

Using Zoom: A Beginner's Guide

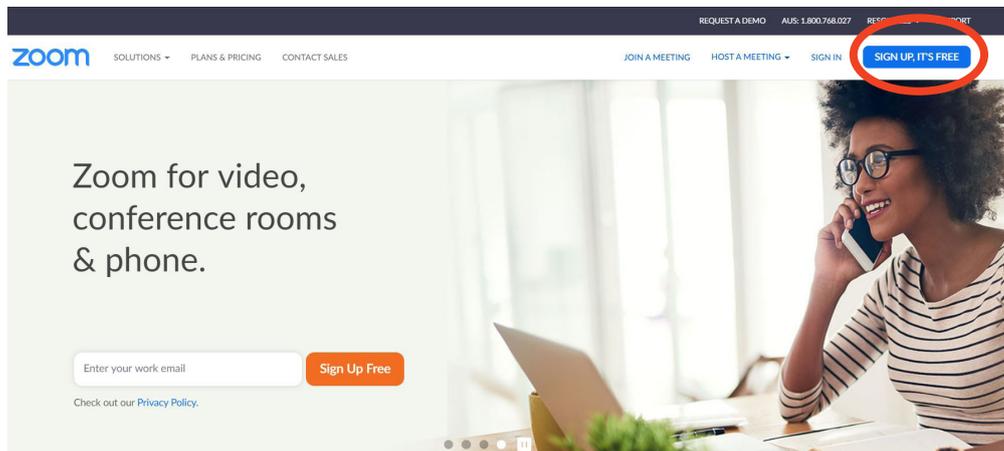
During this period of social distancing and self-isolation, St Paul's Cathedral is committed to maintaining our community and supporting our congregants through online worship, pastoral care, and outreach work. One of the most useful tools at our disposal is called Zoom.

Zoom is a computer program which facilitates online video calls with multiple participants. To use Zoom you will need an internet connection and a device with a camera and microphone. This may be a laptop, a smartphone, or a tablet.

Our hope is to use Zoom to continue engaging with as many community groups as possible. Below is a 'beginners guide' to getting set up with Zoom.

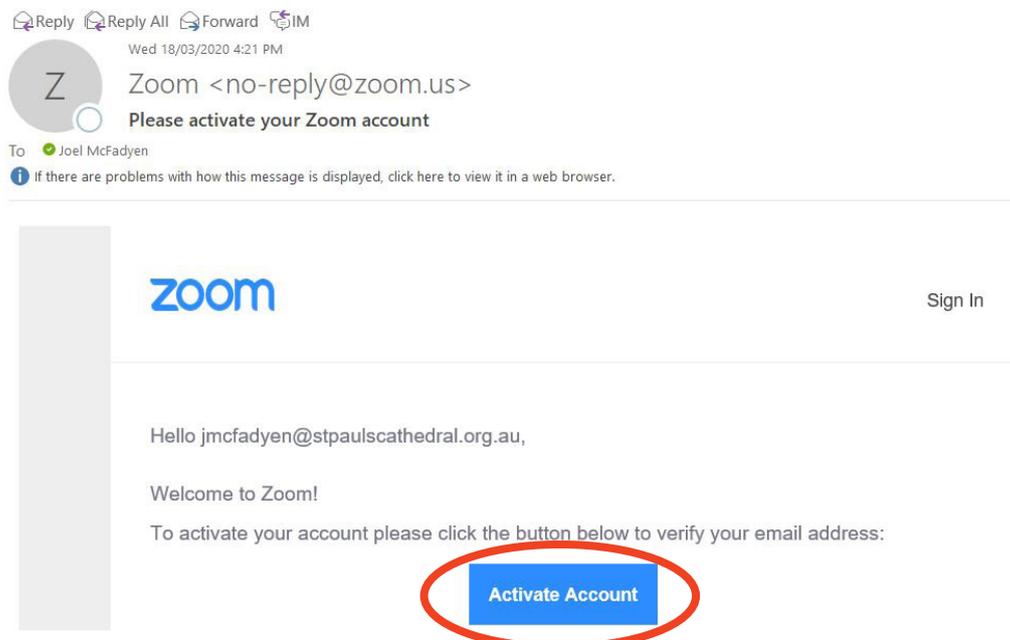
Step 1

Visit <https://zoom.us/> and set up an account, if you do not have one already. Click sign up and enter your email.



Step 2

You will receive an email with a link in it from Zoom. Click 'activate account'. You will be prompted to enter your name, and to choose a password. Make sure to check your spam folder if you do not receive it. This is what the email will look like:



Step 3

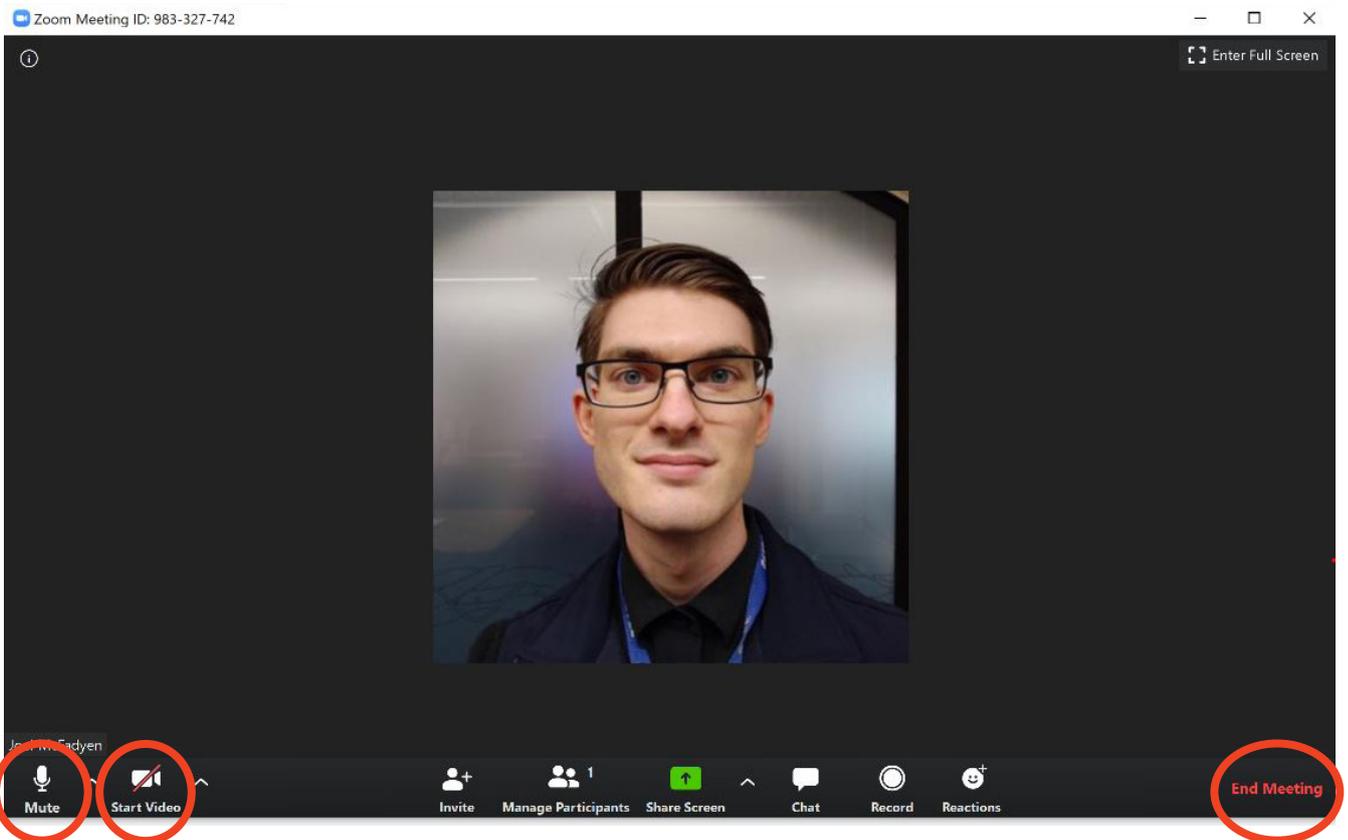
In the next screen Zoom will offer to invite your colleagues to join. There is no need to do this, so click 'skip this step' in the bottom right-hand corner.

Step 4

From there you have the option to start a test meeting. Try it out to get a feel for how the program looks. At the edge of the screen you have options to mute yourself, turn your camera on and off, or leave the call. To use these options on a computer, hover your mouse over each one and click. These options will only be visible when you move your mouse over them, or tap for phones/iPads, and will disappear when you have the mouse elsewhere or tap again.

Before starting the first meeting you will have to download the Zoom program to your computer. Zoom provides good step-by-step instructions for this.

Below: the Zoom meeting window. This will look different on smartphones and tablets. You may be prompted to grant the app permissions, which it needs to work properly.



Turn your audio on and off

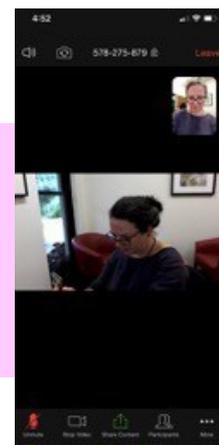
Turn your video on and off

Leave meeting

Left: the smartphone app

Middle: The iPad app

Right: The iPhone app



Step 5

To join a meeting that you have been invited to, simply click the link that the host has sent you. Ensure your audio is *enabled* and your video is *disabled* at the bottom of the screen.

Note: Zoom will display the image of whoever is currently speaking. This means it is best to avoid having more than one person speaking as a time, as it can become confusing as the video switches back and forth.

We're here for you.

We want to enable all of our congregants to participate in a full life of worship during these difficult times.

We look forward to your joining us for our study and social events. Do make sure you have sent your email details to welcome@stpaulscathedral.org.au, or that you have signed up to our weekly newsletter which will contain links to our meetings.

If you are having difficulty getting Zoom set up, please reach out to our office team. During the week please contact the either:

Joel McFadyen | Cathedral Secretary

Email: jmcfadyen@stpaulscathedral.org.au

Phone: (03) 9653 4305

Andrew Victorsen | Events Officer

Email: avictorsen@stpaulscathedral.org.au

Phone: 0422 278 792

On Sunday morning if you are having difficulty connecting please phone Revd Chris Carolane on 0408 499 144

For information online on getting Zoom set up please visit the Zoom help page which contains excellent tutorial videos: <https://bit.ly/33LqDPz>

To view Facebook livestreams please go to our [Facebook page](#)

To watch past services please visit our [YouTube page](#)

For updates on our planned schedule of service times please visit: cathedral.org.au/covid19/



St Paul's Cathedral

Together transforming our City and Diocese