

## New to Zoom Instructions

If you have not been to a gathering on Zoom before, here are a few instructions to help you get comfortable:

Zoom is a wonderful piece of conferencing software that allows us to meet online using video and audio. It's designed for gatherings of all sizes and has many features that facilitate smooth and effective communication.

1. You will need **a computer with a working webcam and microphone, a quiet place without a lot of background noise, and a strong connection to the Internet.** Most laptops, tablets, and smart phones produced in the last five years have the capacity to run Zoom. It is now possible to participate in a meeting from the comfort of our homes!
  
2. Then:
  - a) Go to [www.zoom.us](http://www.zoom.us) and click "**Sign up, it's free!**" located on the top right corner of the page.
  - b) You will be asked to verify your birth date. This is to confirm you are of legal age to have an account.
  - c) Once you type in your email address and click "register", Zoom will send you an email. If you don't see it in your INBOX, check your SPAM or JUNK mail.
  - d) Click "activate account". You will be taken back to zoom.us and asked to complete your registration (name and password).
  - e) Skip the invite colleagues or contacts.
  - f) Click "start meeting now". Follow the prompts to test your speaker and microphone. This will be the only time you have to do this step. Select "join with computer audio".
  - g) Ideally, the Zoom application has now been downloaded to your device. Check for the white video camera in a blue box icon app (smart phone users), applications folder (Mac users) or programs (PC user). We suggest you complete this process several days before the event so you are ready to join us on August 8, 2020.
  
3. **If you would like help setting up your Zoom, Suzan Denis has kindly offered to assist. Email her at [blessingsfromsuzan@gmail.com](mailto:blessingsfromsuzan@gmail.com) and include your phone number several days ahead of the class.**

Or email [vims1retreat@gmail.com](mailto:vims1retreat@gmail.com) for more information.

4. At the time of the meeting simply **click the link sent to you** to join the class. Your device will automatically open Zoom on your web browser and sign you into the meeting. You will enter a "waiting room" and the host will bring you in 15 - 30 minutes before the retreat starts. **Plan to arrive at least 15 minutes early** so we can help you with Zoom controls like mute, video camera, and view prior to our 7pm start time on Friday evening and the 9am start time on Saturday.

If you run into problems, call Suzan on her cell at 250-938-7009 and she will do her best to help you sort it out.