

How to create a Zoom Account: On the Computer

1. Go to Zoom.com
2. Hit the "Sign up, it's free" button in the upper right-hand corner.
3. Enter the email you want hooked up to the account. (you may also choose to hook it up through google or facebook)
 - a. Zoom will send an email link to activate your account.
4. Follow the on-screen prompts to create a name and password for the account.
5. Zoom will download the zoom app on to your computer.
 - a. Follow the download instructions.
6. Open the app once it is downloaded.

How to enter the Video Conference: On the Computer

7. Click the blue "join" button.
8. Enter the Meeting ID.
9. Enter Meeting Passcode.
10. Allow Zoom to use audio and camera.
11. You should now be in the video conference.

How to create Zoom Account: On SmartPhone with App

1. Download the "Zoom Cloud Meetings" app
2. Open the app and hit the "Join a Meeting" button.
3. Enter Meeting ID number
4. Choose the name you want to appear in conference (ex. Kristen's iphone)
5. Hit join button
6. Enter Meeting password
7. Allow access to audio and camera

Features in Zoom:

When you are in the conference you should see yourself as well as the other members.

There are buttons across the bottom of the chat window:

1. "Mute" this will mute your mic.
2. "Stop Video" will gray out your video screen so other members will not be able to see you. You will still be able to see them.
3. "Invite" allows you to add members to the conference.
4. "Manage Participants" lets you see the names of everyone in the conference.
5. "Share Screen" allows everyone in the conference to see your screen
 - a. You can then share your screen, white board (white screen you can type and draw on) iphone air play, and iphone cable.
 - b. We will only be allowing one person to screen share at a time.
6. "Chat" lets you send a typed message to everyone in the conference.
 - a. We are hoping to use the "chat" feature to help let us know if anyone has questions. You can simply type "I have a question" and we will know to pause and address it.
7. "Record" allows you to record your screen
8. "Reactions" allows you to send a clap or thumbs up emoji to the group.

FPC Zoom Gatherings

Links for each zoom gathering are in the church calendar details which can be found on our website LincolnsChurch.org. On the main page of the website there is a link in the banner for the calendar.