zoom   **Using Zoom for the first time?**

How to join the Winterborne Valley & Milton Abbas Benefice Church services
Here's a simple guide for first time use.
If you are still having difficulty, please do not lose heart!
Richard (880118) or Vivienne (07962 126250 (best) or 01258 882148) are available to offer help if needed.

Accessing a Zoom Meeting by Phone

If you have no internet access, it is possible to phone in to a zoom meeting.
You will be able to hear what's happening and take part in the conversation but obviously you won't be able to see us.

Here's how to do it: At the time of your meeting, phone **0203 481 5240**

An automated voice will prompt you to enter the **meeting ID**, followed by the hash key, type (without spaces)
309 312 8628 followed by **#**

If asked to enter your **participant ID**… you don't have or need one
Just press the **#** key

When asked to enter the **meeting password**, type
970816 followed by **#**

You should then be in the meeting.

Accessing a Zoom Meeting with a Computer or tablet (iPad or similar)

Click this link or type it into a browser: www.zoom.us/join
Enter the meeting ID: **309 312 8628** and click **Join**

You may then have to click on a number of boxes. They will ask things *like*:
- Do you want to allow this page to open "zoom.us"? Please click "**Allow**"
- Can Zoom download to your computer? Please click "**Allow**"
- Can Zoom access your camera? Please click "**Yes**"
- Can Zoom access your microphone? Please click "**Yes**"
- Call using internet audio? Please click "**Call using internet audio**"
- Computer audio. Please click "**Join with Computer Audio**"
- Video preview. Please click "**Join with video**"

At some point you will be asked for the **meeting password**, type
MAWVChurch (this is case sensitive, be careful of the capital letters!)

You should then be in the meeting.

Once in the meeting…

There are two alternative views, **Gallery View** or **Speaker View**
You can choose between them to suit yourself – we suggest Gallery View while people are gathering and Speaker View during the service.

To select your view of the meeting:
• computer: move your pointer to the top right of the screen, click on 'View', then select your chosen view
• iPad: touch the screen to show the controls, then touch the icon on the left that says 'switch to Active Speaker' or 'switch to Gallery View'

You will not be able to be heard if your microphone is **muted**.

To **unmute** your microphone:
• computer: move your pointer to the bottom left of the screen, click on the (crossed out) microphone symbol
• iPad: touch your screen to show the controls, then touch the (crossed out) microphone symbol at the top of the screen

You can adjust your display name, which shows below the image your camera is sending to others.
It is a great help if you change your **display name** (if necessary) to show your first name and surname (not something like Richard's iPad).

To modify your display name:
• computer: move your pointer over your picture, click on the three dots at the top right of the picture, choose 'Rename'
• iPad: touch your screen to show the controls, touch 'Participants' at the top of the screen, touch your own name from the list, and then 'Rename'