How to Use Zoom for Prince of Peace Virtual Meetings
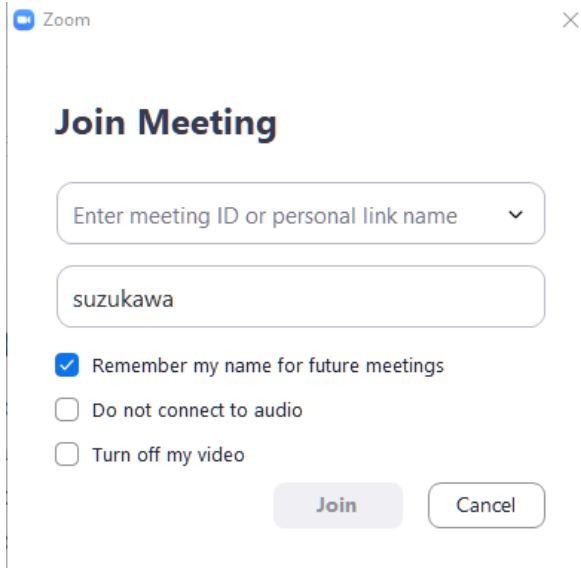
Using a Computer:

This is probably the best choice if your computer has a camera and microphone (or a webcam). If not, scroll down to Smart Phone or Tablet instructions.

If you have a laptop with a camera and microphone (or a desktop with webcam and microphone), the computer client offers the most options and a better user experience. But it is a little harder to install.

In your web browser (Chrome, Firefox, Safari), type the address *www.zoom.us/download*. Select the top button to download **Zoom Client for Meetings** (it selects the correct client for both PC and Mac). After downloading the installation file, install the Zoom client. Once the client is installed, run the client. You should see the Zoom start screen:

Select Join a meeting. You should see the following screen:
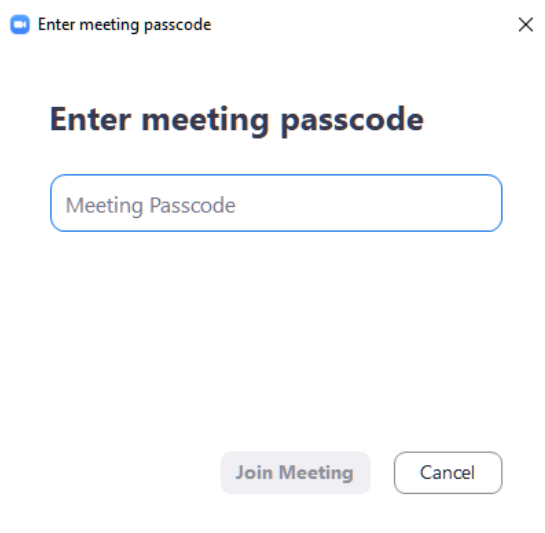
Enter the POP office meeting ID in the top box (2825301885) and the name you wish to identify you in the second box. Then press **Join.** You should now see a prompt for the password

Enter the POP meeting passcode (Reasoner). Note that the case in the passcode is required and necessary. If prompted, select **Join with Video** and **Use computer audio**. At this point, you should be in the meeting.

Using a Smart Phone or Tablet:

Many find it easier to use a smart phone or tablet than a computer. Mobile devices generally have the camera, speakers, and microphone built in. Both Apple and Android devices have a Zoom app which can be downloaded from the respective app store. Search for Zoom. (It may read ***zoom cloud*** or ***zoom professional***). It has a blue icon with a white movie camera at the center.
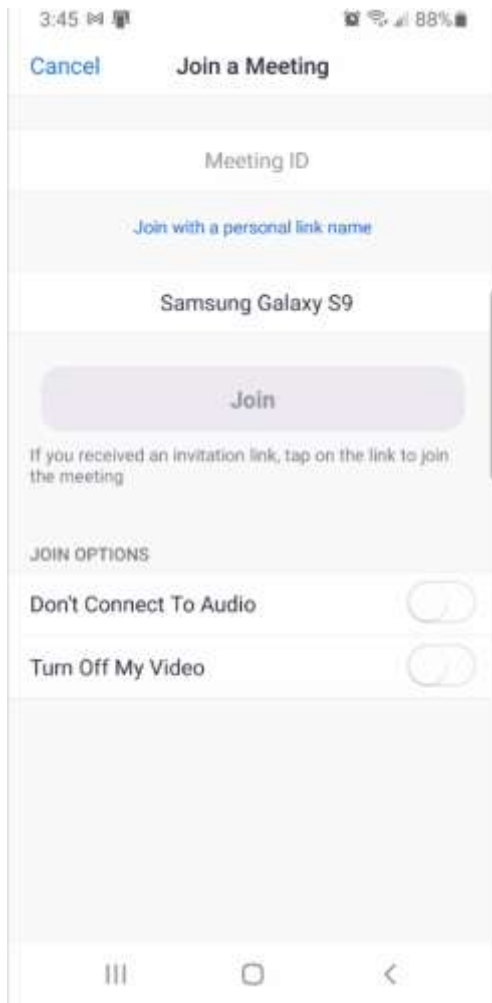
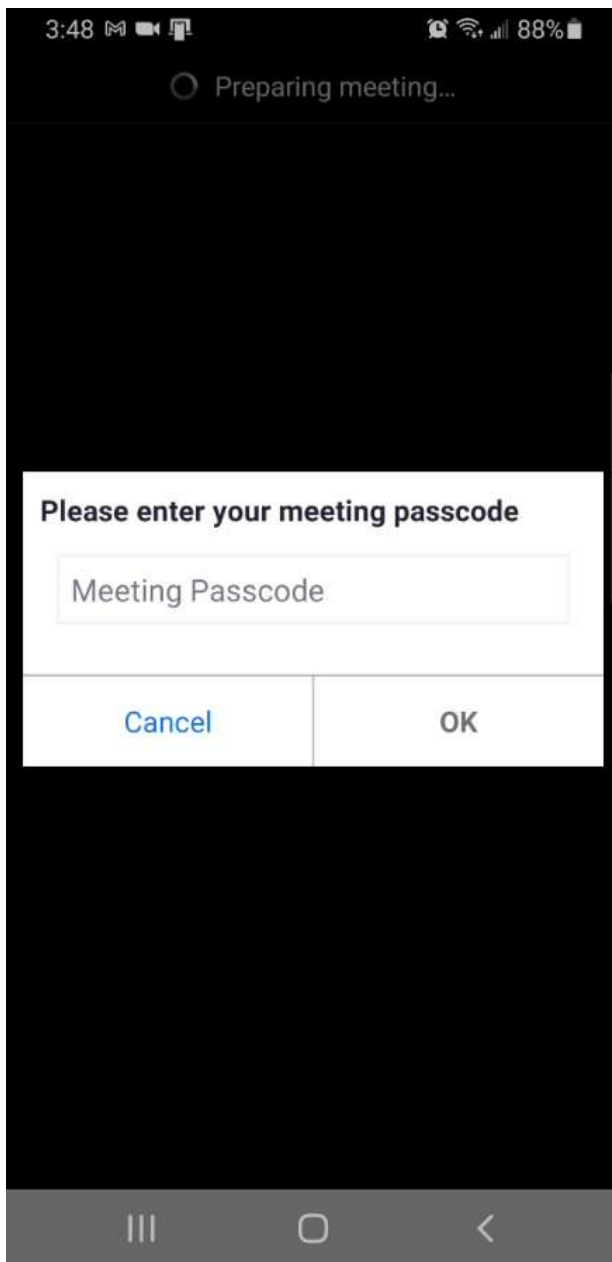Once the app is installed, find the icon and run the app.

Again you wish to **Join a Meeting**

As with the computer client, you are prompted for a Meeting ID and your identifying name

The meeting ID for POP is 2825301885. Select Join, and enter the passcode Reasoner.

Again you need to **Join with Video** and **Use Internet Audio**.

There are video help files at https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials which can help you learn to navigate within the Zoom interface. The controls tend to hide after a few seconds, so to see the controls, tap the Zoom window (with finger or mouse) to make them reappear.

The most important controls are **Mute** (the microphone icon), **Video** (the camera icon), **Chat** (the ellipses icon), and **Leave** (generally a large red icon that says Leave). The Mute is very important in meetings, since too many voices at once makes everyone unintelligible. It is polite to Mute yourself when not talking.

Zoom on PC or Mac showing Mute and Chat
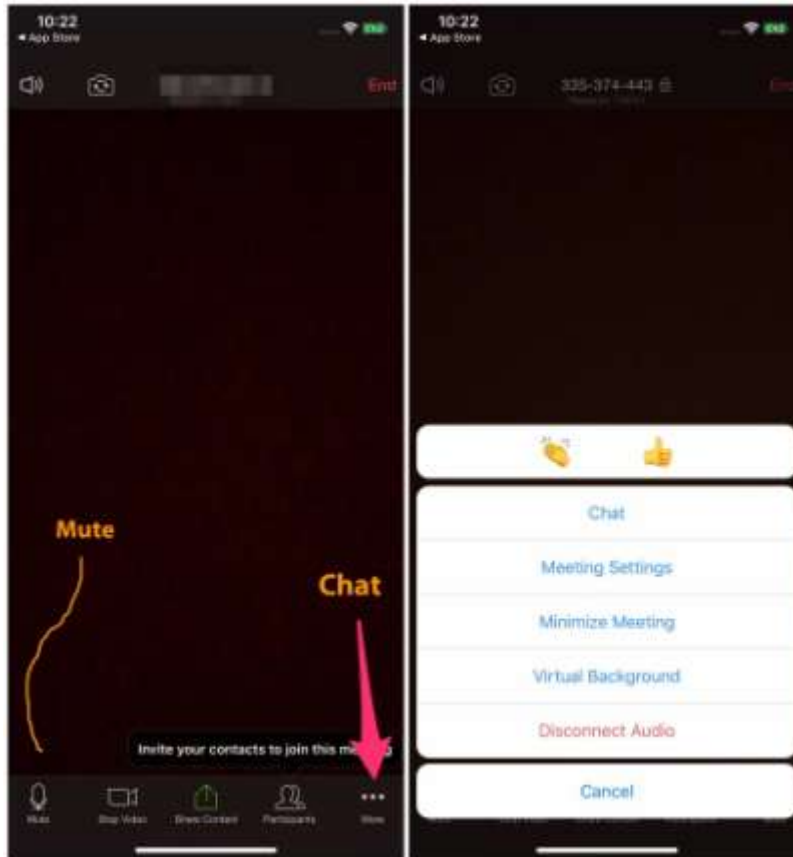
Phone or tablet screen showing Mute and Chat

Chat can be used to send a message to someone else at the meeting without using your voice. Finally, most people find Gallery view to be the most satisfying since you can see more of the participants.

I hope this helps.

Peace be with you,

Hank Suzukawa