

Using the Zoom Application to watch First Parish Streamed Services

Introduction

Zoom is a little application that installs on your computer so you can see and hear meetings. In this case our Sunday service will be the meeting (which takes us back to our forebears who would have referred to their services as meetings). A camera and microphone at church will send Ellen's picture and audio up through the Internet to your computer. Typically, it takes about 5 minutes to install Zoom on your computer. This only has to be done the first time you use it.

How will I connect?

Ellen will send an email with a URL to copy and paste into your Web browser's address line. URL stands for *Universal Resource Locator*, but you only hear the acronym these days. An example of a URL is our own home page address <https://www.uuchelmsford.org>. The URL Ellen will send may be quite long, which is why it's better to copy and paste it instead of trying to type it in manually.

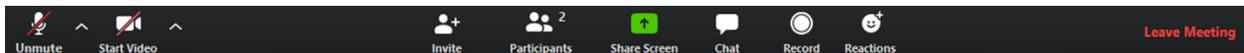
When should I install Zoom?

If you are comfortable with installing software you could wait until 10 minutes before service starts, enter the URL into your Browser and follow the prompts to install the Zoom software. If you would prefer to install and test it beforehand go to Page 2 and follow the instruction there to join a test meeting. If you have problems, check out the screenshots and notes on the subsequent pages. If you still can't get the test to work, contact the First Parish Zoom support team.

Being heard, being seen, or not

For the worship meeting, you will enter the meeting space with your microphone and video functions turned off. Please leave them off for the duration of the worship, so that everyone can focus on our worship leaders.

If you accidentally switch on your microphone you can mute yourself by moving your cursor over the bottom of the screen, so the control panel below appears. Clicking on the microphone icon will mute you. Similarly, you can also switch off your camera by clicking on the video camera icon.



The Chat function

You can chat (instant message) by clicking on the chat icon shown above. The default chat sends your message to everyone who is attending the service. This is a great way to talk with everyone before or after the service, but it can be distracting during service, so please use it thoughtfully.

You can also choose to chat privately to an individual attendee. Select whoever you want to contact in the pulldown menu and send your message privately.



First Parish Zoom Support

chris@learysweetnam.com or cell (978) 337-5829 (not 24/7)

Try Zoom out beforehand using a Test Meeting

Overview

You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. You can also test your [video](#) or [audio](#) while in a Zoom meeting.

Instructions

Visit <http://zoom.us/test>.

Click the blue **Join** button to launch Zoom.

When prompted by your browser, click **Open Zoom Meetings**. If you don't have Zoom installed on your computer, follow the prompts to download and install Zoom. You will know it is working if you suddenly see yourself in the window onscreen (assuming you have a camera enabled on your computer).

The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.

If you don't hear an audio reply, use the drop-down menu or click **No** to switch microphones until you hear the replay. Click **Yes** when you hear the replay.

You will then join the test meeting as an attendee.

Installation notes for PC Users

After entering the URL that Ellen sends, the first window you should see in your Browser is this.

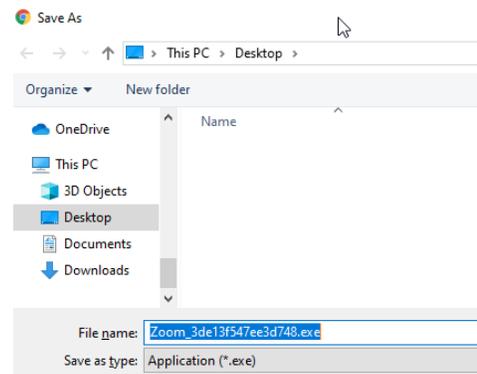
A download should start automatically in a few seconds.

If not, [download here](#).

If the download does not start automatically (and this is usually indicated by a progress bar somewhere in your browser window) click the “download here”.

It is possible that some virus protection software will jump in at this point and want reassurance that you know what you are doing. If nothing appears to be happening, minimize your browser window and look behind it to see if there is a prompt from your virus protection.

The download is the installer application. It is not the Zoom application itself – the installer has to be downloaded and then run to install the Zoom application. You may be prompted to select a location where the download will save the installer. Unless you already have hundreds of files obscuring your desktop – yes, you know who you are - I suggest saving it there.



When the download completes run it by clicking on the installer. Your browser may provide a helpful pointer like the one in the Chrome browser shown here.



If not, look for this icon  wherever you saved the installer and click on it.

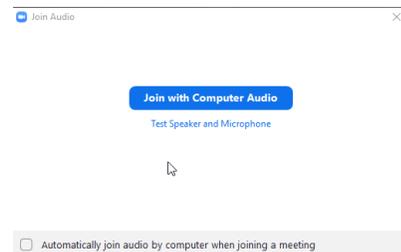


Later versions of Windows will then ask you for permission to run the installer with a prompt like this. This prompt may be hidden behind an existing window and only make its existence apparent by flashing a Windows icon in the taskbar at the bottom of the desktop.



When the installation is complete the Zoom window for the meeting should open automatically and prompt you to select whether you want to join with or without video. This is a little confusing – it means video of you, not video of the service. So, it’s fine to select “join without video”. You can easily switch it back on again if you wish once you have changed out of your pajamas.

You may also be prompted to choose between joining with computer audio or by phone. To test computer audio, click on the “Test speaker and Microphone” text. If this works, stick with it. If not choose the phone in option. When you call in by phone you will be prompted to enter the meeting ID and participant ID, which will be shown in the Zoom window on screen.



Installation notes for Mac Users

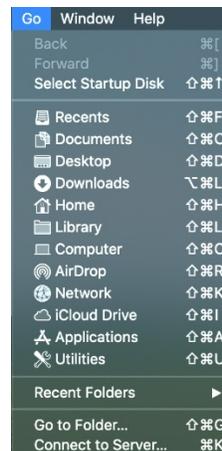
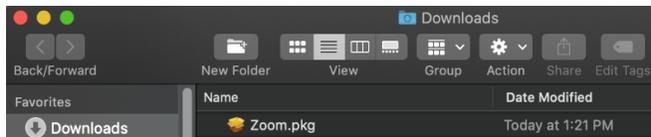
After entering the URL that Ellen sends, the first window you should see in your Browser is this. If you don't see a prompt, click the "download and run Zoom".



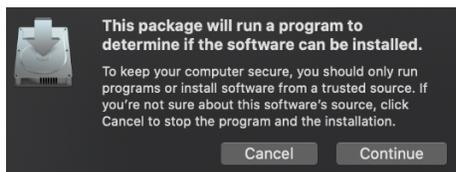
If nothing prompts from browser, [download & run Zoom](#).

If you are promoted for a location where your browser should save the Zoom installer use the "Go" menu and select "Downloads".

The installer will then be downloaded to your Downloads folder. It's named Zoom.pkg.



Go to your Downloads folder and double click on Zoom.pkg. Your Mac will then check that you really want to do this. Click on Continue.



The installation will complete and Zoom should then open at the meeting for the service.

If it does not open at the meeting and instead prompts you for a sign in, close that window and go back to your Browser. Reenter the URL from Ellen and Zoom should show this message and then automatically open up the meeting for the service.

Your meeting should start in a few seconds...

If Zoom does not run in a moment, [Download & run Zoom](#). Then [click here](#) to start the meeting.

You may also be asked to allow your Browser to use the Zoom app. Click Allow. This will only be asked the first time you use Zoom.

Do you want to allow this page to open "zoom.us.app"?

[Cancel](#) [Allow](#)