

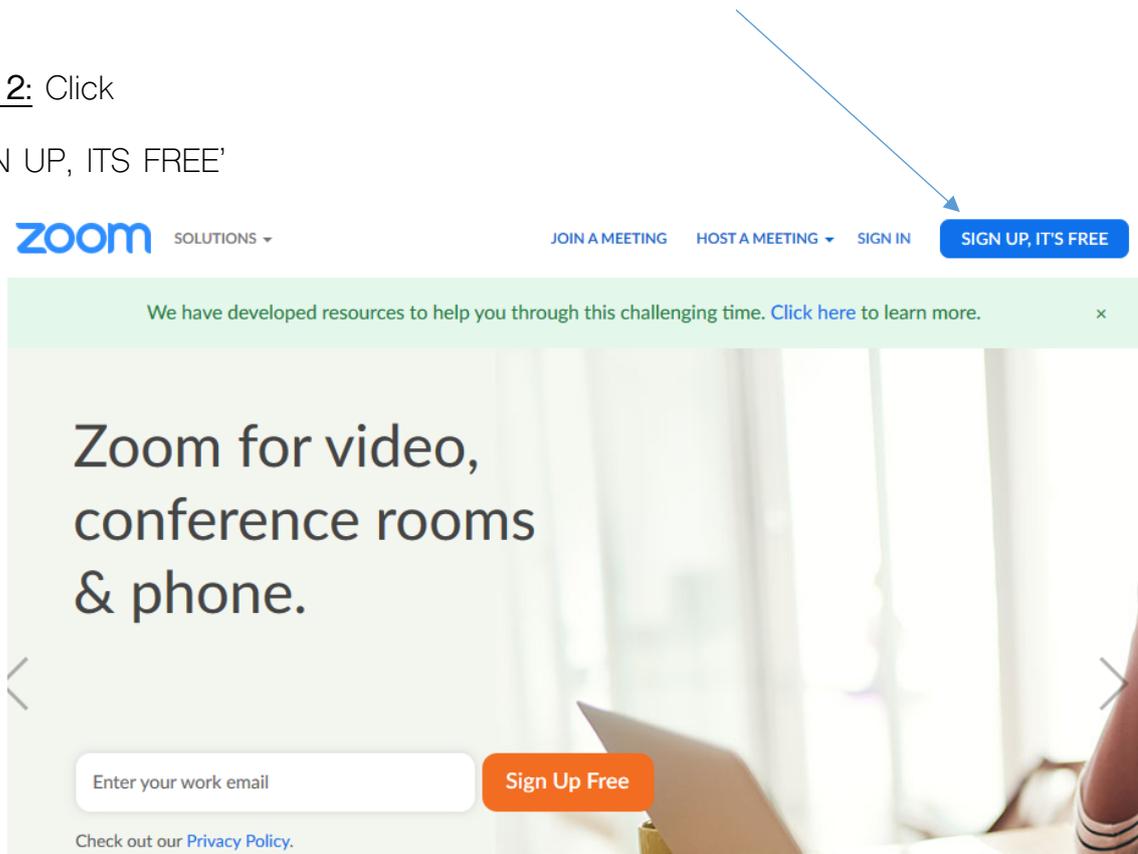
A DUMMY'S GUIDE TO **zoom**

Creating an account

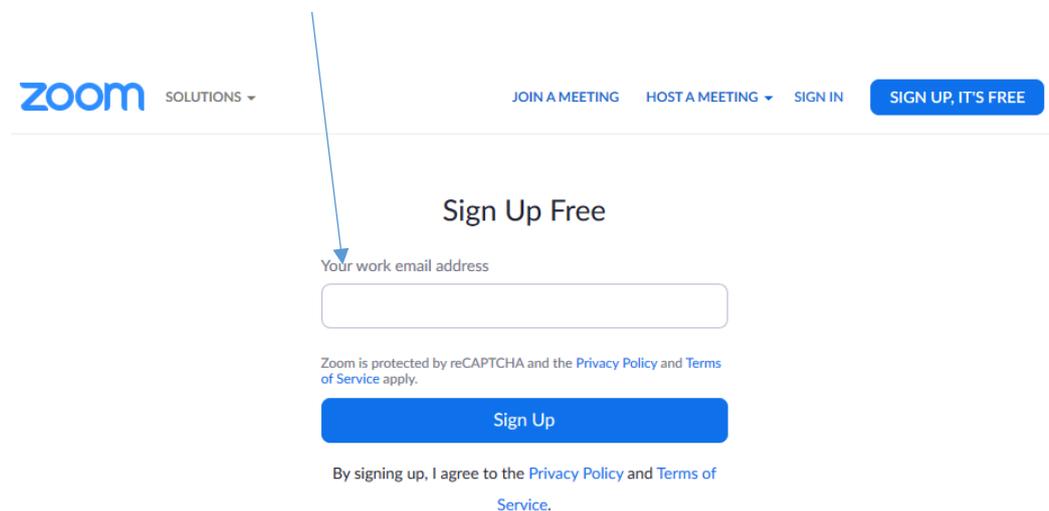
Step 1: To create a Zoom account, navigate in any web browser to:
<https://zoom.us/>

Step 2: Click

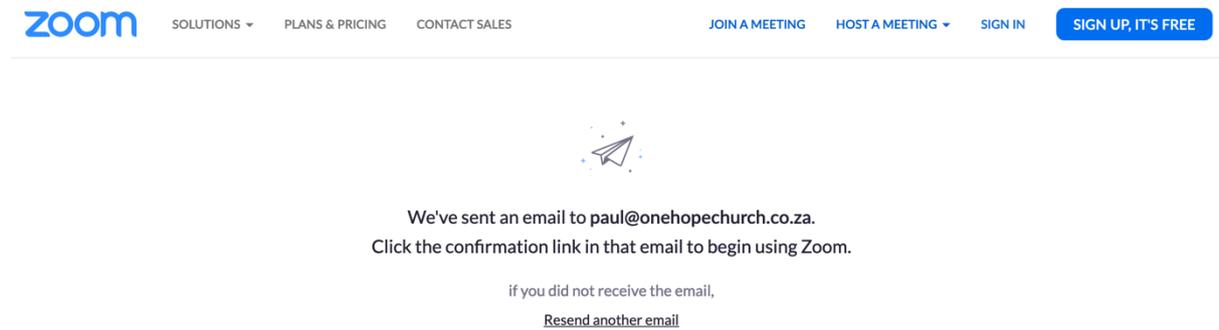
'SIGN UP, ITS FREE'



Step 3: Type in your email address in the block provided



Step 4: Click: 'SIGN UP' and an activation email will be sent to your account.



Step 5: Go to your inbox and open Activation email from Zoom

Step 6: Click

'ACTIVATE ACCOUNT'

This will redirect you to new web page.

Fill in the details asked for and click 'CONTINUE'

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Step 7: Click:

'SKIP THIS STEP'

Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

 I'm not a robot  reCAPTCHA
Privacy - Terms

Invite

Skip this step

Step 8: You are now set up with your Zoom Account. Click the 'Start meeting now' button.

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

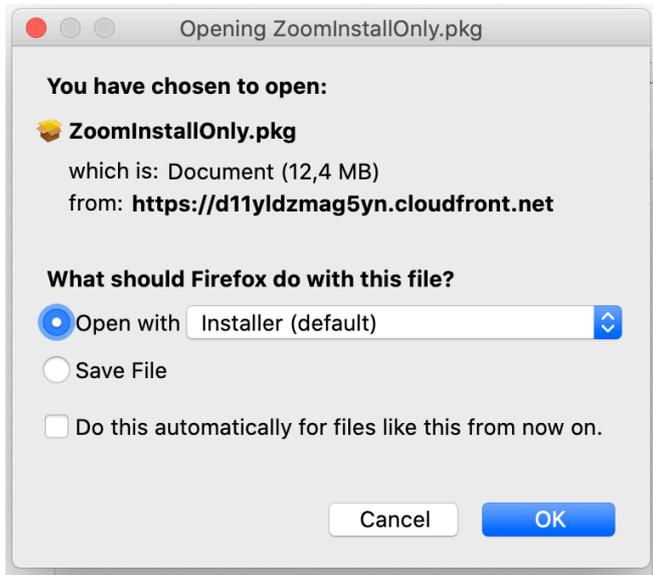
<https://zoom.us/j/9388557938>

Start Meeting Now

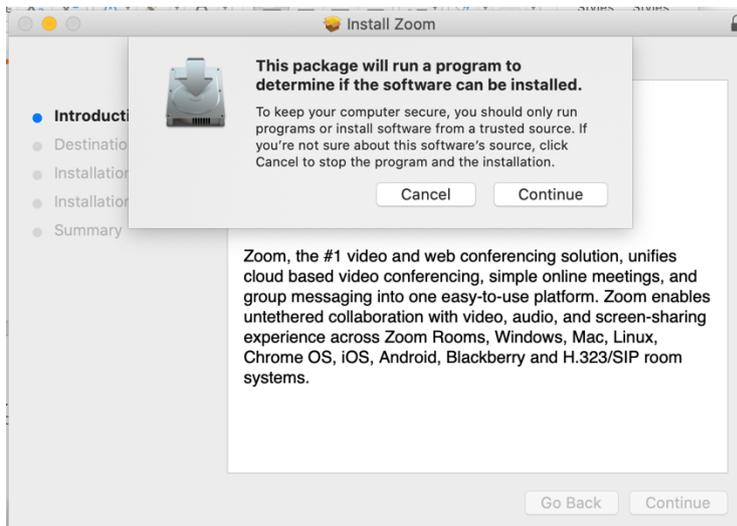
Go to My Account

Step 9: A new browser tab will open and prompt you to do download the app. If the application does not begin to download on its own, click 'DOWNLOAD & RUN ZOOM'

The next 2 pages are for MAC
Computers



Choose 'OK'

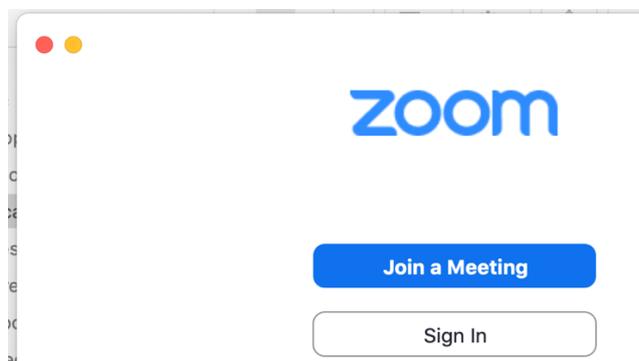


Click 'Continue'

Locate Zoom in your applications folder and click to run the app

PaulHoatson	Stickies.app	25 Feb 2020 at 12:23	1,9 MB	Application
Applications	Stocks.app	25 Feb 2020 at 12:23	1,1 MB	Application
Movies	System Preferences.app	25 Feb 2020 at 12:23	6,1 MB	Application
Pictures	TeamViewer.app	03 Dec 2019 at 20:17	127,5 MB	Application
Dropbox	TextEdit.app	25 Feb 2020 at 12:23	5,5 MB	Application
Deleted Users	Time Machine.app	25 Feb 2020 at 12:23	1,4 MB	Application
Recents	TV.app	25 Feb 2020 at 12:23	75,2 MB	Application
Downloads	Uninstaller for Vuze.app	20 Jan 2019 at 18:40	142 KB	Application
iCloud	Utilities	13 Mar 2020 at 18:46	--	Folder
Desktop	VLC.app	19 Oct 2019 at 15:20	136,4 MB	Application
Documents	Voice Memos.app	25 Feb 2020 at 12:23	3,7 MB	Application
	Vuze.app	20 Jan 2019 at 18:40	268 KB	Application
	WhatsApp.app	04 Feb 2020 at 03:35	278,2 MB	Application
	Wunderlist.app	08 Jan 2020 at 15:57	139,3 MB	Application
	zoom.us.app	02 Mar 2020 at 06:16	47,5 MB	Application

This will open the Zoom App...

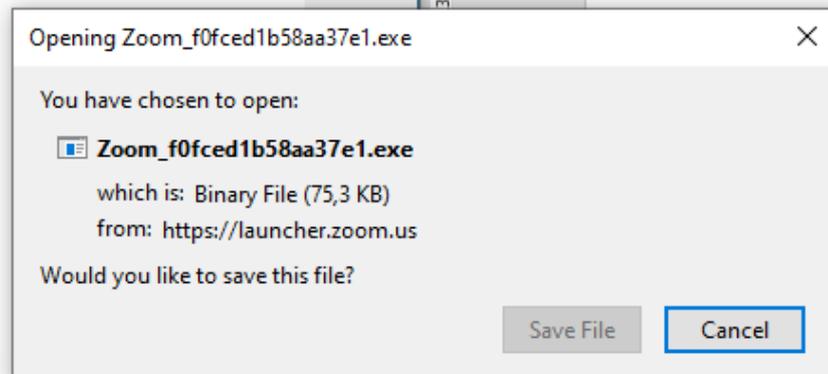


Click 'Sign In' and proceed to put your email and password in.

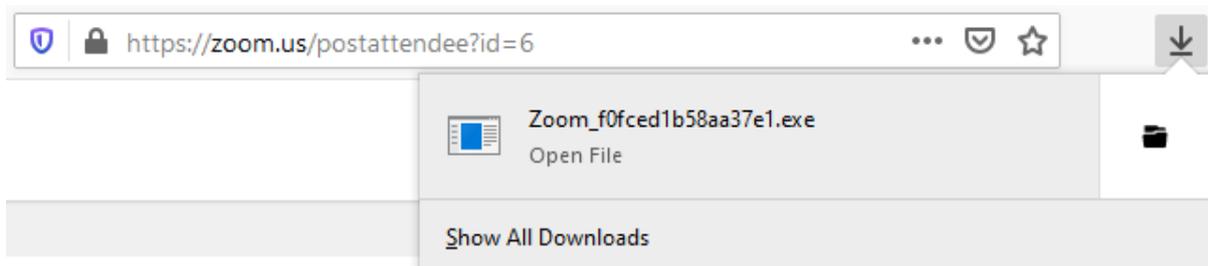
A screenshot of the Zoom Sign In screen. The window title bar shows the name 'Zoom'. The main content area has the heading 'Sign In' in bold black text, with a link 'Sign Up Free' in blue text to its right. Below the heading, there is a text input field containing the email address 'paul@onehopechurch.co.za'. Underneath that is a password input field with a blue border, containing ten black dots. To the right of the password field is a link 'Forgot?' in blue text. Below the password field, there is a checked checkbox followed by the text 'Keep me signed in'. At the bottom right, there is a blue button labeled 'Sign In' in white text. A vertical line separates the sign-in area from the right side of the window.

The next 2 pages are For WINDOWS
Computers

Click 'SAVE FILE'

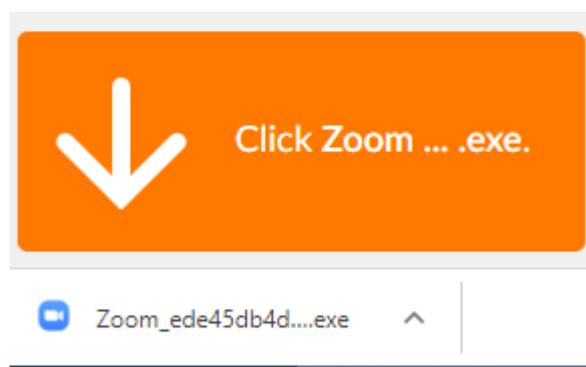


On the top right hand corner (if using Mozilla and bottom left if using Chrome) click on your download icon (the downwards facing arrow on the top left of your screen for Mozilla) and click on 'OPEN FILE'

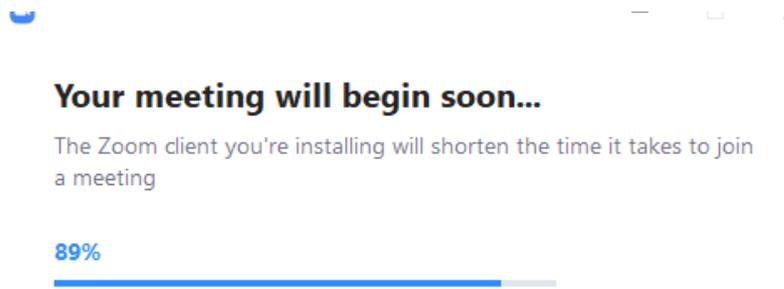


Mozilla Firefox

Chrome (bottom left of you screen) click on the 'EXE' file



The following window will open showing that the application is opening.



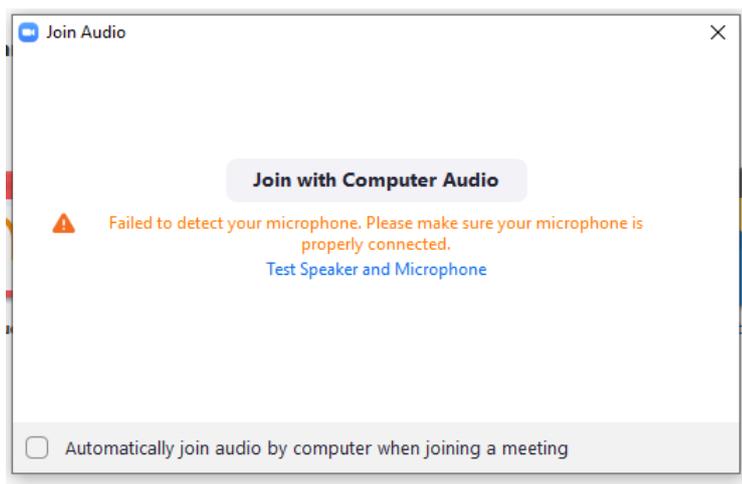
You are now ready to sign in using the log in details you used earlier. Your email address and the password you used.

zoom

Join a Meeting

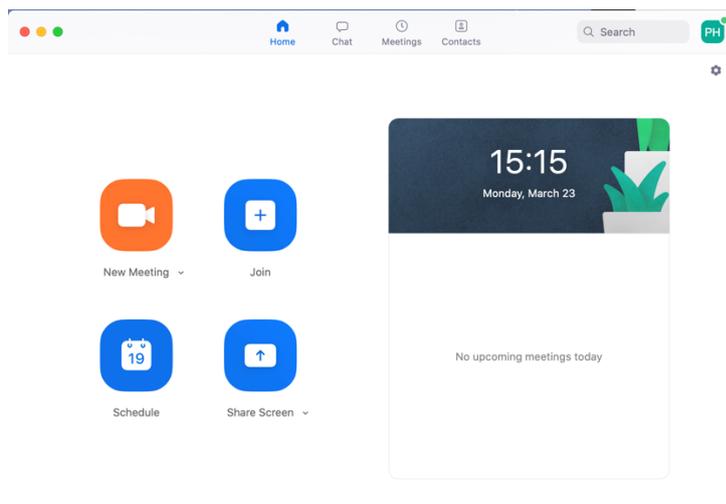
Sign In

Click 'JOIN WITH COMPUTER AUDIO'. On the bottom of the box below is a check box, click the check box.



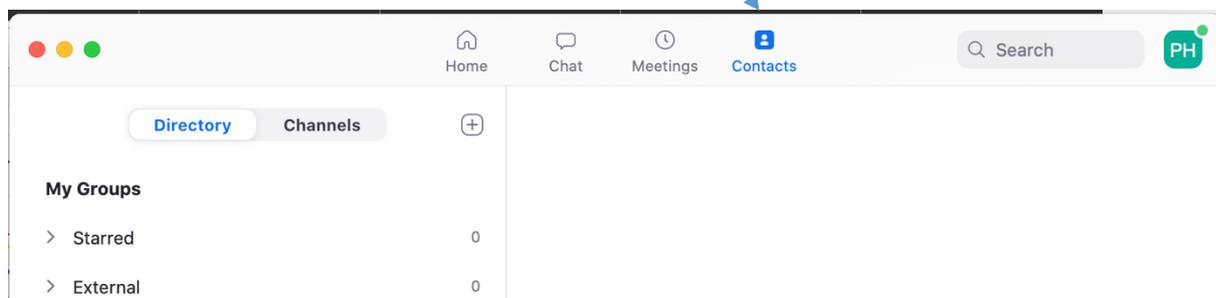
The App is installed and you are almost there...

Step 10: Your app should now be installed and you should be signed in and it should look like this:

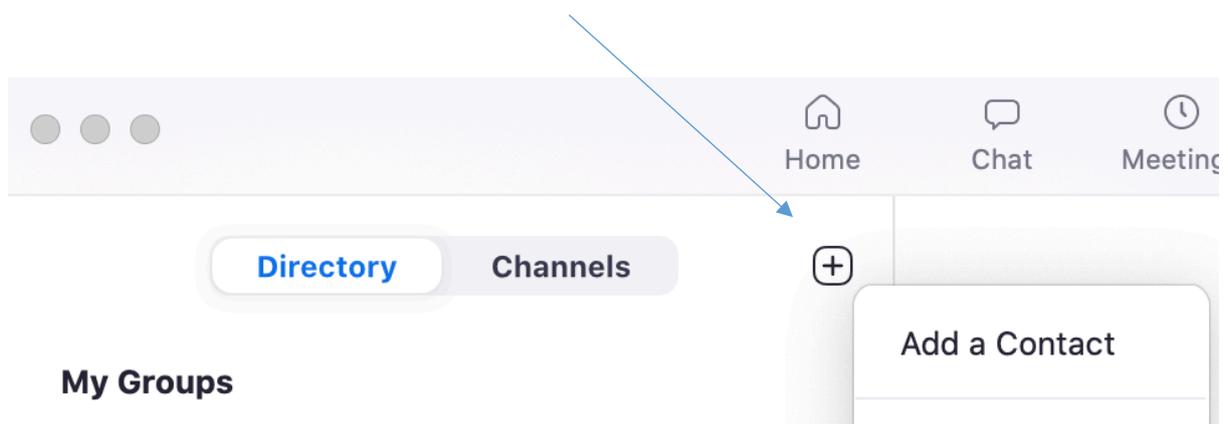


How to add contacts...

Step 1: Click on the contacts icon (Top right)



Step 2: Click on the + button and select 'Add a Contact'



Step 3: Type in the contacts email address and click 'ADD'

Add a Contact

Copy Invitation Cancel Add

Step 4: You will get confirmation that an email has been sent to them.



An invitation has been sent to
charlddp@gmail.com

OK

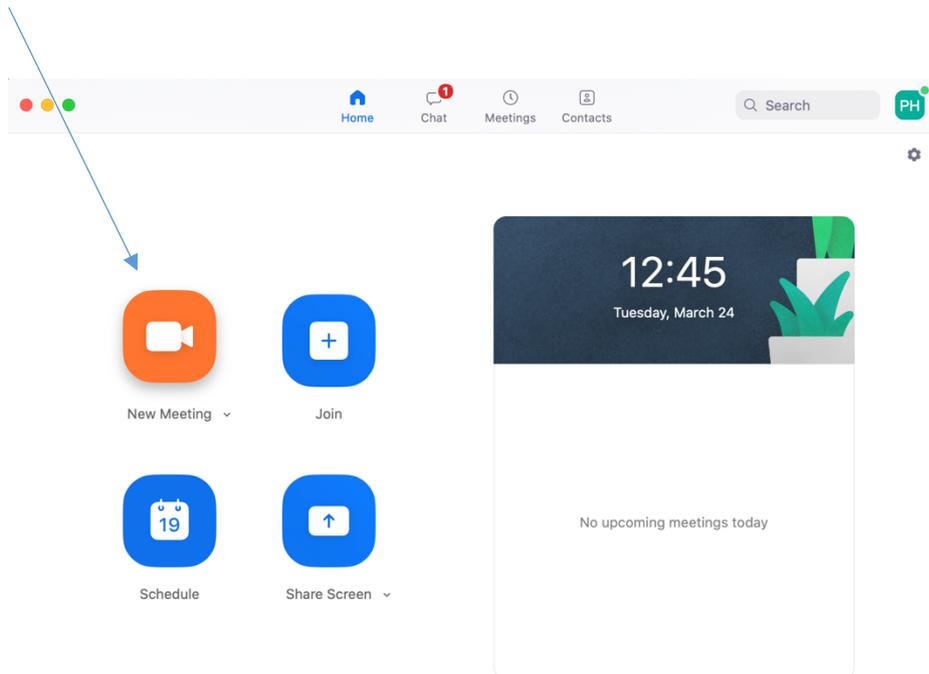
Step 5: Once they have accepted, you will see them in your contacts under the 'External' Tab.

The screenshot shows a contact list interface. At the top, there are navigation tabs: Home, Chat, Meetings, and Contacts. A search bar is visible on the right. Below the navigation, there are two tabs: 'Directory' and 'Channels'. Under 'My Groups', there are three categories: 'Starred' (0), 'External' (1), and 'Apps' (0). A blue arrow points from the 'External' category to a contact card for 'Charl du Preez'. The contact card shows a profile picture, the name 'Charl du Preez', and a status of 'Offline'. Below the contact card are two buttons: 'Chat' and 'Meet'.

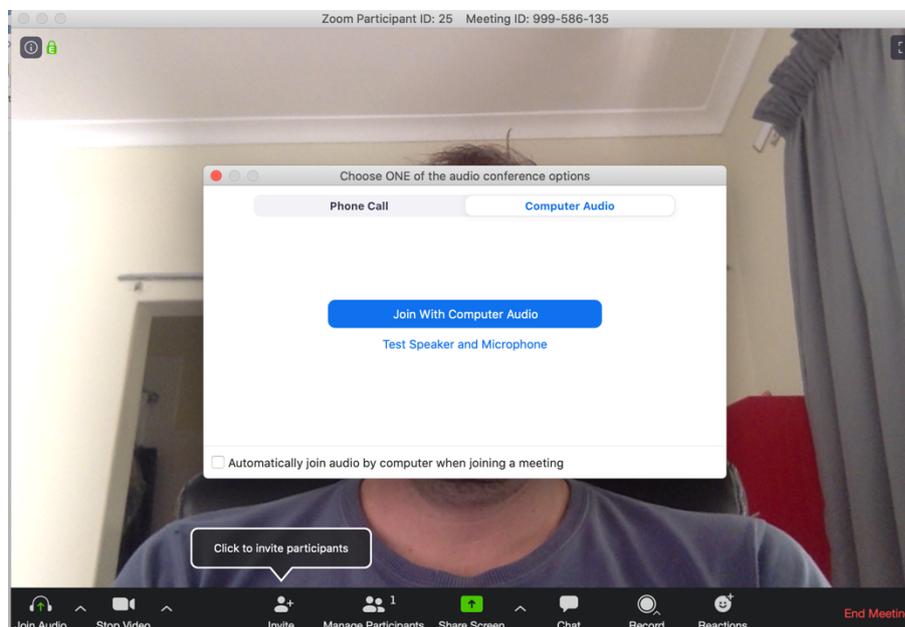
Hosting a meeting: Option 1

If you want to make an unscheduled call with a few people follow these steps:

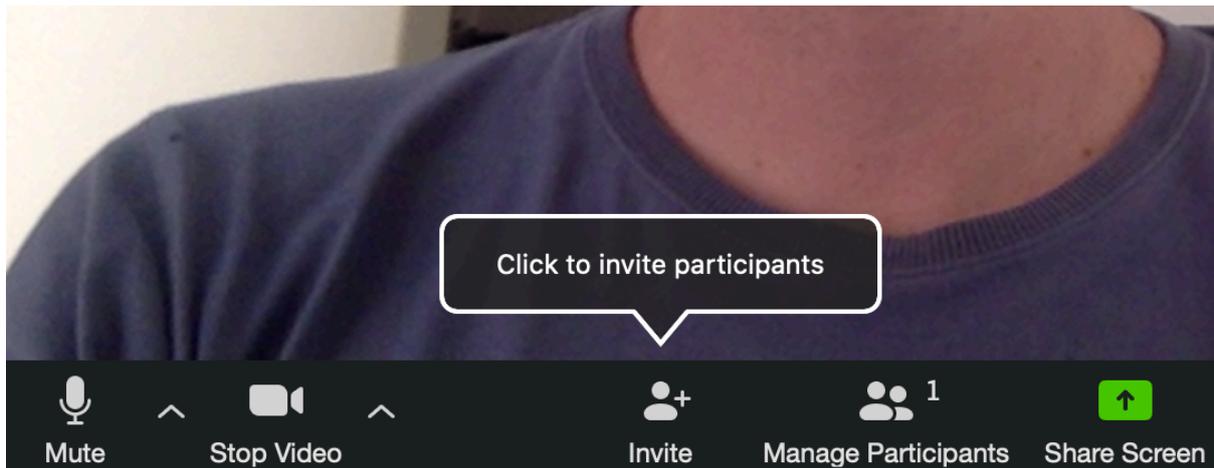
Step 1: From the Home Tab, choose “New Meeting”



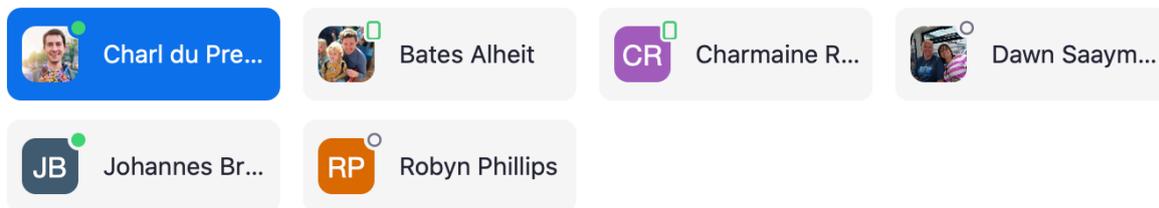
Step 2: It will show that you are connecting and you will see the following box. If it's your **first** call, test Speaker and Microphone, otherwise just click “Connect with Computer Audio”.



Step 2: On the bottom left, click the “INVITE” icon.



Step 4: This will bring up your list of contacts as below. You can click on who you would like to add and they will be ‘called’ to join the meeting.



[Copy URL](#)

[Copy Invitation](#)

Meeting Password: 011513

[Invite](#)

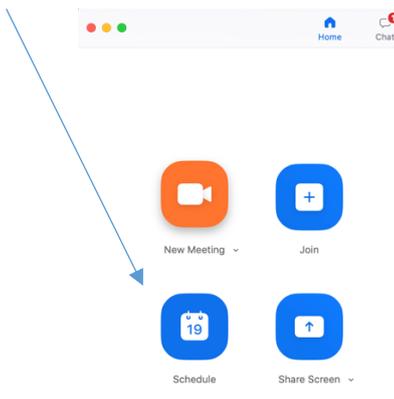
Step 5: Repeat this step to add as many people as you would like to the meeting.

Step 6: When the call is complete, Click “**End the Meeting**” at the bottom right.

Scheduling a meeting: Option 2

This is for if you want to schedule a meeting ahead of time with a group of people (Such as a Life Group meeting that would start at a set time)

Step 1: Click on the "SCHEDULE" icon



Step 2: The following window will pop up, change the name of the meeting & the date and time but the rest of the information should be fine. Click 'SCHEDULE'

Schedule Meeting

Topic

Paul Hoatson's Zoom Meeting

Date

2020/03/24 15:30 to 2020/03/24 16:00

Recurring meeting

Time Zone: Johannesburg

Meeting ID

Generate Automatically Personal Meeting ID 938-855-7938

Password

Require meeting password 069759

Video

Host On Off Participants On Off

Audio

Telephone Computer Audio
 Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

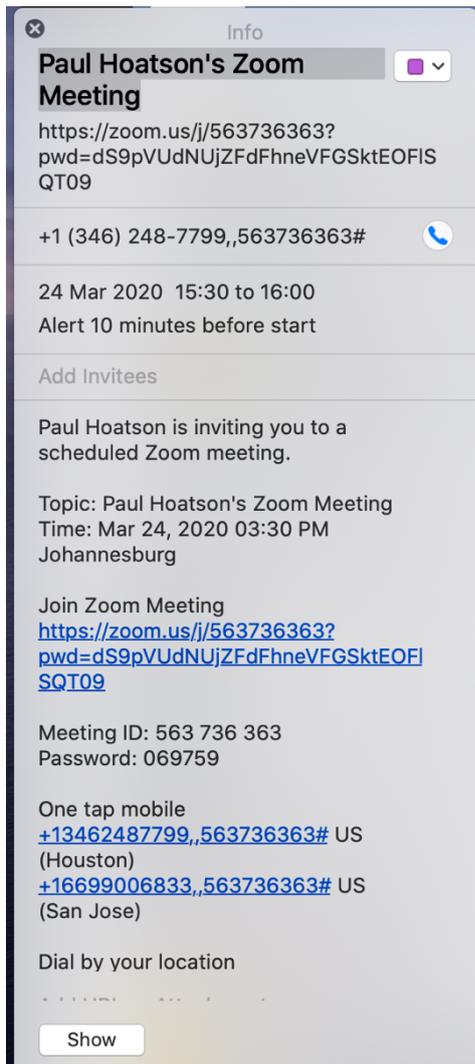
Calendar

iCal Google Calendar Other Calendars

Cancel

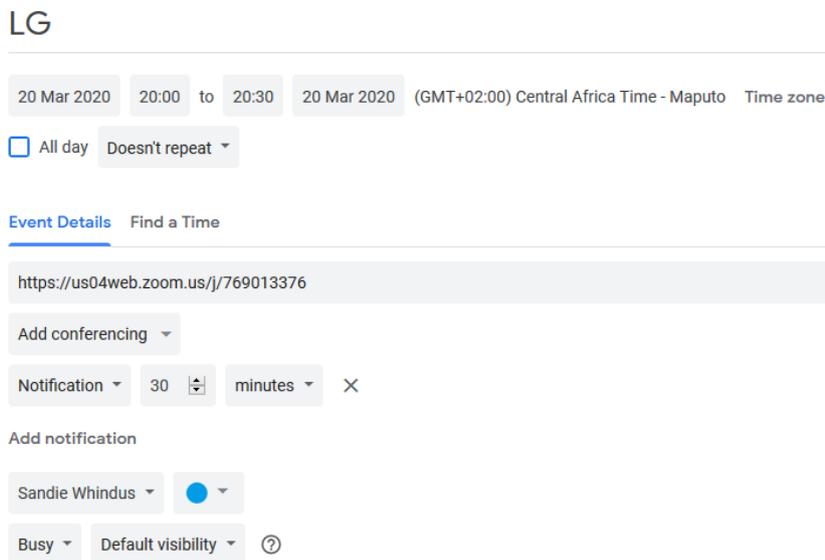
Schedule

Step 3: Once you click on 'SCHEDULE', Zoom will take you to your calendar automatically (hopefully!) This is where you will add guests. It might look different – here are a few options I got.



Click here and add people you want to invite to this meeting

Click here and add people you want to invite to this meeting

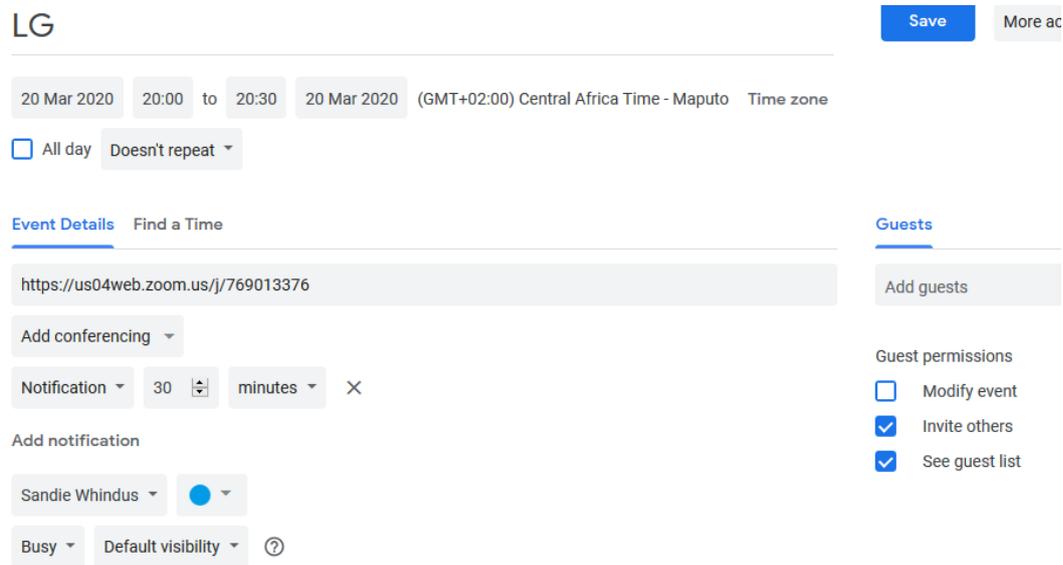


Save More ac

Guests
Add guests

Guest permissions
 Modify event
 Invite others
 See guest list

Step 4: Once you have added everyone click “Save” if your calendar looks like this one...



LG Save More ac

20 Mar 2020 20:00 to 20:30 20 Mar 2020 (GMT+02:00) Central Africa Time - Maputo Time zone

All day Doesn't repeat

Event Details Find a Time **Guests**

<https://us04web.zoom.us/j/769013376> Add guests

Add conferencing

Notification 30 minutes X

Add notification

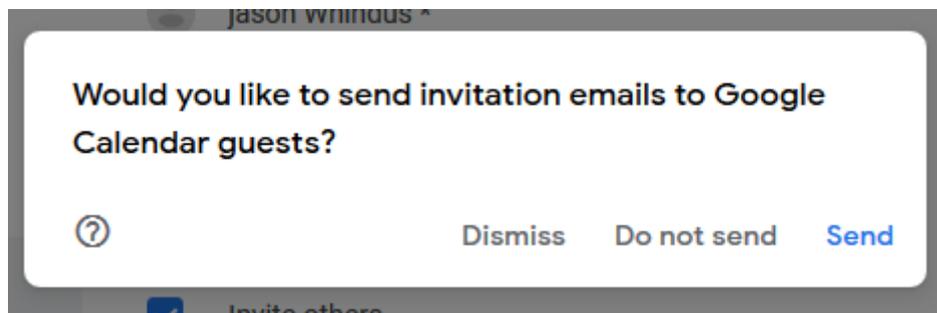
Sandie Whindus

Busy Default visibility ?

Guest permissions

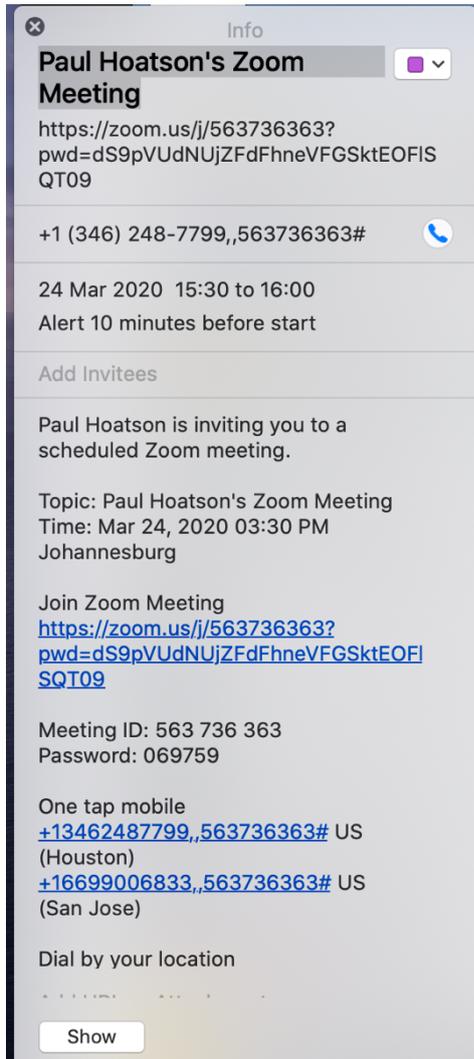
- Modify event
- Invite others
- See guest list

And then click “SEND” and you should get this confirmation.

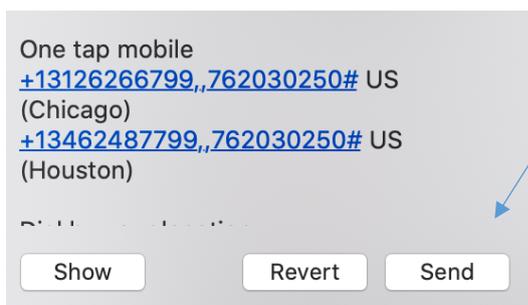


OR

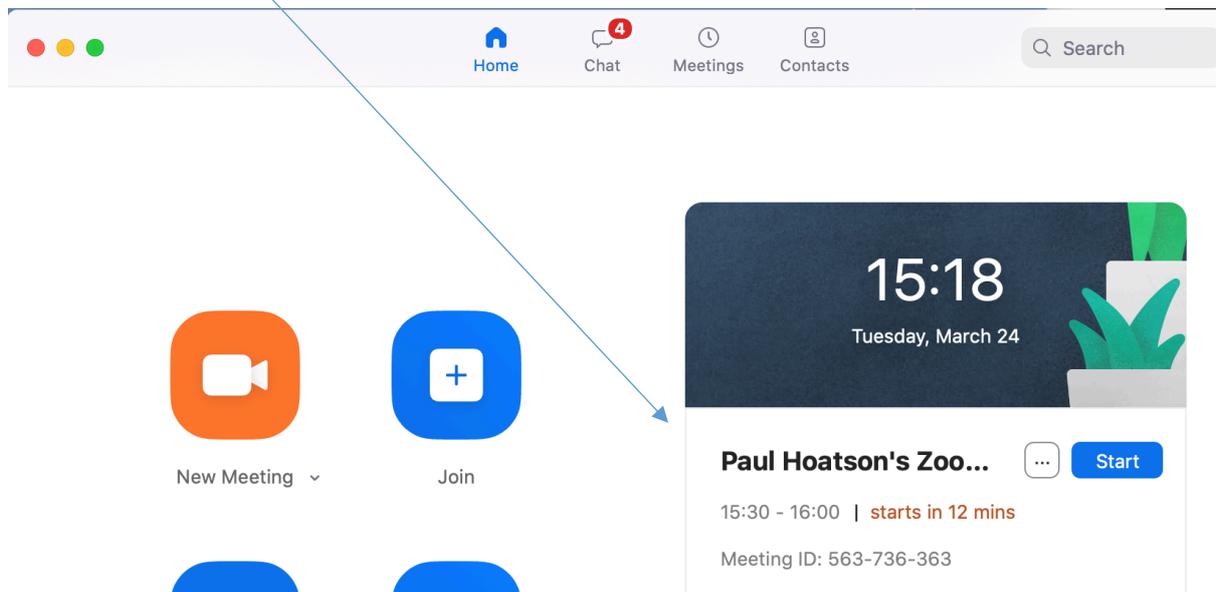
If your calendar looked like this:



Then once you have added Invitees, you will see the send button down the bottom right hand side.

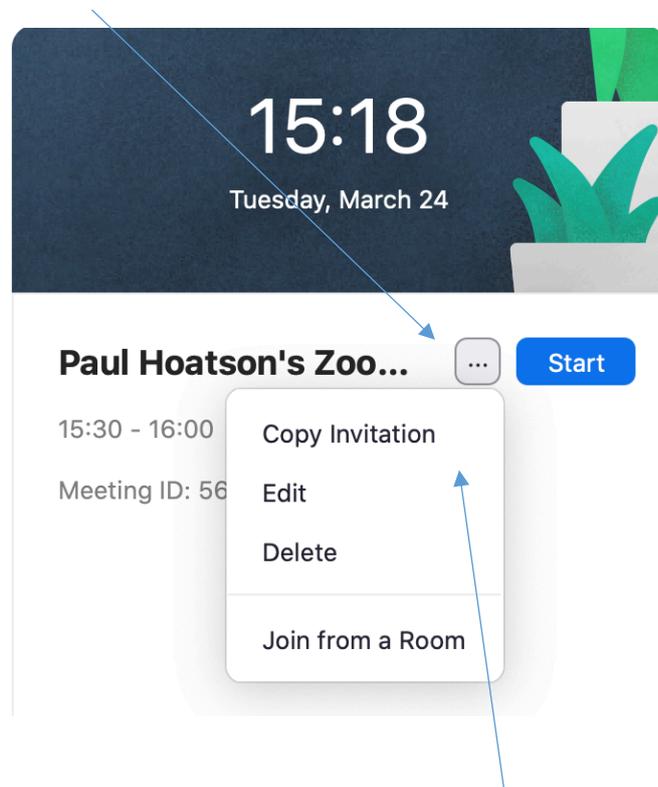


Step 5: You will now see your scheduled meeting appear on your app home page.

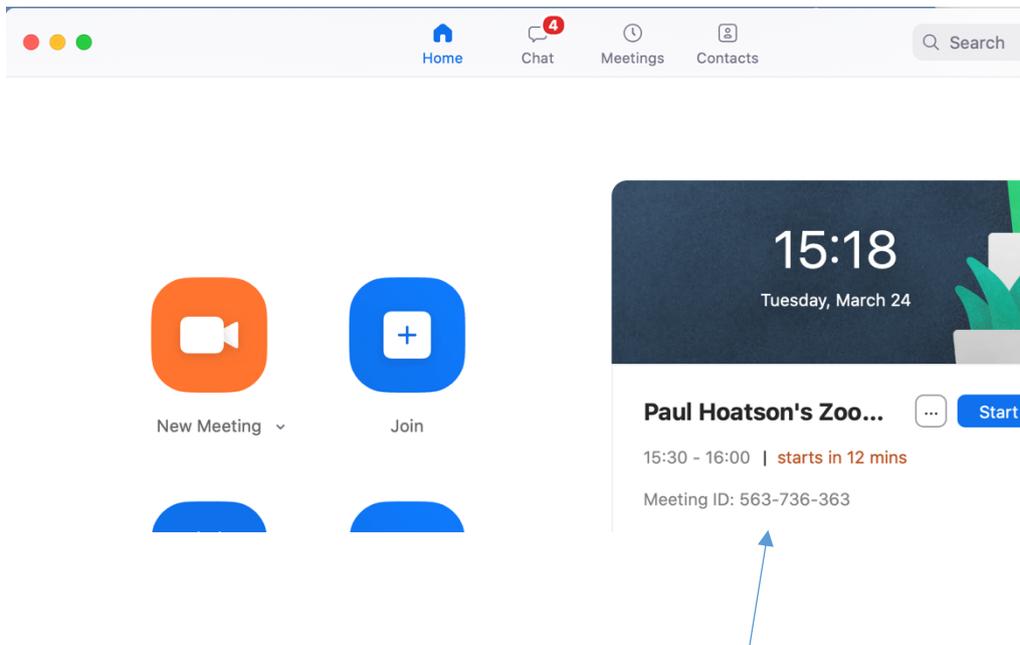


Step 6:

If you couldn't figure out how to add people to the meeting, you can click on the 3 little ... just left of the 'START' button.

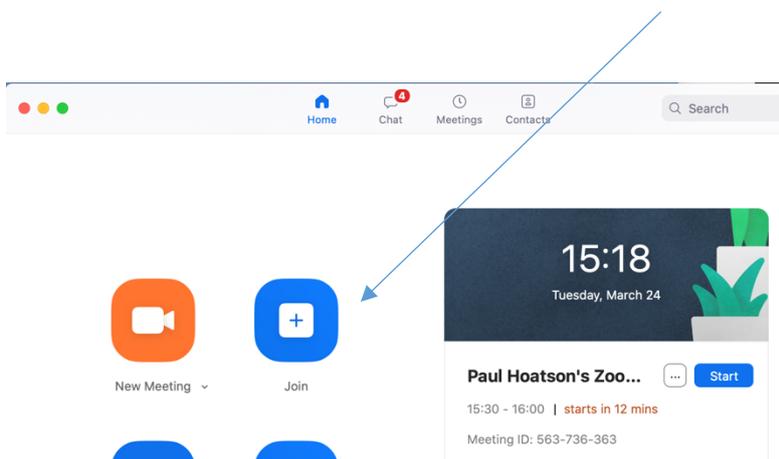


Step 7: Click the 'Copy Invitation' option and you can then just paste the link into an email or Whatsapp and send it to the people you would like to invite.



Lastly, you could also just send them the meeting ID number

And they can use that ID to join a meeting by clicking on the “Join” icon



Well done! You're all set to go. Go BE the church as we connect with our community in awesome new ways!