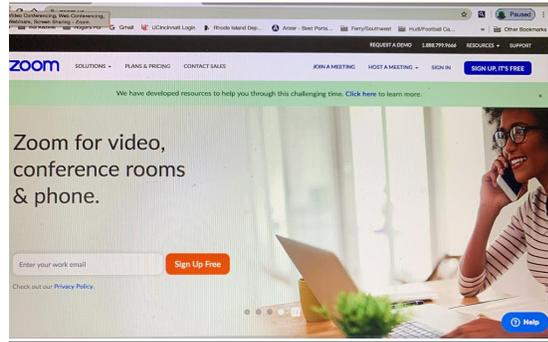


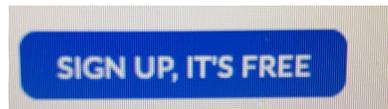
# Zoom Set Up (Computer & Phone)

## I. Computer Set Up

→ In browser type in zoom.us and the following screen should appear.



→ On top right click on SIGN UP, IT'S FREE.



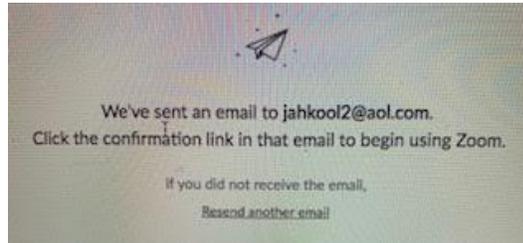
→ Now sign up. Put your personal or work email, if you have a Gmail account sign in through Google, or you can sign in through your Face Book account. (I recommend you put your personnel or work email, or go through Gmail account)

A screenshot of the Zoom "Sign Up Free" form. The form has a title "Sign Up Free" and a field for "Your work email address". Below the field, there is a note: "Zoom is protected by reCAPTCHA-A and the Privacy Policy and Terms of Service apply." A blue "Sign Up" button is positioned below the note. Underneath the button, it says "By signing up, I agree to the Privacy Policy and Terms of Service." followed by "or". At the bottom, there are two options: "Sign in with Google" and "Sign in with Facebook", each with its respective logo.

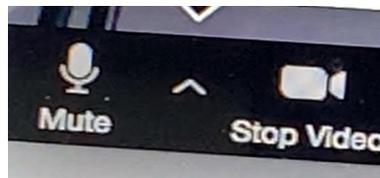
→

## Zoom Set Up (Computer & Phone)

→ Zoom will then send you an email to the account you used. Open that email and click the confirmation button and then you're all set.



**Please remember when Pastor sends you an email for a meeting, look for Join Zoom Meeting with a link underneath it. Click on the link to join meeting. Now if you join and can't see and/or hear the meeting, look for a menu with these pictures: Mute and Stop Video. If you don't see them, take your cursor down towards the bottom of the screen and a menu bar will pop up with those pictures. Make sure they do not have a red slash thru them.**



# Zoom Set Up (Computer & Phone)

## II. Phone Set Up

→ Install the zoom app.



→ On bottom left side you will see *sign up*, please tap that to sign up.



→ Type in your Personal Email, First Name, Last Name, and then tap the circle next to I agree to the Terms of Service.

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Email Address

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First Name

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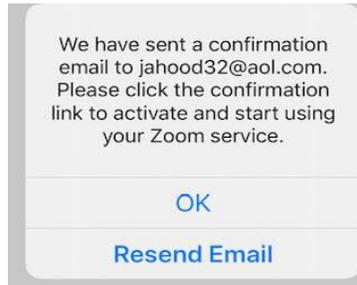
Last Name

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I agree to the [Terms of Service](#)

## Zoom Set Up (Computer & Phone)

→ Zoom will send you a confirmation to your email. Go to email, click the confirmation link to activate and start using Zoom services.



**Please remember when Pastor sends you an email for a meeting, look for Join Zoom Meeting with a link underneath it. Click on the link to join meeting. Now if you join and can't see and/or hear the meeting, look for a menu with these pictures: Mute and Stop Video. If you don't see them, tap on the bottom or top of your screen and a menu bar will pop up with those pictures. Make sure they do not have a red slash thru them.**

