

## Using Zoom for RPC Church Services and Meetings Frequently Asked Questions

### How do I connect to Zoom for Sunday Services?

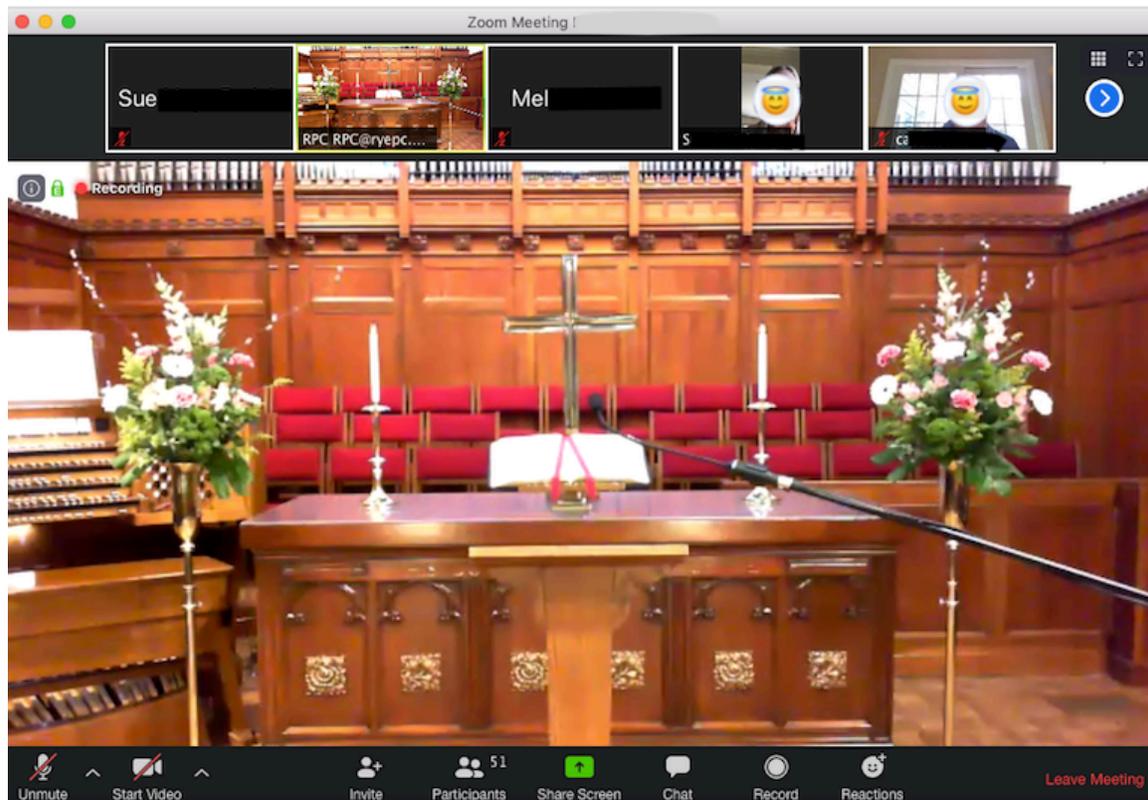
There will be a link on the church website, which will take you to the virtual Sunday Service. Zoom should open for you automatically, but depending on what device you are using (computer, iPad, phone), you might be asked to download the Zoom app.

Here's some info on Zoom's website on Joining a Meeting:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

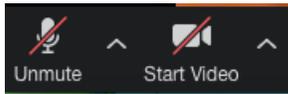
### OK, I'm now in "church," is there anything I need to do?

Once you've connected via Zoom, your computer screen will look something like this. (Phones and iPads will look similar.)



When you first sign in to the church services, there isn't anything you need to do except watch. You will be **muted** (No one can hear you.) and your **video will be stopped** (No one can see you.). You will still be able to hear and see the pastors and organist.

The icons in the lower left corner of the screen will look like this:



### **What if I want people to be able to see me?**

Click on the *Start Video* button. It will look like this when you *can* be seen by others:

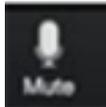


And you'll also see yourself in one of the thumbnail videos.

### **What if I want others to hear me so I can talk to them?**

You will not be able to unmute yourself during the service. This is controlled by the pastors or host "ushers." However, at the end of the service, the pastors will unmute everyone's microphones, so that we may all say hello to each other.

When this happens, your button will look like this:



### **How do I see only the sanctuary and not the pictures of other parishioners?**

In the upper right corner, click on  to expand your screen. Next look for the  above the vertical panel of people. Click , and that panel will close and you will no longer see the pictures of others.

### **How do I see everyone else who's at church with me?**

Click on the waffle  in the upper right corner of your screen to display the Gallery. This will bring up a gallery (grid) showing everyone's faces and/or names. Click on the  to scroll through all the pages of the gallery. If you like you can say hello to them at the end of the service.

### **How do I leave the virtual service when it's over?**

Click on  ("Leave Meeting") in the lower right corner of the screen to end your Zoom session. Now head to the kitchen and enjoy your very own Coffee Hour with a cup of coffee and a snack!