

## Helpful instructions on how to join a Zoom call

We have heard from some of our clergy that parishioners are having a hard time logging onto Zoom calls. Below please find clear, hopefully easy instructions on how to join a zoom call. Feel free to share with your parishioners. For more thorough instructions, [click here](#).

### How to join Zoom by computer

- Make sure all other programs on your computer that uses your camera are closed first (ex: Facetime, Skype, etc.)
- Have a headset available if possible to minimize feedback – your cellphone earbuds will work well.
- Click the **Zoom link** that's been sent to you in an email, and Zoom should automatically and quickly download to your computer.
- In Downloads on your computer, click Zoom\_launcher.exe.
- Once Zoom has launched, a screen should pop up asking for your name. This will identify you during the meeting.
- You should now be part of the meeting. Click the green button that says "Join Audio By Computer".

### Join by tablet or smartphone

- If you choose to use your tablet or smartphone, be sure to download the Zoom app ahead of time.
- Once you have downloaded the Zoom app, follow the "Join by computer" instructions above.

### Join by telephone

- First, dial the phone number provided in the Zoom email.
- When prompted, dial the meeting ID number that is also provided.