

Free Zoom Download

1. Choose the device you intend to use, i.e. smart phone/tablet/computer, if you have one, the computer is recommended as the screen is larger.
2. Download the free version of zoom
 - a. Phones and tablets use the play store available and download the zoom cloud app
 - b. For desktops/laptops ...click on this link ... <https://zoom.us/download>... Click on the blue box for 'zoom client meetings'
3. you will then need to sign up, this creates a free account with zoom and means if you don't want to use the video features, your name will appear on the screen instead so everyone in the meeting can see you're there.
 - a. Phone/tablets will be able to sign up from within the app
 - b. Desktop/laptop users will probably be taken down this route anyway, but if not, click on this link ... <https://zoom.us/signup>

Joining a meeting

1. Open the zoom app on your device
2. Click on the blue JOIN icon
3. Enter the meeting ID (if this is a recurring meeting you can select the little drop down arrow on the right and a list of your previous meetings will display and you can choose it from the list)
4. If requested choose to use 'computer/device audio'
5. Enter your password and you will be able to join the meeting (if the host of the meeting has setup a waiting room, you will have to wait until your accepted by the host, but certainly for events in church this should not occur)

Controlling your mic and video during the meeting

1. Events in church will be setup so that your default video and mic settings are OFF.
2. Unless requested otherwise, please do not turn on your Mic as this will affect the clarity of the sound for all users.
3. It is your choice whether you turn on your video or not, if you do all, users will be able to see you. During mass if there is an issue with buffering (freezing images and break up of sound) please turn your video off as this will reduce the refresh load)
4. The mic and video symbols appear at the bottom left of the screen, (iphone might be different) if they are not visible tap the screen(phone/tablet) or move your mouse (computers) and they will appear, a line through the symbol means it is switched off. Simply tap the symbol to toggle between on and off.
5. To leave the meeting, select the 'leave meeting/end meeting' menu item, on phones this appears top right, computers bottom right.

To be able to join meeting events in church, please email your request to Fr. Michael, leaving him your name, contact details and email address.