Instructions for Joining a Zoom Meeting

- You will need to download the Zoom application. You may search for "Zoom" for your phone in the App or Google Play store. If you want to download the application on your PC you may use this link to do so.
- Once downloaded, open the Zoom app.
- Join a meeting by entering the meeting ID number and your display name. Select if you would like to connect audio and/or video and tap "Join Meeting".
- For more information watch this video to learn how to JOIN a meeting: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting

Best Practices for Using Zoom

- Use earbuds or headphones to reduce background noise.
- Mute yourself when not talking, again to reduce background noise for other participants.
- When muted, holding down the space bar temporarily unmutes you. When you release the space bar you are once again muted. This makes it easy to make short comments without having to continually click mute and unmute.
- Limit your eating and drinking during the time.
- Keep in mind, with your video on, everyone can see you the entire time. If you are on your phone and need to move around, please also mute your video.
- In certain circumstances, like Bible Study, it is best to use the "raise your hand" feature to indicate to the leader your desire to speak.

Hosting a St. Martin's Zoom Meeting

- St. Martin's has purchased a Pro-level account with multiple hosts.
- Reserve your hosting of a Zoom meeting with St. Martin's Pro account by contacting Amber Kaltz (communications@stmartinsinthefield.org)
- If you have a personal zoom account already, you will just need to log out of it and log into one provided by the church (see above contact).
- Watch this video for how to HOST a meeting: https://www.youtube.com/watch?v=fMUxzrgZvZQ