

R&WV ON-LINE CHAPEL ON ZOOM

[Meeting ID: 924 541 691](https://us04web.zoom.us/j/924541691)

(Web link: <https://us04web.zoom.us/j/924541691>)

Step 1 – What equipment do you need?

- A laptop or PC computer; or a smartphone. Either Apple or Android should be fine.
- If these have a built-in camera (or webcam) then others will be able to see you too, but if not I think you should still be able to see and hear others, even if they cannot see you.

Step 2 – Getting the Zoom software/app

On a smartphone

- Go to the Playstore or Applestore, and search for Zoom Cloud Meetings. Install the free version onto your phone.
- When you open the app, you can join the meeting by entering the ID number, without having to sign up. Or you can click on the Sign Up for Free button, and follow the instructions to create an account.

On a PC or laptop:

- YouTube has some tutorials to help set up Zoom on a computer – this link <https://www.youtube.com/watch?v=DLS1pYyzUh8> is one example which may be helpful, but there are others too if this one doesn't have the answer you are looking for.
- Go onto the internet and put this web address in the search bar <https://zoom.us/>. This will take you to the Zoom Video Conferencing homepage.
- Click on [Sign up Free](#).
- You will need to sign up with your email address, (or Google or Facebook). This will send you an email. When the email arrives click on the activate button, enter your name and create a password. After that you can sign in on the homepage with those same details.
- The first time it will ask you to run a test meeting. This will start downloading the app onto your computer – follow the instructions to click on the downloaded file (ending .exe) in the bottom left corner, and follow the instructions.

- You can skip the stage which asks you to invite others.
- If you are struggling to install Zoom on your computer, another way is just to click on the meeting link and there is an option to join the meeting WITHOUT joining Zoom. This might be via an option to click on “Open the meeting in your browser”.

Step 3: To join a Service or Meeting

- To join the R&WV On-line Chapel for Evening Prayer at 6pm every Thursday, starting 9/4/20:
- From the Zoom homepage you can click on the Join button then type in the [Meeting ID: 924 541 691](#)
- Alternatively, clicking on this link (or copying it and pasting it into your internet browser address bar) should take you straight to the right place: <https://us04web.zoom.us/j/924541691>

Step 4: As you join the meeting,

- It may ask you to allow it access to your Audio and Video – you need to say YES.
- In the meeting, there is a menu bar at the bottom of your screen, either on your computer, or smartphone, and this will reappear if you click or tap the screen.
- The important button is the Audio/mic which is on the far left of the menu. You can click this to turn your mic on or to mute it so no one else can hear sounds from your end. When joining in the service everyone can have their mics on to start with for a welcome chat, and again at the end for “coffee time” (☺). However during the service it is best to mute the mic, unless you are leading or reading, as this improves the sound quality for everyone.
- We will usually be using Common Worship Evening Prayer, so if you have the book for this by all means use it. If not don’t worry - the worship leader can share a liturgy via the Share button, or share via email. You can expand this on your screen (e.g. on a smart phone the words may look very small but you can expand this by putting you 2 fingers on the screen and sliding them apart, or closer together to make it smaller again).

- If you are on a smartphone you can swipe the screen to the right to get a view of everyone on the call. The box will light up around the person who is currently speaking.

PLEASE DON'T FEEL TOO DAUNTED BY THIS! ONCE IT IS SET UP IT IS QUITE SIMPLE. IT IS A LOVELY WAY TO SHARE IN WORSHIP TOGETHER DURING THESE STRANGE TIMES WHEN DOING SO IN PERSON IS NOT POSSIBLE.

GOOD LUCK AND IF YOU ARE HAVING PROBLEMS, PLEASE CALL ME, HELENA, ON 01603 872559 OR 07821 807107, AND I WILL TRY TO HELP!

“So do not fear, for I am with you; do not be dismayed, for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand.”

Isaiah 41:10