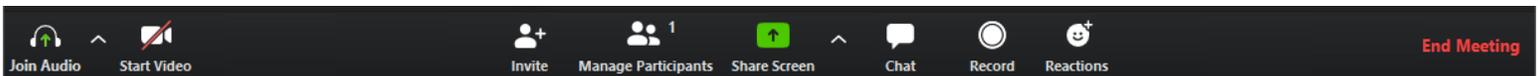
You don't have to schedule a meeting in advance if you don't want. You can simply click "Host a Meeting" "With Video On" from the top right task bar. Once you click "with video on" the screen will look like this... you don't have to have Zoom downloaded on to your computer to use it, but it does make things more seamless as the host. You might need to use the link "click here" to launch.

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](#).

## Navigating Video Call Features

Below is what will appear at the bottom of your video call.



**Join/Start Audio:** This will prompt you to set up the audio connection with your computer, this likely will happen automatically.

**Start Video:** This will begin your video stream. You will likely need to give Zoom access to your camera once you click this button. It also allows you to turn your video on or off throughout the call. Someone in your group without a webcam could still participate with just audio and be able to see the other group members.

**Invite:** This will enable you to send an email to all of your group members. When you click "default email" it will show you a sample email with links that you can send you your members so that they can join the "meeting."

**Manage Participants:** This is where you can see all of the members... and you can mute them (they might have some background noise that is disrupting the group... I wouldn't generally advise using this as a tool for your chattier members 😊).

**Share Screen:** You can use this to share your computer screen with the other participants. You might do this if you choose to study a passage together – you could pull up Bible Gateway and have everyone read from the same passage.

**Chat:** While the video chat is happening, there can also be a text chat happening at the same time! This is useful when someone is talking and one person says something like “Gonna run to the bathroom, be right back!” They don’t need to interrupt the call, but you can still chat. It’s also useful for troubleshooting if someone can’t get their audio or video to work.

**Record:** You can record your group meeting if you’d like.

**Reactions:** You can give reactions to what people say without speaking or pulling the conversation to yourself.

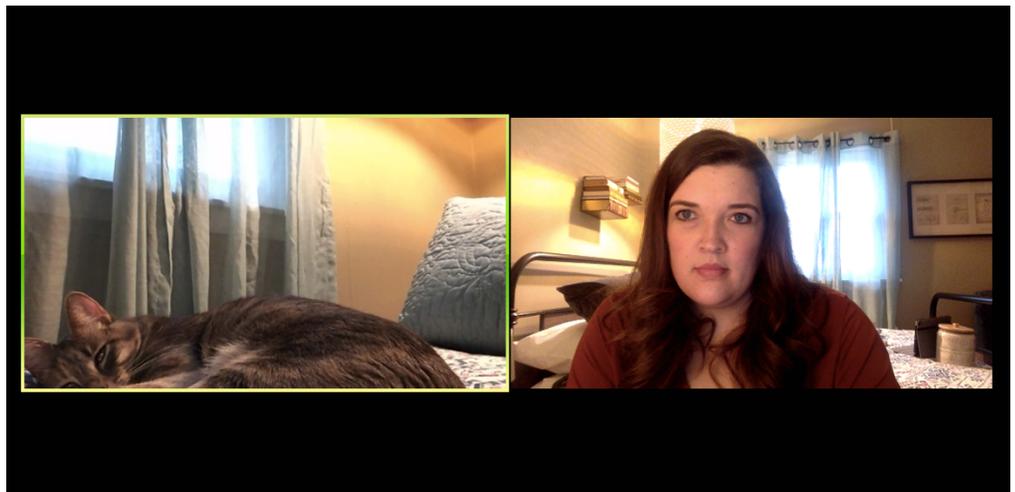
**End Meeting:** This will end the meeting. You can choose to end the meeting for all people or assign someone else to be a host and then you can leave the meeting and the others can stay.

**If you edited your Settings to allow Breakout Rooms,** a button would also appear on this toolbar to create breakout rooms.

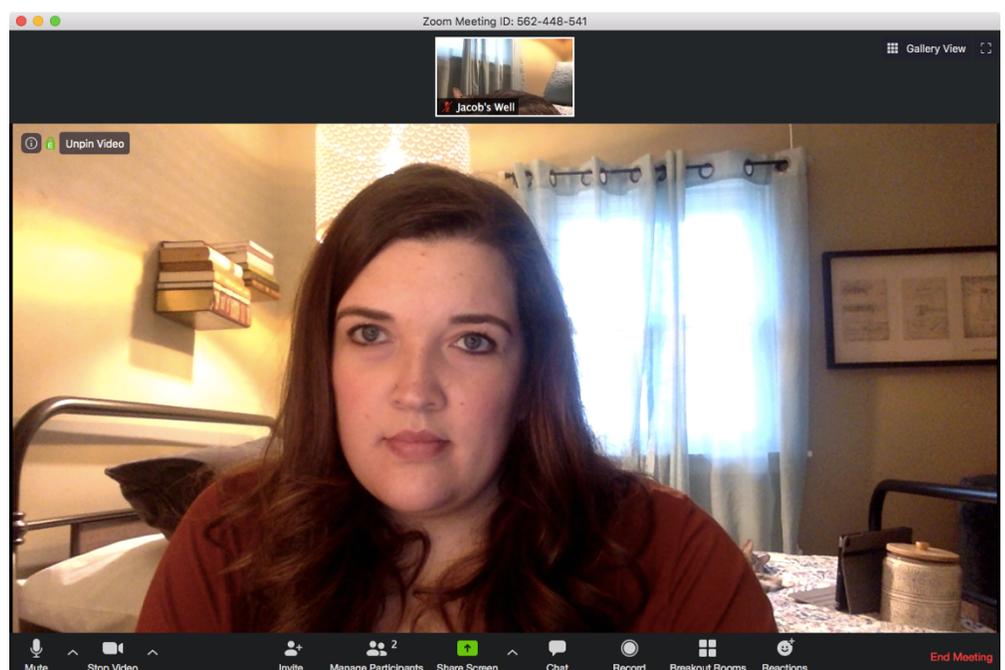
## Viewing the Video Call

There are two settings when viewing video calls – Speaker View and Gallery View. Here’s what the difference is and why you would choose each one (featuring my cat, Lucy...).

**This is Gallery View** which will show each video equally. It’s helpful for when you want to see everyone and their reactions all at once. I recommend using it the majority of the time. Notice how you can appreciate both Lucy and I equally 😊.



**This is Speaker View** – it makes all videos, except the person who is currently speaking, smaller. It’s good for when one person is talking the majority of the time and everyone is muted but it can get awkward when some people are in noisy environments... one person sneezes (and wasn’t on mute) and suddenly they’re the largest person on the screen! Plus, you hardly even can notice Lucy and she’s obviously the crowd pleaser in this situation!



# Scheduling a Video Call

You can schedule a meeting in advance. See the [Scheduling a Meeting](#) video for more information.

**One tip for you: I don't recommend sending out the automated email invitations!** They come with lots of different phone numbers and links and I think they are confusing for people who aren't used to connecting via video call. Instead, I send out my own email with only the pertinent information. You can copy and paste from this template, just fill in the highlighted portions with your information:

- Meeting: **Tuesday, March 24<sup>th</sup> at 1:30 PM**
- Join Zoom Video Call Here: <https://zoom.us/j/2975192653>
- Meeting ID: **297 519 2653**
- If Joining by Phone, Call: 1-312-626-6799 (this should be a consistent phone number)

Your video call link and meeting ID can be found in your account profile (it's highlighted in the account set-up portion at the beginning of this document) – notice that the video call link is just the Zoom website/j/meeting ID.

## Other Helpful Logistics

Frankly, the best way to become familiar with Zoom is to just host a call. Call one other person and try the features out!

[How to Join a Meeting](#) is a helpful video for what it looks like to join a meeting – perhaps for your group members!

[Here are instructions](#) on how to join a meeting without a smartphone or device with microphone/speaker.

[More about Host & Co-Host Controls](#)