

NBUMC ZOOM INSTRUCTIONS

We have set up the technology to offer Sunday's worship service via Zoom Cloud Meetings, a tool that offers online meetings. For those who view themselves as "technology challenged", there is a phone number where you may call in and listen to the service. See "Call In Instructions" (below).

To get ready for the service, you will need:

- Internet Connection. [For your smartphone or tablet, wireless is recommended unless you have an unlimited data plan]
- A computer (Windows or Macintosh) or smartphone/tablet (iOS or Android).
- Zoom Software

Computer

1. open your browser to https://zoom.us/download#client_4meeting
2. Select "Zoom Client for Meetings"
3. Click "Download". You may or may not be asked for a location to save a file to install on your computer. Once downloaded, open the file name at the bottom of your browser or open the folder where you saved the file you downloaded (use Windows Explorer or the Finder on a Mac). Click on the file or follow the instructions you see to install the software.
4. Once installed, the software opens and you are ready to use it.
5. Select "Join a Meeting" (you don't need to "sign in")
6. Enter the Meeting ID
7. Follow the instructions to test your audio and microphone (if you have one)

On your smartphone

1. Go to the Apple App Store or Google Play (as appropriate)
2. Search for "Zoom" or "Zoom Cloud Meetings"
3. Download and install the app
4. Open the app
5. Select "Join a Meeting"
6. Enter the Meeting ID

To connect to the service: You may join by clicking on the link below OR if you open the App (on your computer or on your smartphone/tablet), enter the meeting ID (as described above).

Join Zoom Meeting

<https://zoom.us/j/7309971650>

Meeting ID: 730 997 1650

At the end of the "meeting", click **Leave Meeting** to exit.

Call in Instructions

Dial: +1 929 436 2866 US (New York) or +1 669 900 6833 US (San Jose)

Meeting ID: 730 997 1650

“One tap” on your mobile

+19294362866,,7309971650# US (New York)

+16699006833,,7309971650# US (San Jose)

To exit the call, simply hang up.

The meeting will be available 30 minutes before the service and end 5 minutes after the service ends. Assistance will be available starting at 9:30. Please don't wait until the last minute to sign in!

Ken Ow or Ardoth Hassler will be “moderating” the meeting. Your audio will be muted so we will all be better able to hear Pastor Jeff without background noise/interference.

IMPORTANT TIPS

A few important tips as we navigate using this new technology together:

- This will be the same link and phone number to use each Sunday for as long as we are worshipping remotely
- If possible, use one device per family to make sure everyone can join. Our subscription limits us to 100 participants which should be plenty if we stick to one device per household.
- Keep your audio muted when you are not speaking (you can turn it on if you are sharing a joy/concern or joining in the liturgy). Otherwise the background noise will make it hard for folks to hear. If you are using a phone, mute it if possible. If you can't mute, please try to minimize background noise to help all of us be able to worship.
- If you are having internet connectivity problems, try turning off your video as "audio only" requires less bandwidth.

FOR MORE DETAILED WRITTEN INSTRUCTIONS....

As many of you know, Ardoth worked for many years in IT at Georgetown U before retiring. GU uses Zoom for meetings and instructional continuity. There is additional documentation on installing and using Zoom at: <https://uis.georgetown.edu/zoom/>. You should ignore the information that is Georgetown specific. These documents are publicly available.

Questions? Email Ardoth Hassler ardoth@gmail.com or call 301-512-7626 or Ken Ow at kenow999@gmail.com or call 301-520-9999