

Zoom Basics

Joining a Meeting

When you are invited to a Zoom meeting, your invitation will include a link to join the meeting. The link often looks like this: <https://us02web.zoom.us/j/12345678910>

To join a Zoom meeting, click on the link. After you have clicked on the link, your internet browser will attempt to open the Zoom meeting. You may be prompted to download or open the Zoom Application. If you have already downloaded the Zoom application, you can open the meeting in the Zoom Application. If you do not have the Zoom application, it will give you the option to open the meeting in your internet browser.

Click **Allow** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Join Meeting

Your Name

Your Name

☐ Remember my name for future meetings



I'm not a robot



reCAPTCHA
Privacy · Terms

Join

When entering the meeting, Zoom will ask for your name. Enter your name, click the checkbox to verify you are not a robot and then click join. You may be prompted to enter a meeting passcode. If you are, enter the passcode from your meeting invitation.

Join Meeting

Meeting Passcode

Meeting Passcode

Join

Once you have entered the meeting you may see a screen that says "Please wait, the meeting host will let you in soon." If you see this message, simply stay on the web page and wait until the host admits you to the meeting.

Participant Controls

Along the bottom of your Zoom window, you will see a row of controls, including audio, video, chat, participants, and leave.



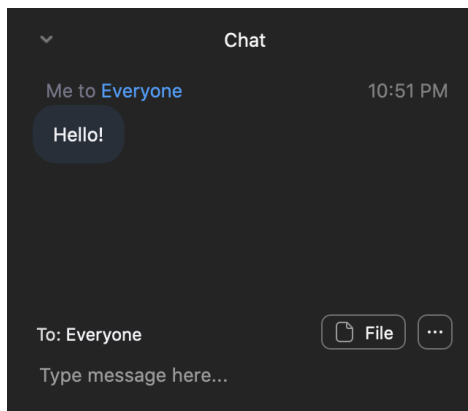
Mute/Unmute

To mute or unmute yourself, click the audio button. It is the button on the far left that looks like a microphone. When there is a red line over the microphone icon, you are muted and cannot be heard by other participants.

Turn Video On/Off

To start or stop your video, click on the video button. It is the button to the right of the audio button. It looks like a video camera. When there is a red line over the video camera icon, your camera is turned off and you cannot be seen by other participants.

Chat

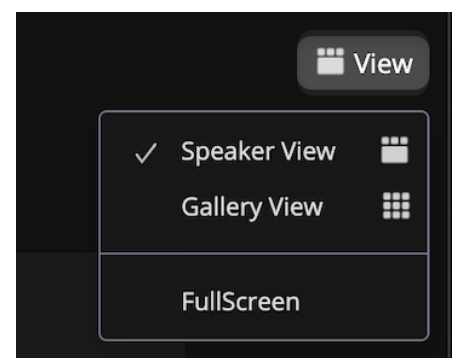


To enter the chat, click on the chat button. This will open the chat box on the right side of the Zoom window. To type into the chat box, click into the text field at the bottom of the page. Type your message using your keyboard and then press the “Enter” or “Return” key on your keyboard to send your message. You’ll see the text appear in the chat box.

Change Speaker View

To change to speaker view, click on the View button in the upper right corner of your Zoom window. To see only the person who is speaking, select speaker view. To see a gallery of participants, select gallery view.

To enter fullscreen, select fullscreen. Once you are in fullscreen, you can exit fullscreen by going to the view menu and selecting exit fullscreen.



Raise Hand

We will not be using Zoom's Raise Hand feature during Synod Assembly. If you would like to get the attention of the meeting chair or be recognized to speak, please use the Zoom Chat.

Learn More: <https://mittensynod.org/docs/Assembly24RecognizedSpeak.pdf>

Leave Meeting

When the Zoom meeting has finished, you can leave the meeting by clicking the red leave button on the lower right side of the Zoom window.

