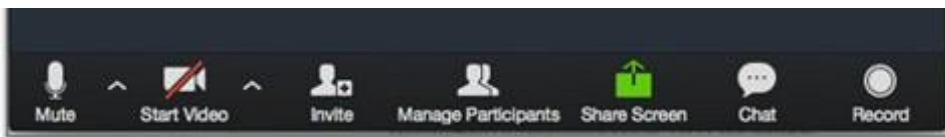


# Zooming

(adapted with permission from Traverse City Unitarians)

- Visit [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting) and download & install the Zoom Client for Meetings
- Or double-click on the join us on Zoom link on our website: [http://unitarianpetoskey.org/?page\\_id=6071](http://unitarianpetoskey.org/?page_id=6071) or the link that comes to you via an email from UUCOP
- If you are Zooming with another church, double-click on the Zoom link provided on their website
- Click on Start Video on the toolbar at the bottom of your screen (you may have to mouse down to have it appear)

## Bottom tool bar



**Mute:** Control/pick your mike for meetings. (All mikes may start out muted by host at the start of a meeting or service.) Mute your mike manually at points where your audio's not needed in a meeting or service.

**Start Video:** Control your video output. Turn off video if your internet's slow or you don't want to be seen. If you encounter problems starting your video, you can still participate in the meeting with audio alone.

**Invite:** Advanced option for Meeting Host

**Manage Participants:** Advanced option for Meeting Host

**Share Screen:** Advanced option for Meeting Host - enables sharing pictures, videos, etc.

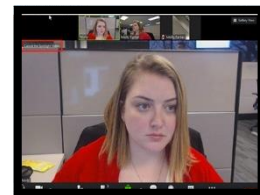
**Chat:** Send a message to all participants, or to specific participants by clicking on their name in the participant list.

**Record:** Host option to record meeting/service. When red, meeting is being recorded.

## Upper Right of Screen



Gallery View



Speaker View

- **Choose Gallery or Speaker View:** Icon is at the upper right of your screen. In Speaker View the person speaking will be larger on your screen.
- **Choose full screen view.**
- **Once the**

To learn more about Zoom, visit the help at Zoom: <https://bit.ly/3dJkoAG>