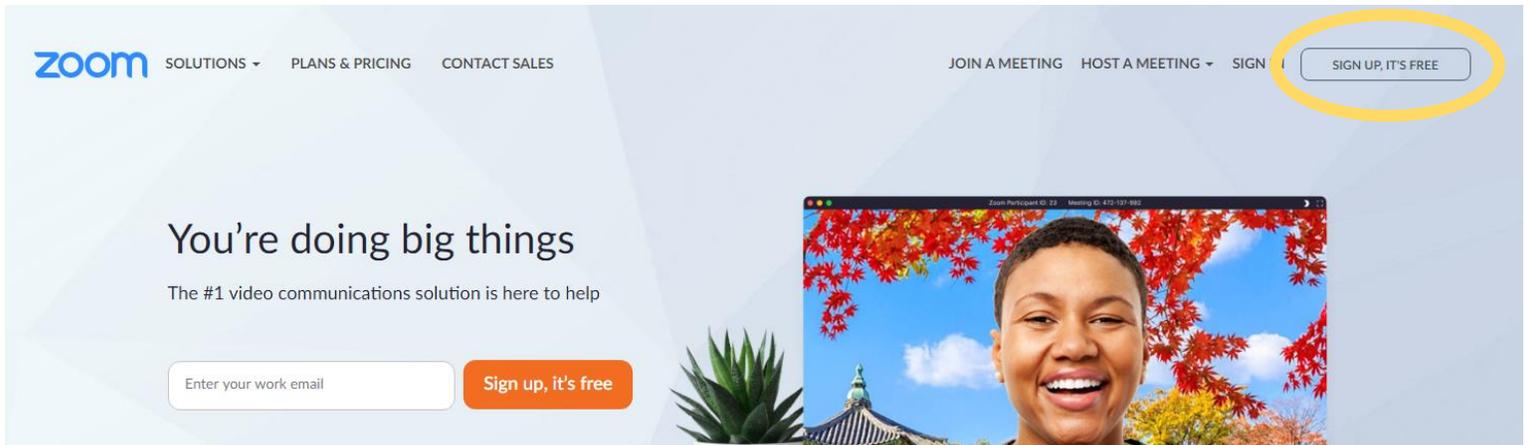


## Zoom Video Call Tutorial

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 45 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.

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 an account, you can host a video call. From the website, click “Host a Meeting” “With Video On”



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. 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](#).

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



**Join 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. A free account only lets you meet for 45 minutes but after 45 minutes, it doesn't kick you out right away. You can keep extending your time.

### Other Helpful Logistics:

When you plan a Zoom meeting with your group, you might want to send them the following links to see an example of what it looks like to join a Zoom video call. It might also prove helpful for setting up your own:

[How to Join a Meeting](#) (for your group members)

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

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