



**Cameron United Methodist Church  
Technology and Communications**

**Tech Note: Zoom Meetings**

June 20, 2020

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## JOINING A ZOOM MEETING

- Open the [Events](#) or [Calendar](#) page on the [Cameron website](#) *(these pages have the same information presented differently)*
- Open the event or calendar entry to reveal the Zoom meeting details
- Join on your PC for full audio and visual attendance
- Dial in for audio connection (or combine the two, if your PC has no audio)

## Dialing into a Zoom Meeting by Phone

Dial any one of these numbers:

**669-900-6833**                      **646-876-9923**

**253-215-8782**                      **301-715-8592**

**346-248-7799**                      **312-626-6799**

Enter the **Meeting ID** and **Password** at the prompts.

Key Meetings	Meeting ID	Password
Sunday Worship	418 478 5029	983 649
Cameron Conversations	817 3760 4217	119 337
Admin Council	418 478 5029	983 649
<i>For other meetings, see the Cameron website.</i>		

## Telephone Tips

- **\*6** - Toggle **mute/unmute** [this uses the Zoom feature; you can do the same using your phone's mute button]
- **Jump right in** during prayers and concerns or other discussions

## Joining a Zoom Meeting on PC or Tablet

- Open the [Events](#) or [Calendar](#) page on the [Cameron website](#) *(these pages have the same information presented differently)*
- Open the event or calendar entry to reveal the Zoom meeting details
- Remain on mute during the service except where noted in the order of worship (usually prayers and concerns, Lord's Prayer).

## PREPARE FOR SUNDAY WORSHIP

- Login in about 10 minutes before worship time so you can test your video and/or audio and re-familiarize yourself with Mute/UnMute, Start/Stop Video, Speaker/Gallery view, Chat. Mute yourself when service begins.
- Warm up your singing voices and prepare to sing in the comfort of your home
- Have a **candle** available to light during our time of prayer.
- Be sure our **children join us**. Their presence, voices and energy bless our souls.
- **Invite others** to join our online worship.
- **Make time to linger** after the service to connect with the community!

### If you are presenting (singing, playing):

- When possible, set up a '**dry run**' with a friend prior to the meeting
- **Login in** and **Review** settings 10 minutes before the meeting
- Open your **Audio Settings** window in case you need to make changes quickly.
- Once meeting starts, make sure you can see the "**Turn on original sound**" icon. During the service, turn this ON if you are playing/singing.

## SETUP ZOOM FOR THE FIRST TIME

### Set up your PC / tablet a day or two in advance

- Determine if you will use your laptop, desktop, iPad phone or other electronic device. *Note:* PCs offer the most robust feature set.
- If you do not have an electronic device, you can dial in via a landline phone, including push button and rotary phones.
- You do not need to have the Zoom app to participate. However, once you click on the link provided or copy the link for your web browser, the Zoom software will be added to your computer.
- If you have never used Zoom before, we invite you to review these [Zoom Video Tutorials](#).

### If you will be singing/playing via Zoom:

- Run the Zoom application on your PC
- Click on your profile "face" and select "Settings"
- Review all of the settings, particularly **Audio**:
  - **Test Mic**
  - **Turn off** "Automatically adjust volume"
  - **Set** your microphone to 2/3 volume
  - Click **Advanced** and **enable** "Show in-meeting option to 'Enable Original Sound' to show an icon in the Zoom meeting to **toggle on** when performing

### Familiarize yourself with Key Zoom Features

- Click the **Mute/UnMute** icon to change your microphone setting. This is often set to Mute when you join a meeting.
- Click the **Start/Stop Video** icon to show yourself or show your avatar in the meeting. This is often set to Stop Video when you join.
- Toggle between **Speaker view** (see only one face) and **Gallery view** (fill your screen with thumbnails of the congregation)
- When the host is sharing a screen, Select **Side-by-side mode in the View Options** menu to see both the shared screen and the gallery of faces. Move the vertical divider to make the shared screen smaller or larger.
- Use your **Chat window** to communicate during the meeting. You will see a drop-down in the Chat window to select a person by name (e.g., "I am so glad to see you, Harriett!") or to the whole group (Everyone) if your comment is for the whole congregation (e.g., "I am so grateful to see everyone this morning!")