

Zoom Meeting Guide

To ensure security, access details for Faith's Zoom services will only be provided via Constant Contact email. If you are not currently subscribed to Faith's Constant Contact, please email shauna@faith-andover.org to be added to the list.

What You Need to Join a Zoom

- An internet-connected computer, laptop, tablet, or smart phone
- The meeting ID number
- The meeting password

You don't need to have a Zoom account to participate in a meeting, but you will need to download and install the Zoom client software. Use the appropriate link below to download the Zoom client software to your device.

- Windows or Mac: <http://zoom.us/download>
- Apple Device: <https://itunes.apple.com/us/app/id546505307>
- Android Device: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

Launch the downloaded installer (if it doesn't launch automatically) and follow the instructions. You should allow Zoom to access your device's camera, audio, etc.

Joining the Zoom Meeting

1. If you have access to the meeting link from a Constant Contact message, click on the link, and the Zoom client will open automatically. Your Zoom client will locate the meeting for you using the link.
2. If you don't have access to a link, launch your Zoom client and select "Join a Meeting." Enter the meeting ID, and the Zoom client will locate the meeting.
3. You will be prompted to enter a display name. You can use the default name that appears or enter one of your choosing. You will be prompted to select the use of audio and/or video. Make your selection and join the meeting.
4. If you are prompted for a meeting password, enter it when prompted.

Instructional Videos

Here are two YouTube videos with easy-to-follow instructions that will guide you through the Zoom meeting process.

Windows or Mac computers: <https://www.youtube.com/watch?v=kh50kValdAY>

Apple or Android tablets and smartphones: <https://www.youtube.com/watch?v=GEQLjLYhuJQ>