

The Bridge Church Guide to ZOOM

You will need:

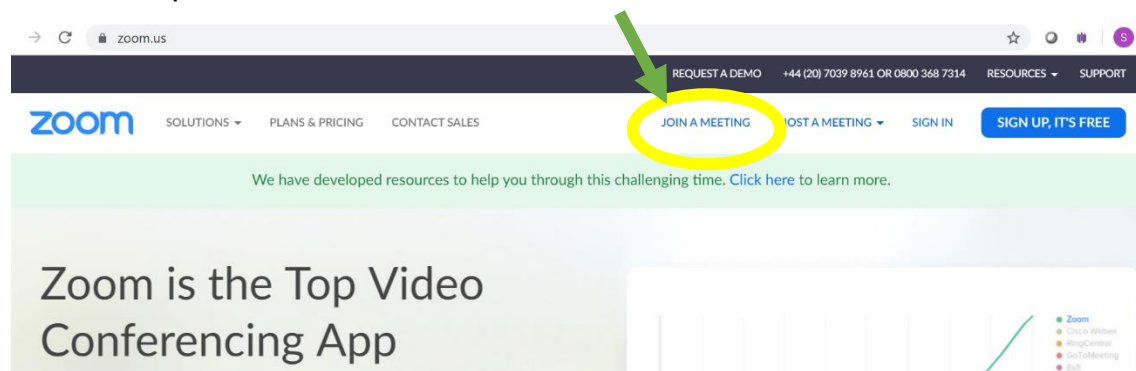
- ...To download the APP
- ...To have EITHER the meeting link (in the Church Whatsapp Group) OR The Bridge Church Meeting ID = 429 318 9365

Here are the steps you should follow:

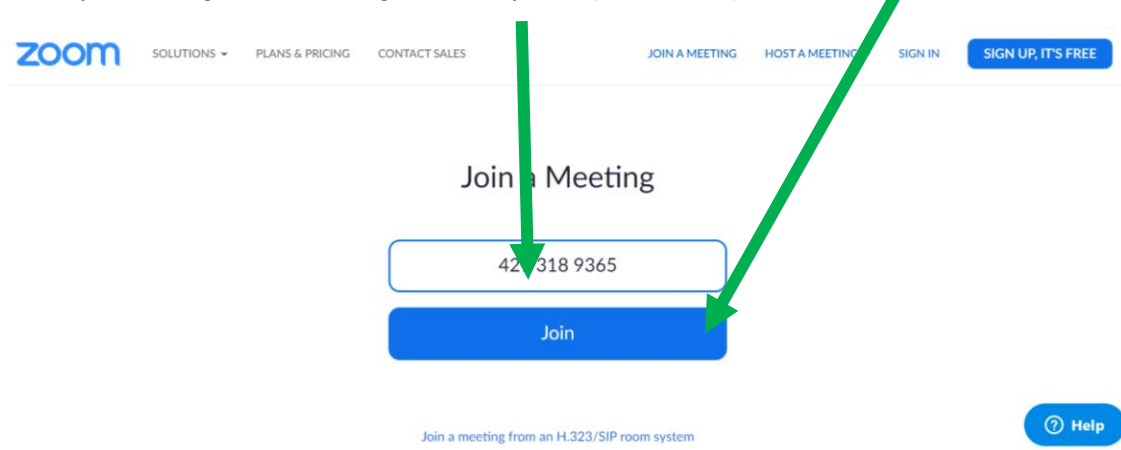
1. **Download the App at the Download Center.** Go to <https://zoom.us/download> and download the best application for your device. Recommended in the following order...
 - a. Zoom Client for Meetings – For PC/Laptop
 - b. Zoom Extension for Browsers – For Chromebooks or specific web browsers.
 - c. Zoom Mobile Apps – Choose for iPhone or Android

Top Tip – Use of a laptop or computer is better than a mobile. You will be able to see people more easily and the controls are easier to use.

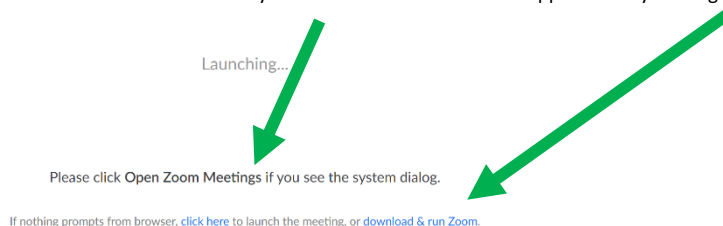
2. **When you have done that (OR if you have trouble don't worry you can still join via the web browser) go to www.zoom.us OR Click on the link provided in the church Whatsapp Group.**
3. **If connecting via the link you should move directly into the meeting – go to step**
4. **Select the option 'JOIN A MEETING'**



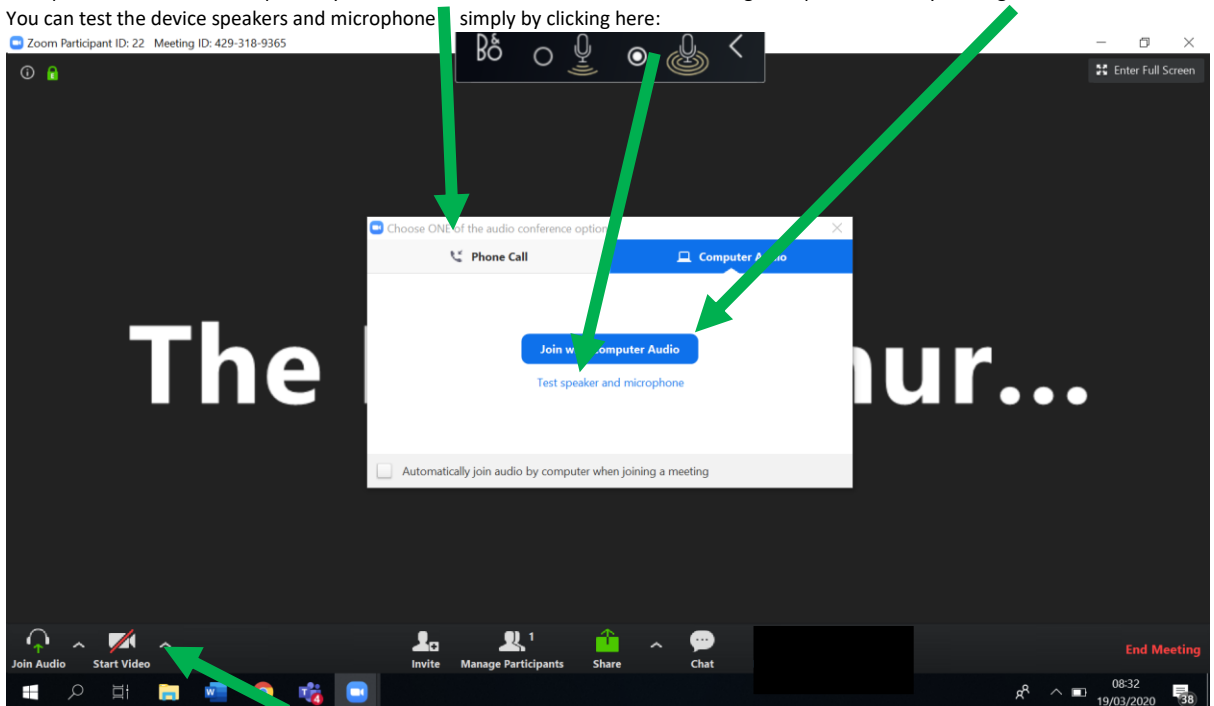
5. **Input The Bridge Church Meeting ID when requested (429 318 9365) and click 'Join'**



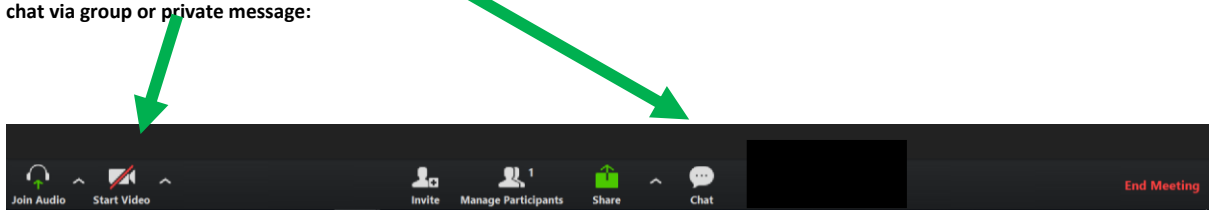
6. **If you have downloaded the app/extension to your computer then ZOOM will automatically try to open the meeting in the app (this is the best experience.) You may get this screen in which case Zoom will send you into the App that you have already downloaded. Click where it says 'click here' or download the application by clicking here...**



7. If you arrive to the meeting before it's officially opened you may see a page that says the meeting hasn't started yet. That's OK – you are in the right place.
8. When the meeting is opened you will see something like this. You will need to connect to audio so that you can hear others and speak. There is a dial in option if you click here: However we would advise using 'Computer Audio' by clicking here:
9. You can test the device speakers and microphone simply by clicking here:



10. Once your audio is connected it's time to connect your video (if it didn't give the option to preview and start when joining) You turn your camera on by clicking here.
11. When you join the meeting your line will be muted to control the background noise on the line. If you want to start interacting with people in the meeting you can click 'Chat' here: You will see a list of people in the meeting and you can chat via group or private message:



- You can choose some to send a message to or put a message in the chat for everyone to see.
- Chat away and get familiar with ZOOM while you wait for everyone to join.
- Each meeting will have a host whose line will be live and will be able to offer help and support as you join the meeting.
- You will be able to view slides and images on the screen throughout and for prayer meetings lines will be unmuted for periods of time so that you can pray with everybody.
- If you have any challenges during a meeting send a message in the Chat and someone will be able to troubleshoot with you.

