



HOW TO USE ZOOM VIDEO CONFERENCING

Tips for Hope Group Members

1. CLICK ON THE ZOOM LINK

Your Hope Group leader will email you the link.

If it is your first time using zoom **we suggest you click on the link a few minutes early** before the meeting begins.

2. CLICK TO OPEN ZOOM.US

After you click on the zoom link, a window will pop up asking you if you would like to **open zoom.us**.

Click on that.

4. JOIN USING COMPUTER AUDIO

Once the meeting starts you may be given the option again to select computer audio.

If this happens. Select computer audio again. If not, ignore this step.

3. TEST COMPUTER AUDIO

Since you have joining the meeting early you will be given the option to test your audio quality.

Click test computer audio and follow the instructions you see.

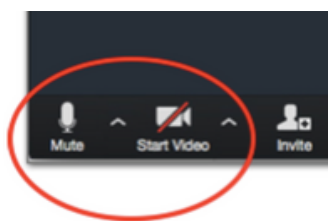
CONGRATS! YOU HAVE SUCCESSFULLY JOINED A ZOOM MEETING!

Now just a few more things...

5. PRACTICE MUTING AND UNMUTING YOUR AUDIO

Your group leader will be there to tell you if they can hear you.

Hover over the bottom left hand corner of your zoom window to find the mute button.



6. PRACTICE TURNING YOUR VIDEO ON AND OFF

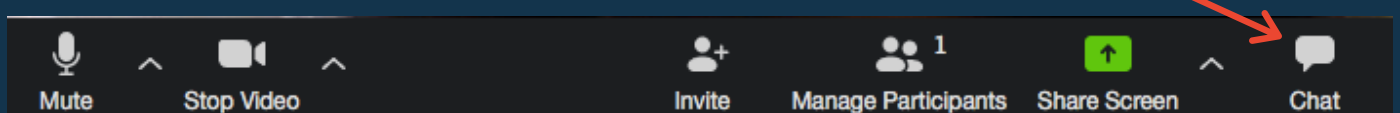
Ask your group leader or fellow group members if they can see you.

The video button can also be found near the mute button.

See the graphic to the left of this box.

7. FIND THE CHAT BOX

Hover over the menu bar again to find the chatbox icon. Click on that to see what others are saying. Type in a message to everyone to test out the chat box.



Visit <https://support.zoom.us/hc/en-us> for more tips.