



Meeting Virtually: A Short Zoom Tutorial

CBFNC highly suggests the Zoom (www.zoom.us) platform as a way for committees, teams, staff, Sunday school classes, and small groups to meet virtually and remain connected during the COVID-19 crisis. Zoom allows people with computers with video capability to “see and be seen,” and to “hear and be heard.”

If you don't have a computer or don't have one with video capability, you can participate by phone. People participating in the meeting DO NOT have to create a Zoom account; only the person setting up the meeting must have an account. **Zoom offers a FREE account that is limited to up to 100 people for a 40-minute video chat or phone call.**

How to create a Zoom conference call:

- In the top menu, select "Schedule a Meeting"
- Enter all the information for the scheduled meeting and select "Save"
- On the next page, there will be an invitation link that looks something like "<http://zoom.us/###>"
- Copy that link to send to your Bible study class
- When you are ready to begin the meeting, click "Start this Meeting"
- Multiple boxes will come up on your screen. You will need to "Join with Computer Audio"
- In the black box, you can make sure the video is on and the volume is not muted.

How others can join the Zoom conference call:

- **If using a computer**, click the invitation link and they'll be prompted to download and install the Zoom software or be asked to allow Zoom access to the computer's camera. Then, at the time of the meeting, they can join the call with video (if they have a camera on your computer) or with audio only. [*Here is a quick overview video about how this will work.*](#)
- **If using a smartphone**, users may click the One Tap Mobile number provided in the instructions that will take them straight into the meeting via audio.
- **If using a non-smart phone or land-line**, users will need to dial the number listed in the Dial By Your Location provided in the instructions. Next they will be prompted to enter the Meeting ID (usually a nine to 11-digit number). Follow the prompts to enter the meeting by phone,
- **Optional App if using a smartphone or tablet**, have them go to the App Store and download the "ZOOM" application. It is free. They may open the App to join the meeting without creating an account simply by entering the Meeting ID number. They may also create a free account if they wish. Then, at the time of the meeting, they will simply click the invitation link that you sent them and participate by video chat.

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Zoom allows you to record your meeting so you can send it as a link to those who cannot participate at the scheduled time. There is also a chat feature where participants can communicate with each other or the whole group and submit questions. You can save the chat for future use as well.

Example of Zoom Meeting Instructions

Once you set up a meeting, you will see an option to “Copy the invitation” in blue text on the far-right side of the line labeled Join URL. That is what you will send to your meeting participants with instructions to join. It should look like this;

John Doe is inviting you to a scheduled Zoom meeting.
Topic: Small Group Meeting
Time: Mar 26, 2020 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/1234567890> *(this the link)*
Meeting ID: 123 456 7890

One tap mobile
+16468769923,,1234567890# US (New York)
+13126266799,,1234567890# US (Chicago)

Dial by your location
+1 646 876 9923 US (New York)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)

Meeting ID: 1234567890
Find your local number: <https://zoom.us/u/ab3Xgbsncu>

If you need help, please contact Mary Kaylor, CBFNC associate coordinator, at mkaylor@cbfnc.org or by calling 336.759.3456.

**Information cultivated by CBFNC staff from Zoom.
us and with assistance from Thomas J. Bratton, Jr.,
Ed.D., minister of Christian Formation at First Baptist
Church of Asheville.*

