Zoom

Zoom is a website which allows you to video conference with others. In other words, you are able to talk, and see, lots of other people at the same time- which, in the current situation, makes it useful for small group meetings, bible studies, staff meetings, prayer meetings, and all sorts.
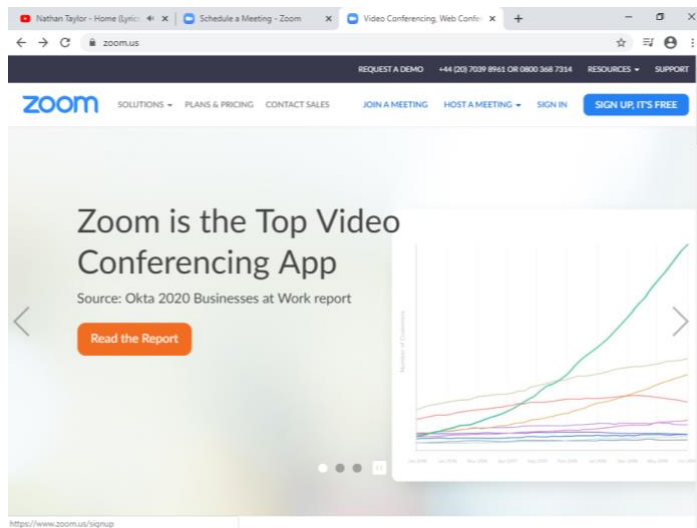
Hopefully this guide will make it really easy to use. If you're stuck, email me on david@allsaints-wellington.org and I'll try to help!

The first thing to do is decide whether or not you want to use the website, or download the app. You can do this on your phone, tablet, or computer. The app is slightly better, but both work fine- so if you want to use the app, find it on your app store and download it. If you'd rather use the website, do nothing.
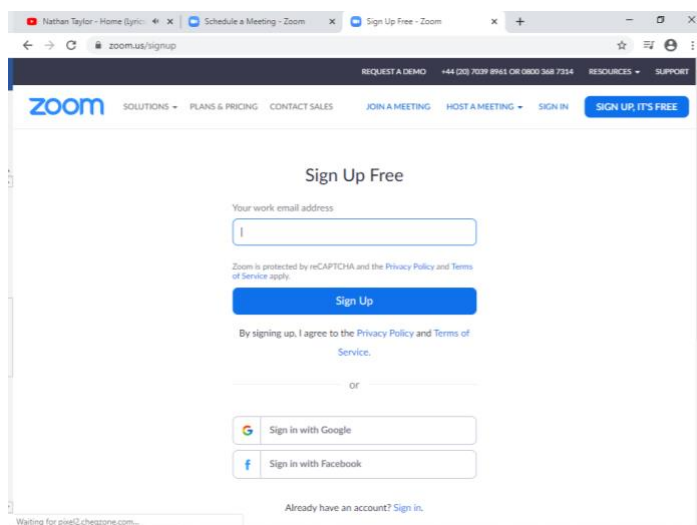
For leaders of house groups, prayer meeting, etc.

You will be the 'host', which means that you will make the chatroom, and invite others.
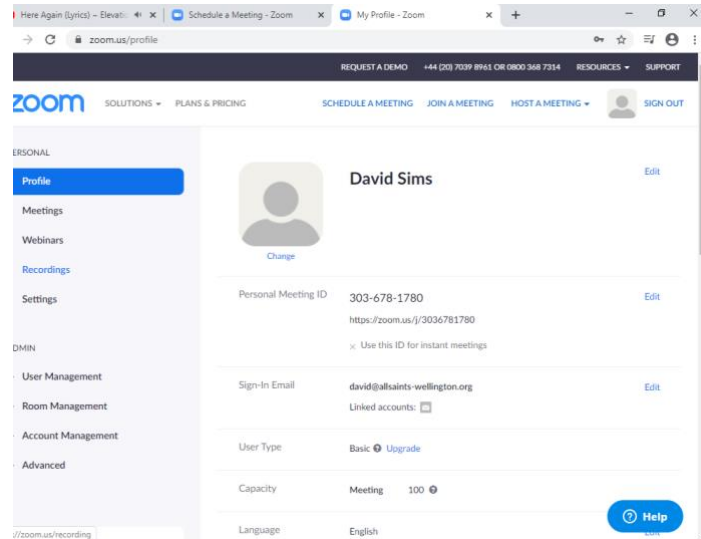
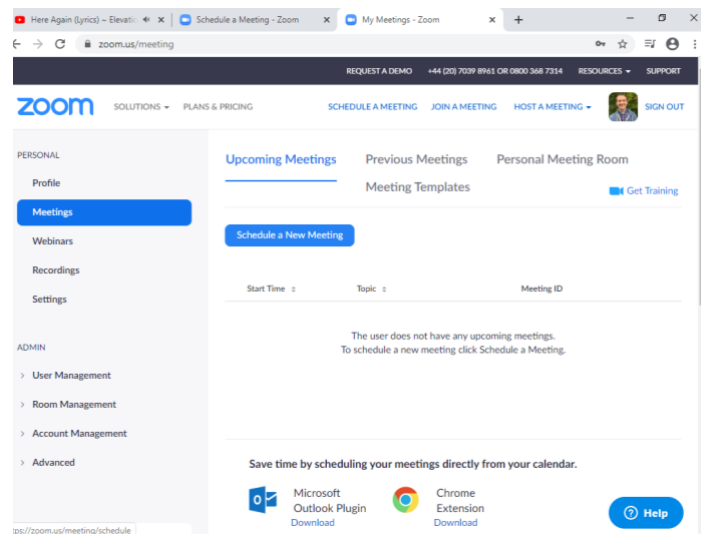1. So firstly, sign up. Go to www.zoom.us, and click the sign up it's free box.

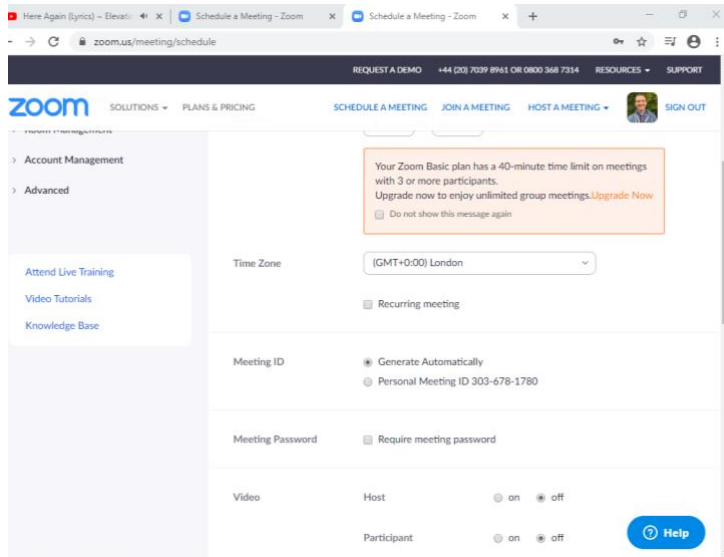2. Sign up as you would for a regular thing that needing signing up for!

3. It will then ask you to confirm your email address by clicking on a link which they will send to your email address.
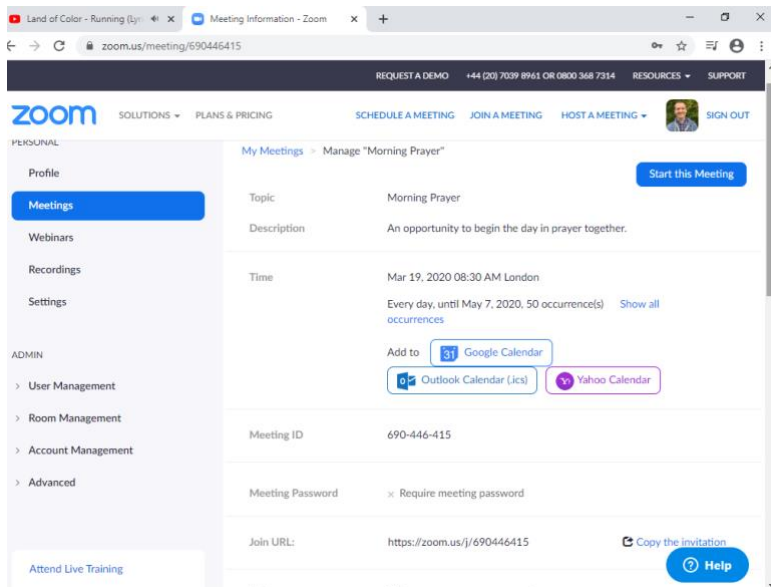4. You'll have a screen like this on your profile.

5. So now, to make a meeting, click on the meetings button underneath profile, and then Schedule a new Meeting:

6. Now, fill in your details. What is the topic- maybe, house group? Prayer meeting? When do you meet? Unfortunately, the free zoom has a limit of 40 minutes- but the good news is that, when it kicks you out, you can all go back in the room again and carry on! This bit is fairly clear, but there's one important box- the one that says 'recurring meeting'.
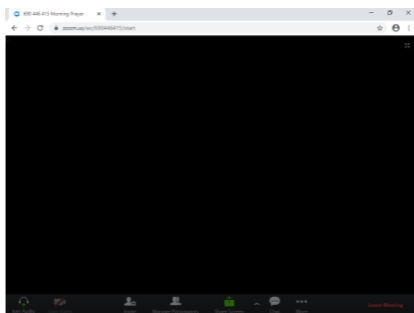
7. So here, if you want to use this weekly for house group, you can schedule it in using this box. Once you've filled it in, press save- and hey presto! You've got the screen below:

8. So here, you can add it to your calenders, or edit it. But the most important bit is the **'join url'.** It's right at the bottom. You need to send it to the people you want to be part of your gathering.

9. Finally, it's time to have your meeting! Once you click start your meeting, it will start in your brower.

To begin with, it'll look like this, but once more people turn up you'll be able to see more and more. If people have a laptop with a camera, you'll be able to be seen **and** heard.

For attenders:

You will be given a link to click on by the leader. When you click on this, it will open up as a webpage, and you can join in.

If you'd rather, you can download the app- search for Zoom on app store!