



HBC Chester MANUAL

Joining a Zoom Group or meeting

1. Introduction

At HBC Chester, we love it when people hang out together, make new friends, and explore faith together.

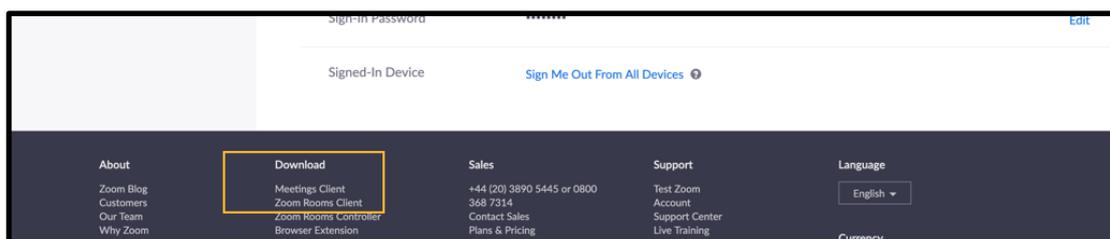
That's why we love MC Gatherings and Groups

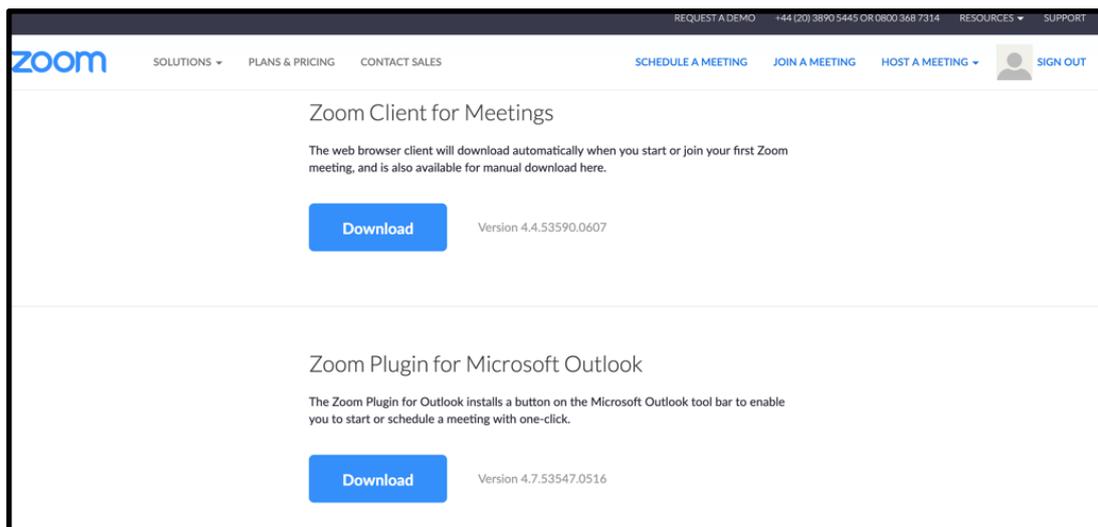
This manual explains how to set up Zoom so you can be part of a MC or a Group.

To get the best out of Zoom you either want to use a laptop/macbook/computer that has a webcam installed (so you can be part of the video Group) OR a mobile device with a camera installed. You can still be part of a Group on audio only but you won't get the full and best experience.

2. Downloading the Zoom app

- You don't have to register for a Zoom account to get the FREE Zoom app BUT you might want to (see the next section if you want).
- To download the Zoom app, go to www.zoom.us on your web browser on your laptop/macbook/phone.
- Scroll down to the bottom of the page where you will find a heading called 'Download' that will detail all the ways you can download Zoom. Click on "Meetings Client".
- Select the download option for your computer types (Mac or PC)



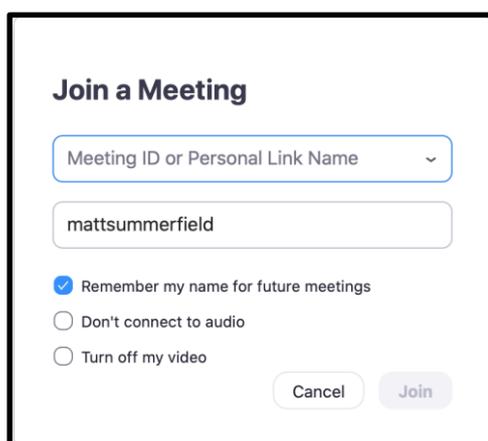


- Once downloaded and installed, Zoom will automatically open the App and you're ready to go.

If you're using a mobile device (e.g. mobile or tablet) then you can download the Zoom app from the App Store (again for free). **Generally speaking, it's much easier to host a Zoom video group from a laptop OR a large mobile tablet (make sure your device has a camera so they can see you!!!).**

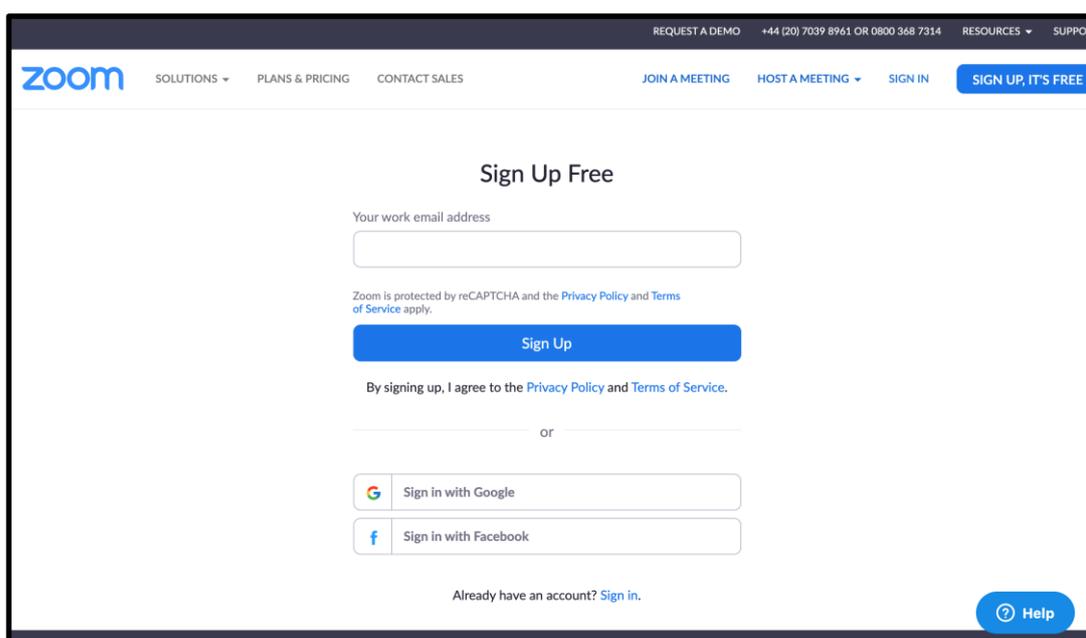
3. Joining a Group meeting on Zoom

- If you receive a link from your MC or Group leader then simply put the link in your web browser as the meeting is about to start. Zoom will open up the meeting for you and you're away.
- Alternatively, you can open the Zoom app and click "Join a meeting". You'll then see the following screen.
- Add the Meeting ID that you've been given, and the name that you'd like to appear, and then click JOIN. You're in!



2. Setting up your Zoom Account

- You don't HAVE to have a Zoom account but if you'd like to then this section will give you the instructions for doing so.
- On your browser on your PC/Mac/Laptop, go to www.zoom.us and click on 'SIGN UP, IT'S FREE'...
- Enter the email address you want to use for your account and click 'Sign Up'.
- Select CONFIRM on the pop up window that says *'We'd like to help you get the most out of Zoom by sending you resources along the way. You can unsubscribe at any time.'*



- You'll then receive a message that says *'We've sent an email to <Your email address>.. Click the confirmation link in that email to begin using Zoom.'*
- Now go to your email, find the Zoom email, and click on the confirmation, and complete your registration by setting a name and password (don't lose your password!!) :) then CLICK for the next page.
- IGNORE the next page on 'Invite Your Colleagues' but just click 'Skip'.
- You'll then get a page that says... *"Start your test meeting' with your personal meeting URL."*
- Click on *'Go to My Account'* and you will find your details, should you ever need to modify your personal details do it here.

Other Helpful links

If you want to set up meetings yourself on Zoom - for your family, friends, or with the church then check out our other manual we've produced on our website

Do check out the range of great online video tutorials available for Zoom at the link here:

<https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>.

If you get stuck at all, then don't hesitate to contact a member of the Staff Team