Using Zoom to attend a Foothills UU Service
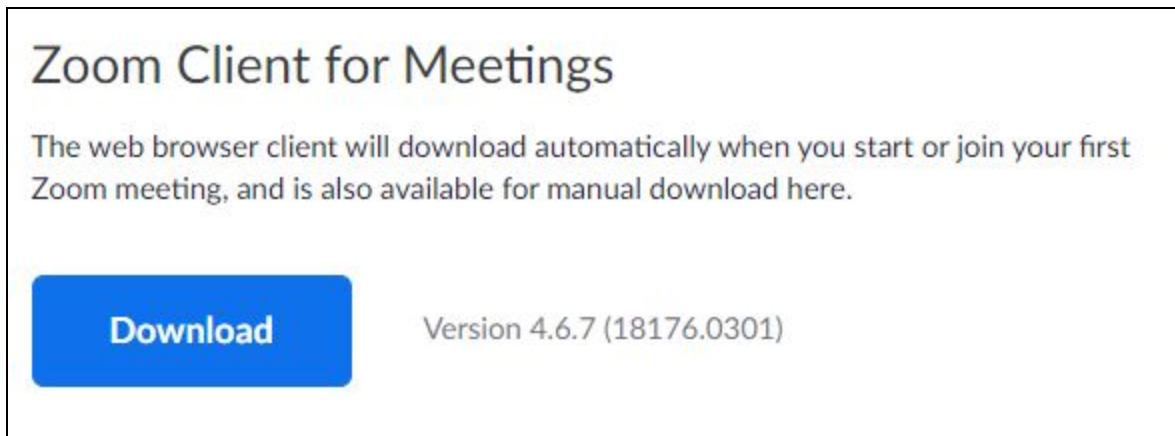
Additional Resources

For video instructions by Sean and a video tutorial from Zoom, visit the Foothills UU Zoom Resources Page: https://foothillsuu.org/resource/zoom-resources/.
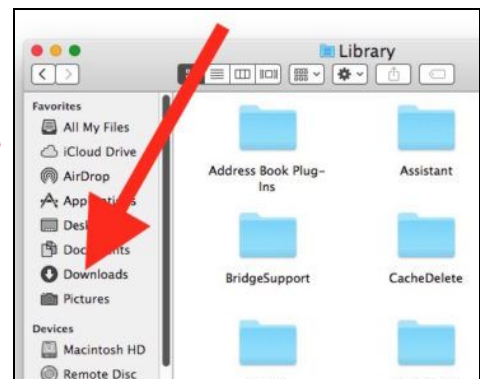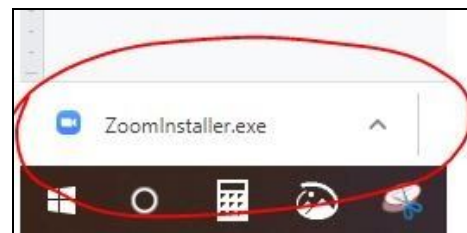
Step 1: Download Zoom (in advance of the meeting)

Computer:

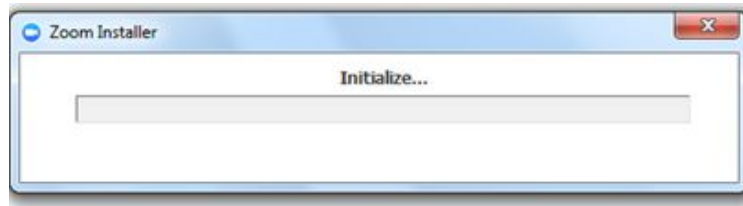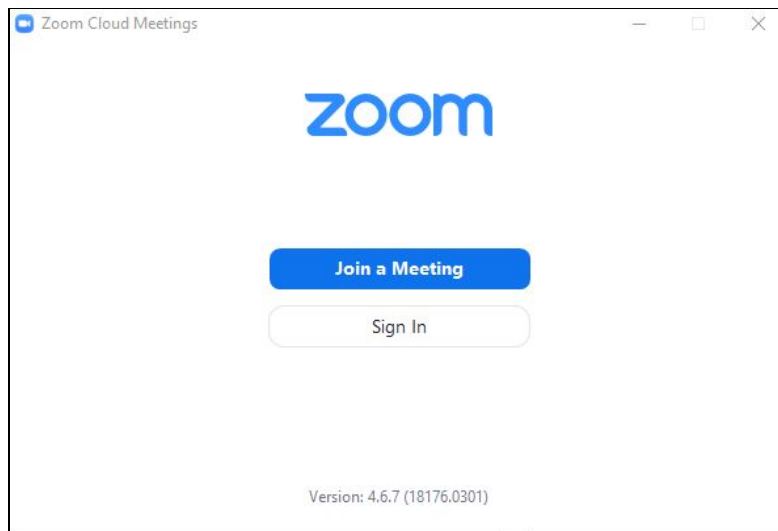1. Visit https://zoom.us/download and click on "Zoom Client For Meetings".

2. Locate the Downloaded file
   ○ On a Windows computer:
      ■ On the bottom left of your screen, you should see the ZoomInstaller.exe file begin to download. When the download is complete, double click it.
   ○ On a Mac computer:
      ■ Open Finder and click on Downloads.
      ■ Locate the ZoomInstaller.exe file and double click.
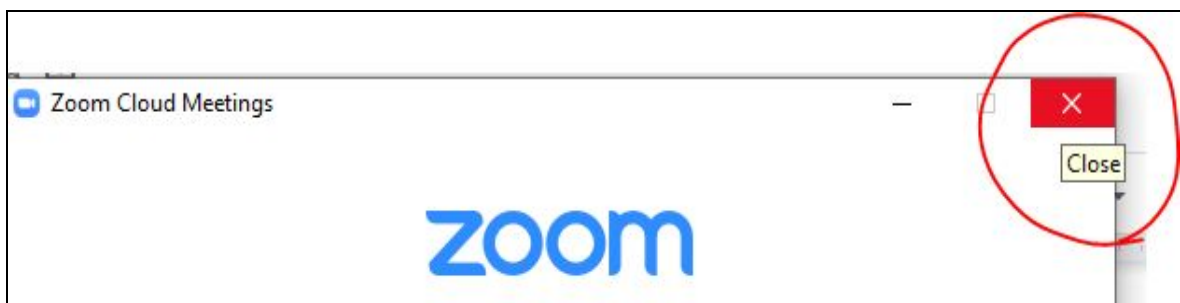   ■ Follow the on-screen instructions to complete installation.

3. The Zoom Installer will appear and begin to "Initialize".

4. Once complete, you'll see the Zoom Cloud Meetings welcome screen. This means you have successfully installed Zoom onto your Windows computer.
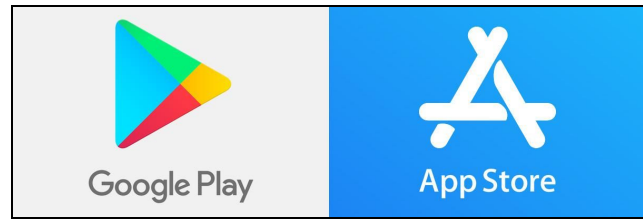

5. At this time, you may close the program. You are now ready to join a meeting.

Mobile Device

For mobile devices, you will install the Zoom application through your app store: Google Play for Android and App Store for Apple.
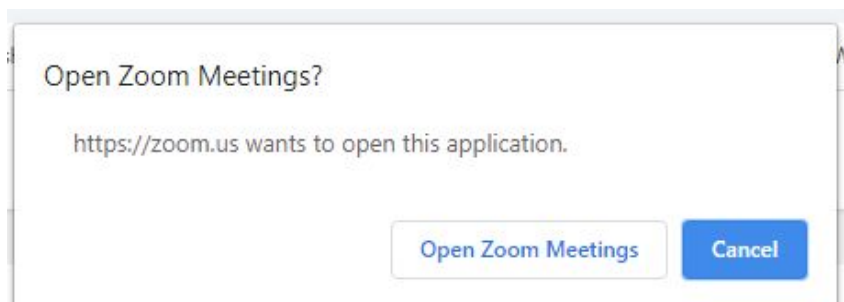

1. Click your app store icon.
2. Search "Zoom" and look for "Zoom Cloud Meetings"
3. Click on Install (Android) or Get (Apple) and follow the prompts to complete installation.
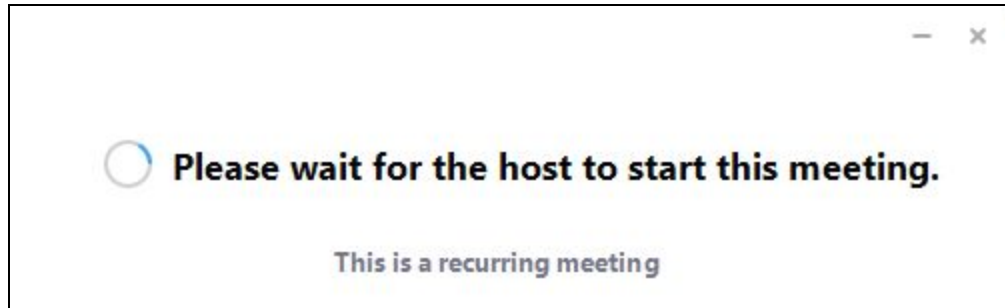

Step 2: Join a Meeting

To join a meeting by computer or mobile:

1. Click on the link for the meeting. In the case of our weekly service, the link is https://uuma.zoom.us/j/5684350726?status=success. Meeting ID: 568 435 0726.
2. A dialogue box will appear asking you if you want to "Open Zoom Meetings?" Click "Open Zoom Meetings."

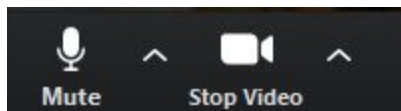Using Zoom to attend a Foothills UU Service, Updated 3/14/20

3. Zoom will open on your computer or device. You may see a message that says:
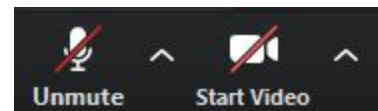

As soon as the meeting begins, Zoom will open. You may now participate in the meeting.

4. NOTE: Be sure your microphone is on MUTE unless it is your turn to speak. Click the Mute button to mute your microphone and the Stop Video button to stop the video.

<u>Sound and Video are ON</u>   <u>Sound and Video are OFF</u>

To listen to the service by phone:

To dial in by phone, call (253) 215-8782 or (301) 715-8592. When prompted for the meeting ID, type it in.

For services, the meeting ID is 568 435 0726.

Then, be sure to dial "6" to mute your microphone. Press 6 again to unmute, if it is your turn to talk.

Need Help?

For additional assistance, email techhelp@foothillsuu.org.