

## Zoom Instructions (for **Friday Night Lenten Series**)

Zoom is a reliable platform for video and audio conferencing that can be accessed from a computer (need camera and audio) or from a mobile phone. Questions on how to access or use Zoom? Contact Megan Fish [megan.fish@stjohnsindy.org](mailto:megan.fish@stjohnsindy.org) or cell: 765-561-2924

### If using a mobile phone

- You will need to have the Zoom App – please download from the Apple Store or Google Play. The app is called Zoom Cloud Meetings
- Click on the provided link for the zoom meeting which will begin at 7pm Friday
  - <https://zoom.us/j/305024600>
- In the app click “call using internet audio”
- Touch screen to access zoom meeting controls at bottom of screen
  - Mute or unmute yourself. If there is a lot of background noise, it would be helpful if you mute yourself if you are not talking
  - Start video – this will share your screen with everyone so others can see you (and your family)
  - More – this will give you the option to open the Chat – you can chat with the group
  - To leave meeting hit – leave meeting (top right of app page)

### If using a computer

- Ideal Requirements: Camera on computer and audio/microphone. If you aren't sure if you have these requirements please contact Megan Fish prior to scheduled zoom meeting to test ([megan.fish@stjohnsindy.org](mailto:megan.fish@stjohnsindy.org) or cell: 765-561-2924) or ([david.bartolowits@stjohnsindy.org](mailto:david.bartolowits@stjohnsindy.org) or cell: 317-727-1682).
- Click on the provided link for the zoom meeting which will begin at 7pm Friday
  - <https://zoom.us/j/305024600>
- Click the “Open Zoom Meetings” pop up box and start/install zoom
  - If pop up box doesn't show up – follow instructions on screen to launch zoom meetings
  - Click join with computer audio
- You are now in the zoom meeting, if you hover over the bottom of the zoom meeting you'll have the meeting controls pop up
  - Mute or unmute yourself. If there is a lot of background noise, it would be helpful if you mute yourself if you are not talking
  - Start video – this will share your screen with everyone so others can see you (and your family)
  - Chat – you can chat with the group by clicking on the chat button – a side screen will pop up where you can chat.
  - To leave meeting hit – leave meeting