

How to join a Zoom meeting

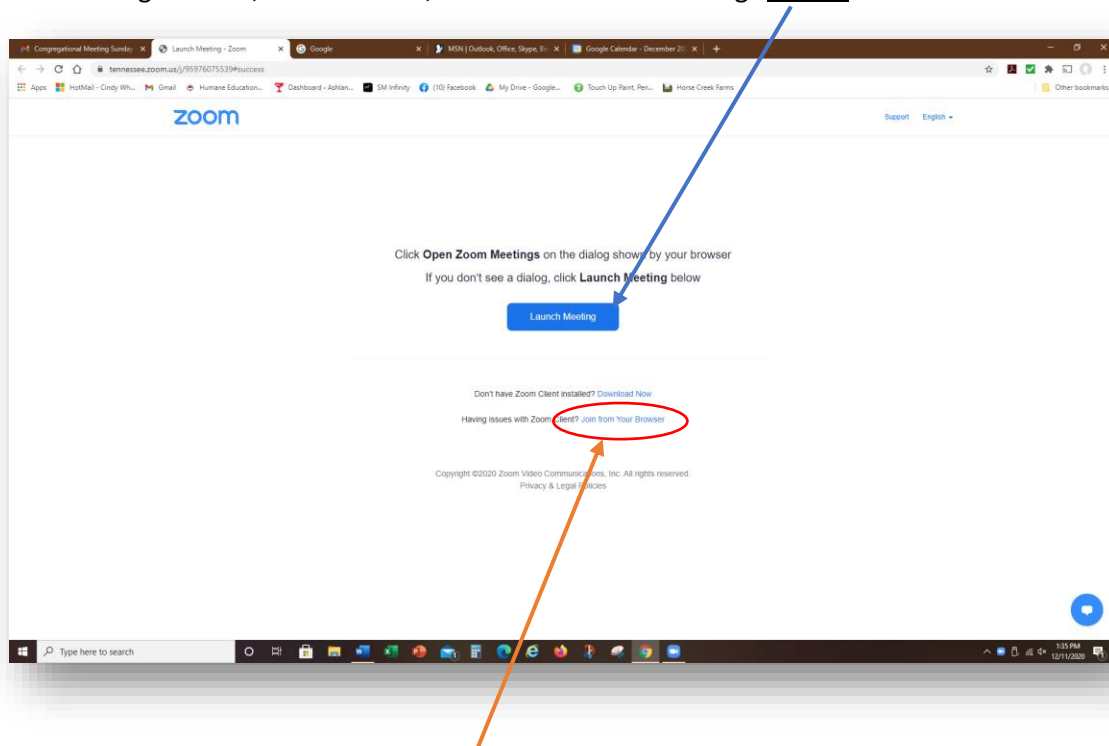
Option 1: Using a computer with a camera and a microphone:

Open the e-mail with the meeting information.

Click the link for the Zoom meeting that you received in your e-mail:

Topic: Congregational Meeting
Time: Dec 13, 2020 12:30 PM Eastern Time (US and Canada)
Join from PC, Mac, Linux, iOS, or Android: <https://tennessee.zoom.us/j/9597607XXXX>
Password: *****
Or iPhone one-tap (US Toll): +1312626XXXX,9597607XXXX#
Or Telephone Dial: +1 312 626 XXXX (US Toll)
Meeting ID: 959 7607 XXXX

The following screen will appear. There may be a second screen over it that says “Open Zoom Meetings” – if so, click it. If not, click the “Launch Meeting” button.



If neither of these works, click Join from Your Browser.

You will need a password. It is in the e-mail you received, directly below the meeting link. It is *not* all stars, as shown above.

Once the video of you appears on your screen, be sure your sound is turned on and your microphone is working.

You're in! See the Zoom control information at the end of this document.

Option 2: From an iPhone, or iPad: (with video and audio)

Open the e-mail on your iPhone or iPad. Click the one-tap [link](#):

Topic: Congregational Meeting
Time: Dec 13, 2020 12:30 PM Eastern Time (US and Canada)
Join from PC, Mac, Linux, iOS, or Android: <https://tennessee.zoom.us/j/9597607XXXX>
Password: *****
Or iPhone one-tap (US Toll): [+1312626XXXX,9597607XXXX](tel:+1312626XXXX,9597607XXXX)#
Or Telephone Dial: [+1 312 626 XXXX](tel:+1312626XXXX) (US Toll)
Meeting ID: 959 7607 XXXX

You will still need to enter the password from the email.
Make sure your volume is turned up so you can hear.

Option 3: From a telephone (audio only)

Open the e-mail with the meeting information. Dial the [Telephone Dial number](#). You will be asked to input the password using your keypad. This will NOT work with a rotary dial phone. You can speak and listen to the meeting.

ZOOM CONTROLS

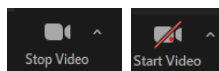
Zoom mosaic: The boxes showing participants on the screen. The following controls are available at the bottom of the mosaic for you to use in a computer or iPad/iPhone meeting connection:



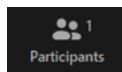
Mute: This is a toggle to stop and start your audio. You can mute yourself so others cannot hear what is going on around you. Other participants will not be able to hear you speak, so be sure to Unmute when you want to talk. Click the up-arrow to see more options, such as test your microphone and speakers.



This red microphone appears in the lower left corner of your box on the Zoom mosaic to let other participants know you are muted.



Stop Video: This is a toggle to stop and start your face on the screen. When you stop the video, your name (or another identifier) appears in place of your picture in the box on the Zoom mosaic.



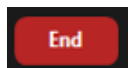
Participants: Clicking this button brings up a side window to list all the other participants in the meeting. It allows you to communicate via buttons on the bottom of this side window.



Chat: Brings up a dialog box to type comments to all or selected participants.



Reactions: Click to view possible emoji reactions. The emoji appears in the upper left corner of your box on the Zoom mosaic.



End brings up an option to leave the meeting.