

Zoom Desktop and Laptop User Guide

Step 1: Open the email received from Northeast Christian Conference Administrator and click on the Zoom link for the meeting

This is an example of the Zoom link

Meeting link: <https://us02web.zoom.us/j/469063197?pwd=YW01ajRJYkpKTjlqUT09>



Step 2: This page appears on your browser

zoom

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Step 3: Click the “join from your browser”

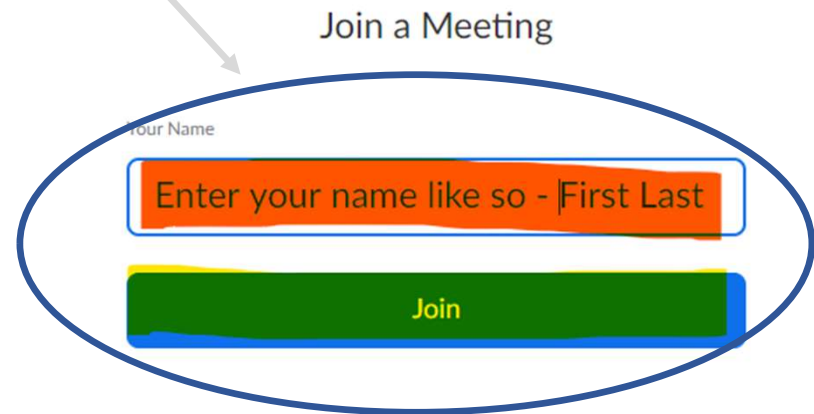
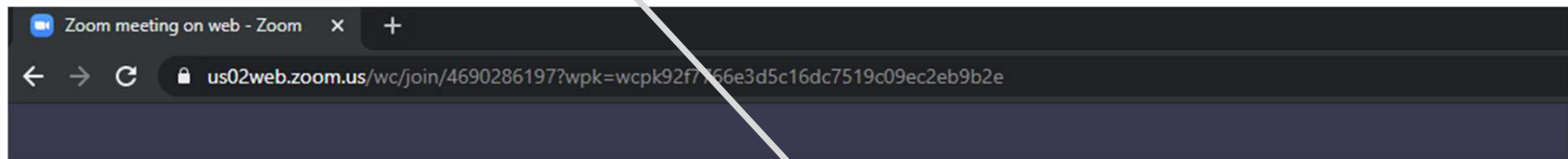
zoom

When system dialog prompts, click **Open Zoom Meetings**.

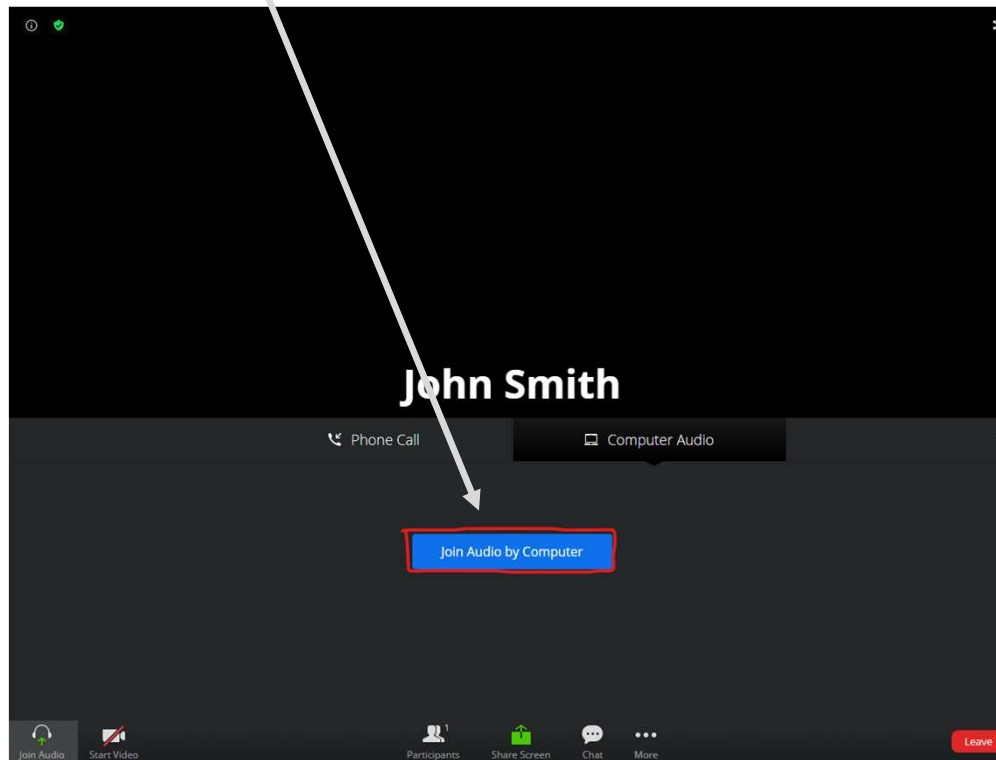
If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

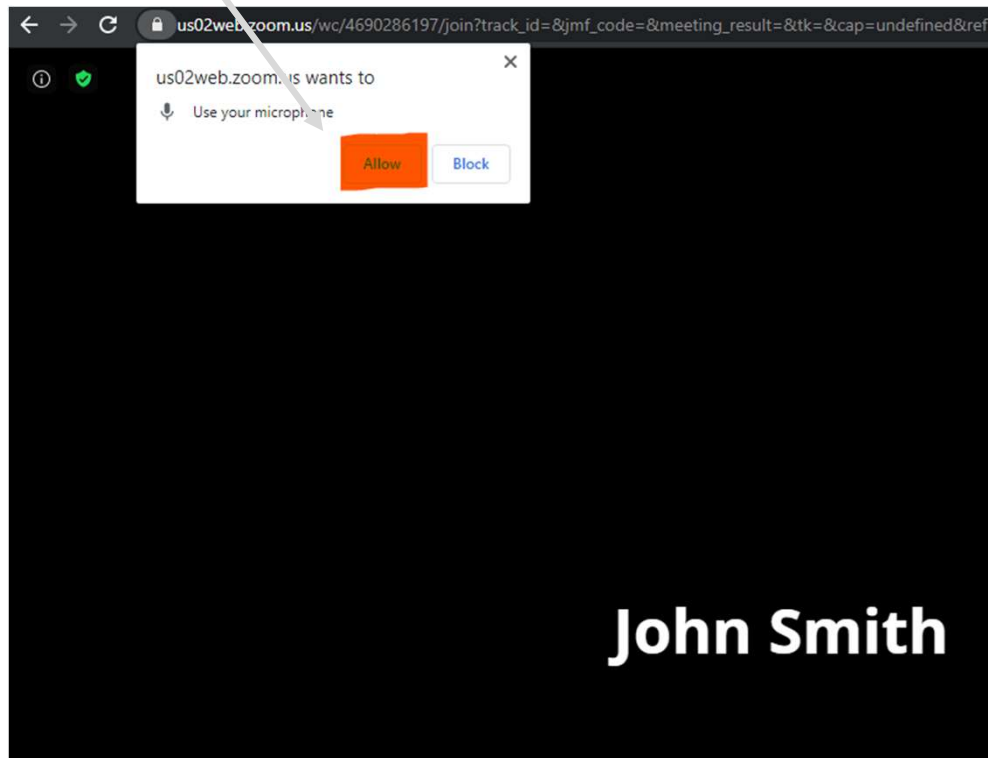
Step 4: This page will appear. Enter your full name (First, Last), then click the “Join” button



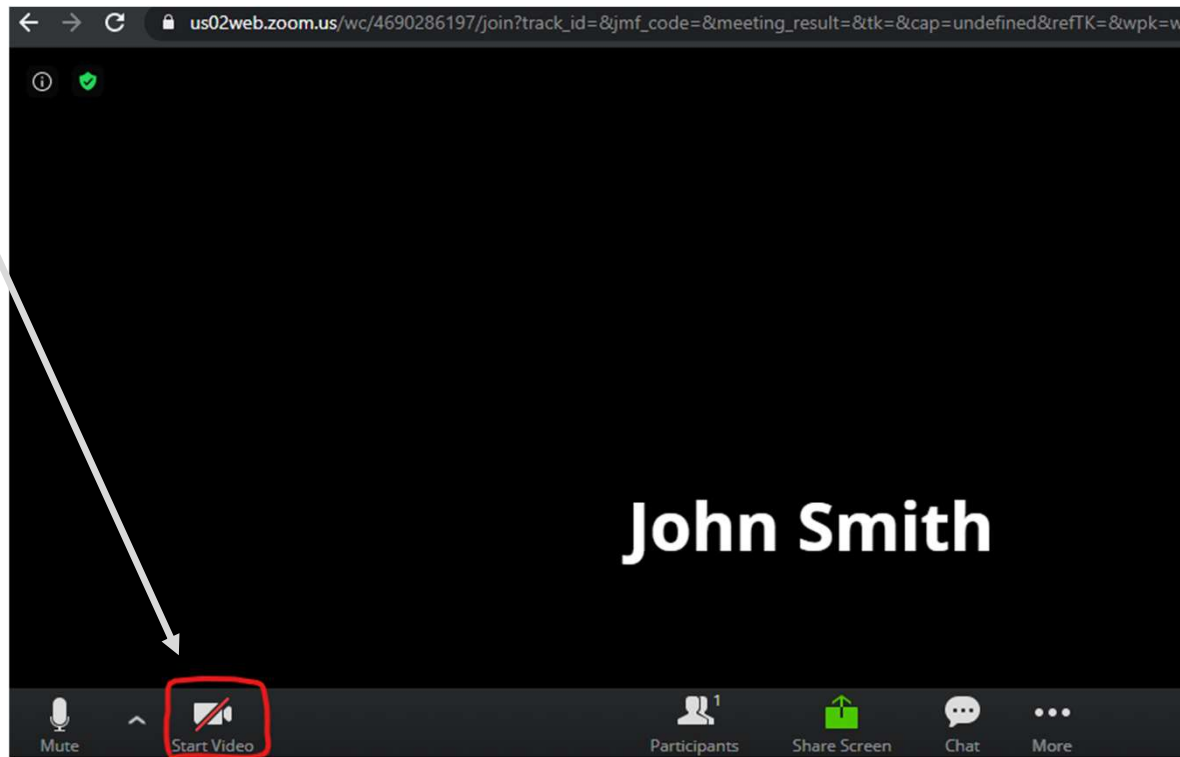
Step 5: Click “Join Audio by Computer”



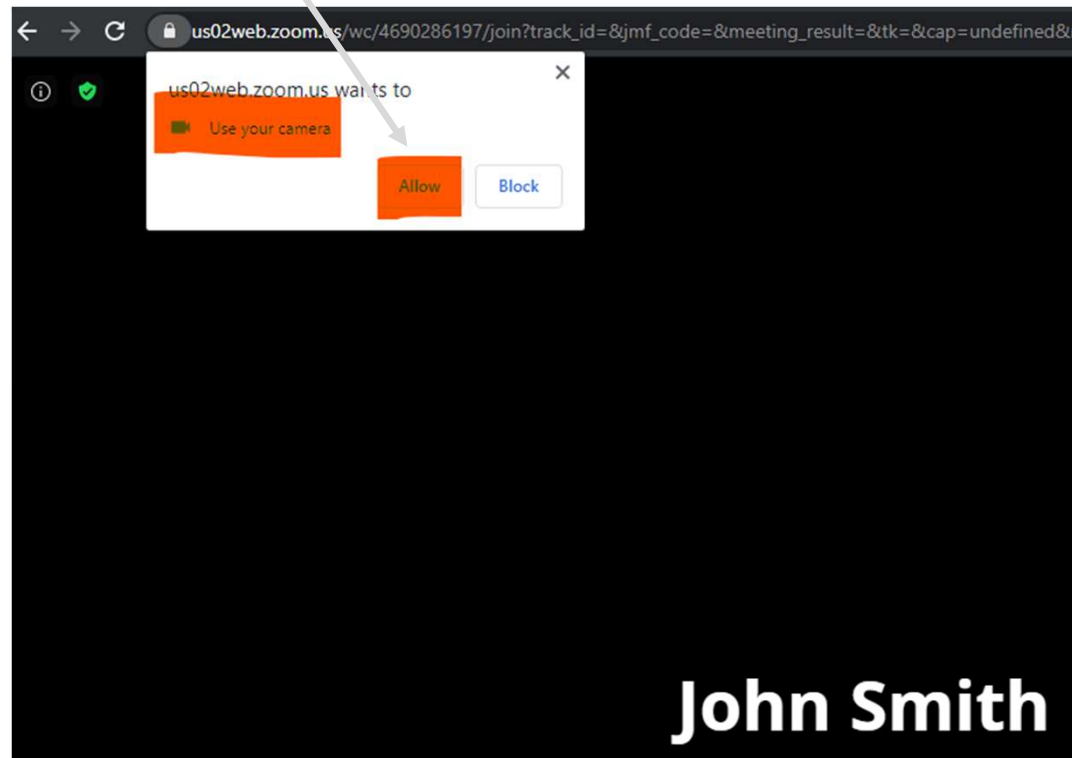
Step 6: Click “Allow” on the top left of the screen to allow your computer microphone to be used



Step 7: On the bottom of the screen, click the “Start Video” button



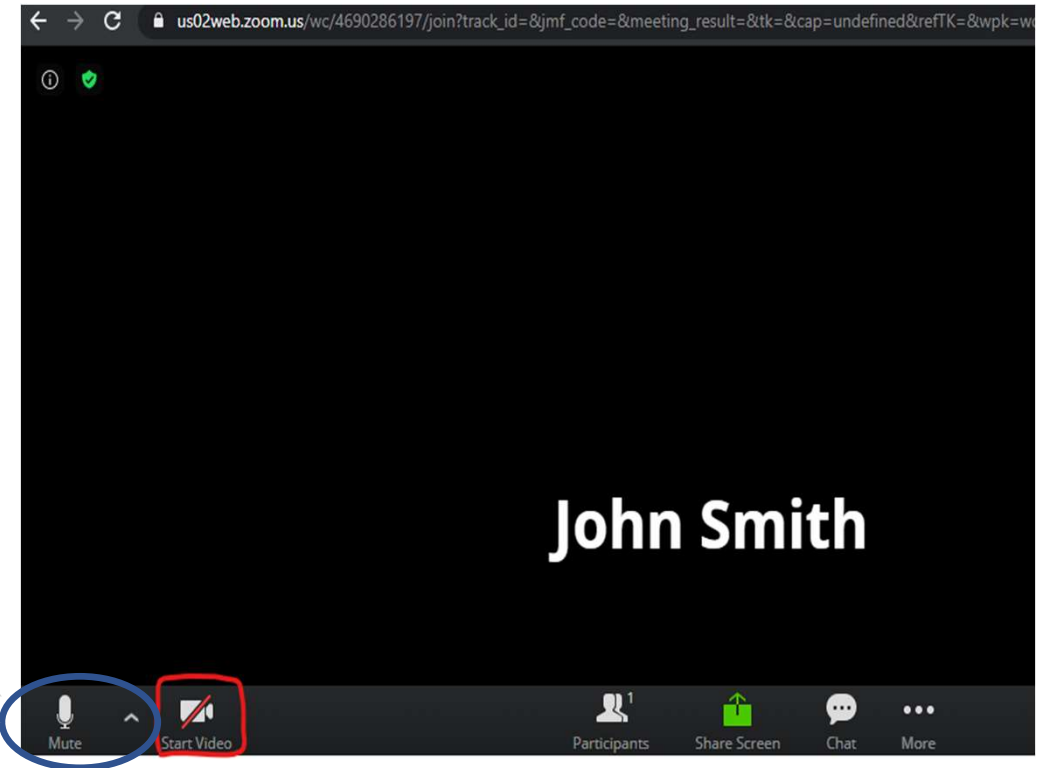
Step 8: Click “Allow” again for your camera.



Step 9: You have joined!

A few things to keep in mind:

1. There will be a Zoom Host (Host) in each meeting. The Host has the ability to mute and unmute you during the meeting.
2. By default, you will be muted during the meeting. You need to unmute yourself by clicking on the “Mute” button when you want to speak during fellowship group or Prayer Time. You need to mute yourself again when you finish speaking.
3. You will have to keep your video on during the fellowship group time.



Step 10: Click “Leave” to end the meeting

