



Sha'arei Shalom

Jewish congregation serving Ashland and Metrowest

ZOOM Cheat Sheet for Beginners

If you've never or rarely use ZOOM, here are a few easy steps to get you started.

What is ZOOM? Zoom is an on-line, internet-based, videoconferencing software.

What do I need to join a Zoom meeting?

- a. Laptop, tablet or smartphone, preferably with a web camera
- b. Internet connection (Wi-Fi or wired)
- c. An email invitation from the Sha'arei Shalom

If you're accessing Zoom from an iPad/Tablet or cell phone, you'll first need to download the ZOOM App onto your device from the App Store.

You DO NOT need to create an account to join a ZOOM meeting.

Use the hyperlink we provide you:

1. Click on the hyperlink in the email, your web browser will open, and take you directly into the Zoom meeting. [Hyperlinks are underlined and begin with the letters 'https']
2. You may need to click on [open.zoom.us], especially the first time you use Zoom
3. Click "Join with Computer Audio"

Tips once in a ZOOM meeting:

- A. If you see: "Waiting for Host to Start this Meeting," just wait for us to begin.
- B. The password is the email we send you.
- C. Adjust your camera to center your face on the screen so people can see you..
- D. Your microphone and camera ON/OFF icons are in the bottom left corner of the screen.
- E. Click on Participants at the bottom center of the screen to see others in the meeting.
- F. Remember: we are gathering for High Holy Day services. **Please keep yourself on Mute unless you have a speaking part.** Be respectful to others during our gathering. Please do not eat or drink while on screen (especially on *Yom Kippur*).
- G. The CHAT button at the bottom of the screen allows you type a message to participants.

To leave the meeting at any time, simply close the Window!

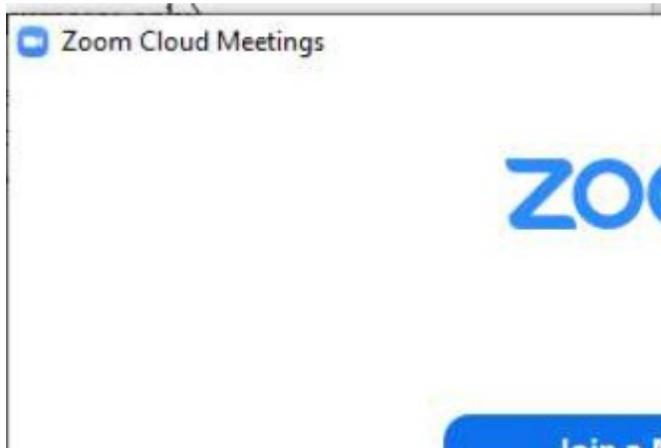
Further Instructions

Joining A Call

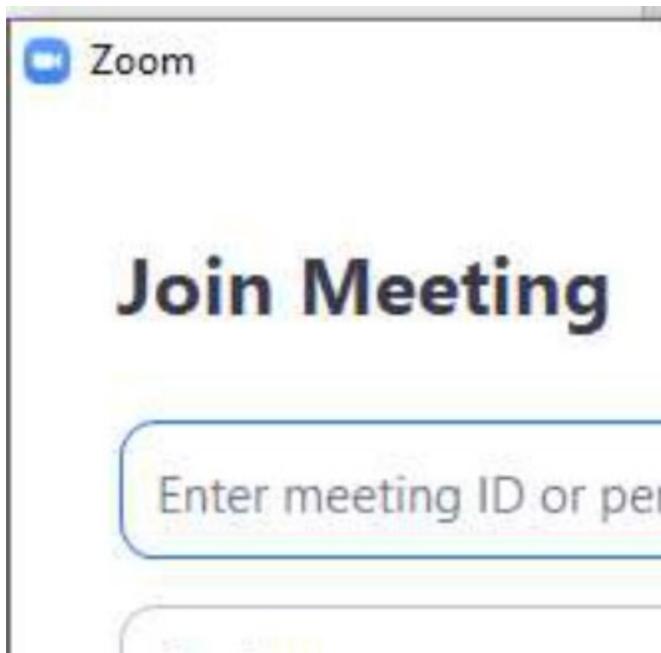
Click on the link we have sent you – it will look something like this:

<https://zoom.us/j/1010101010>. Just click on the link and you can join the meeting.

Open the Zoom client software before joining the meeting. A panel will appear that looks like this:

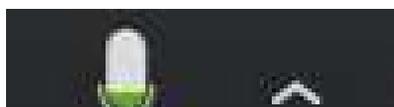


Click **Join a Meeting**



Type in the Meeting ID and your name and click Join.

Once you click Join the video screen will open and you will see other participants. Choose your audio connection and you are ready to go. In the lower left corner of the screen you will find a microphone icon and a video camera icon.



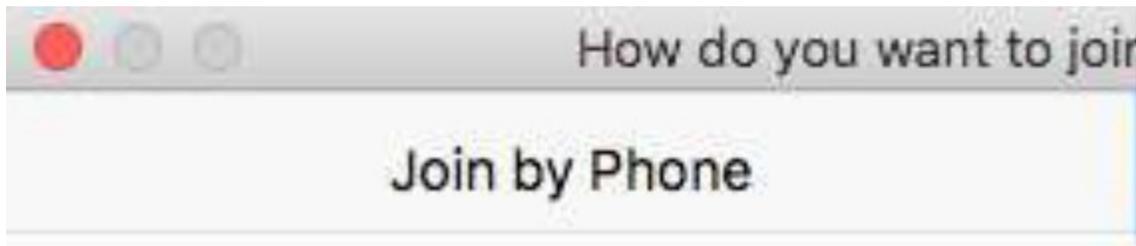
NOTE: you may be entered into the meeting with the audio on or off – look for the microphone symbol and click on it to mute (red) or Un-mute (green) your audio.

NOTE: you may be entered into the meeting with the Video on or off – look for the video camera symbol and click on it to turn off (red) or turn on (green) your video.

TIP: If you are in a noisy place or not participating in the conversation, only listening, mute the call so that your audio does not interfere with the call. Background noise is easily picked up and will disturb the call.

Choosing your audio connection

When the video screen first opens, you get a dialogue box that looks like this:



Most of the time you are likely to want to choose Join Audio by Computer. Just click the button.

If your computer or webcam doesn't have a unstable, you can get your audio through a regular or cell phone. The call-in number for audio will be provided with the link we send you.

Other Buttons/Controls

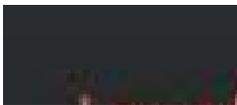


In the center of the bottom of the screen are a series of buttons that allow you to:

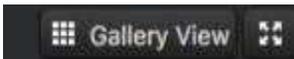
-
- see who is participating on the call
- share your screen for others to see
- open the chat panel

Leave Meeting

In the lower right corner is a button that allows you to leave a meeting



Speaker and Gallery Views



In the upper right is button that toggles back and forth between

- Speaker View, where the video of the current speaker fills most of the screen and the video of the other participants is in small thumbnails at the top of the screen
- **Gallery View, where the video for each participant is the same size.**
- To feel a sense of being together as a community, we suggest using Gallery view.

Tips and Troubleshooting

The biggest problem we've run into with our connections. Here are some things you can do if you are having this issue:

- Quit any other programs, like browsers or mail programs, that might be using bandwidth in the background.
- If you are using Wi-Fi, ensure you are getting a strong signal by moving closer to the Wi-Fi base station.
- If you are sharing your internet connection with others, ask them to minimize their usage while you are on the call.
- Use the phone for the audio connection.