



REEPHAM & WENSUM VALLEY
TEAM CHURCHES



How to use Zoom to visit our Virtual Chapel

We are setting up a Virtual Chapel alongside our Virtual Church where we can join together in real time for prayer and worship. These meetings will be “live” and you will be able to talk to each other and interact. We will be using a platform called Zoom which allows us to create our own virtual meeting room. As with our physical churches, everyone is welcome to join us for these services and groups.

As well as being able to join the meetings via a laptop, tablet or smart phone, you can also “dial-in” to the meeting using a landline.

We look forward to “seeing” you there!

Step 1 – What equipment do you need?

- A laptop or PC computer; or a smartphone or tablet. ***If you don't have access to these, you can dial in to meetings -please see the section below.***
- If these have a built-in camera (or webcam) then others will be able to see you too, but if not 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:

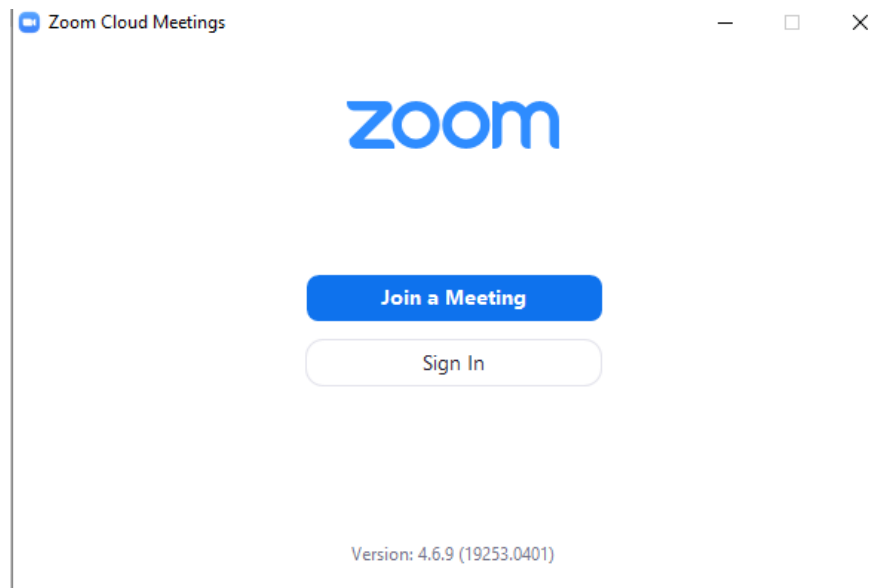
- YouTube has some tutorials to help set up Zoom on a computer – this link <https://www.youtube.com/watch?v=DLS1pYzUh8> is one example which may be helpful, but there are others too if this one doesn't have the answer you are looking for.
- Go onto the internet and put this web address in the search 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). Zoom 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.

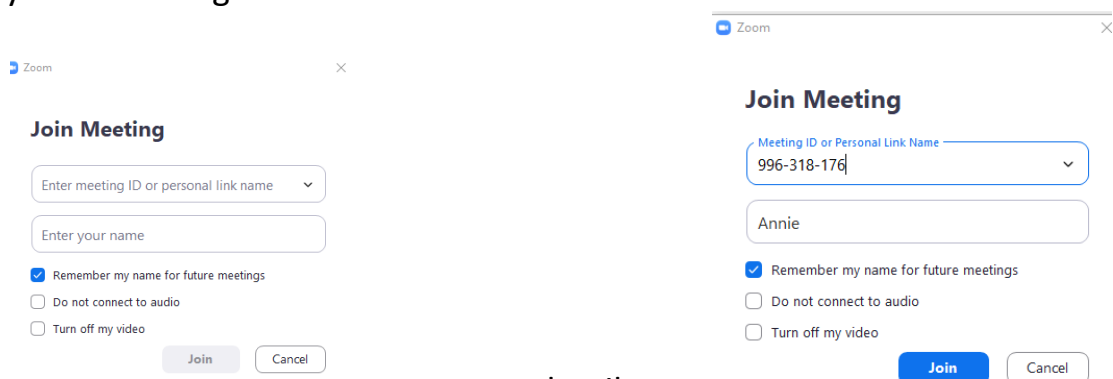
- The first time it will ask you to run a test meeting. This will start downloading the app onto your computer – follow the instructions to click on the downloaded file (ending .exe) in the bottom left corner and follow the instructions.
- You can skip the stage which asks you to invite others.
- If 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 a meeting open the Zoom app or the link on your PC click on the Join a Meeting button.



The “Join Meeting” box will appear. Enter the **Meeting ID: 996 318 176** and then enter your name. This is how it will appear on the screen so first name is fine, unless you are feeling more formal!



enter your details...

- You will then be asked for a password. These are available on the Virtual Chapel page of our website. You will then be in a ‘Virtual waiting room’ until the host of the meeting lets you in.

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, except the person leading the worship, as this improves the sound quality for everyone.**
- The worship leader can share a liturgy via the Share button. 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 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. For those of you on a laptop or tablet, all attendees should be on the screen.

5. Dial-in Calls

For those of you without access to a PC/laptop or smartphone/tablet, you can call into the meetings via your landline. The numbers to call are:

0131 460 1196

0203 051 2874

0203 481 5237

Or 0203 481 5240

You will need to have the meeting ID and password to hand.

Calls to these numbers cost between 2p and 10p per minute depending on your provider. Please check before calling.

Our Zoom services will be advertised on the Isolation Times as well as on the Virtual Chapel page of the website. This can be found beneath the Virtual Church tab on the main menu bar.