

## | Hillcrest Adult Ministries | How to Set Up Zoom |

Zoom is a tool we are using to host online groups. If you have not used Zoom before, see below for brief instructions about how to set up a Zoom account. Typically, this process takes 1-2 minutes. We encourage you to set up your Zoom account well in advance of your group's launch so that you will be familiar with how to connect.

**Here are the instructions...**

### **To Join on Computer:**

- Follow the link sent out via our email that says, "Zoom Link." Then click "Join Meeting."
- A tab will open up and a download will start for the Zoom program.
- Once downloaded, a screen will pop up to prompt you to allow video and audio. Click "allow."
- This will lead you to the meeting and place you in the Waiting Room until the host admits you into the video meeting.

### **To Join on Phone:**

- Follow the link sent out via email that says, "Zoom Link."
- The link will prompt you to download Zoom. You do not need an account to join. There will be a prompt to put your name in once the meeting starts.
- Once downloaded, click the "Join Meeting" button and enter in our meeting ID found after clicking the Zoom link, then click "Join Meeting."
- This will lead you to the meeting and place you in the Waiting Room until the host admits you into the video meeting.

Note:

- All downloads are free, and you do not need to make an account if you don't want to. **All you need is the link for the meeting.**
- Please make sure you are able to use the camera and audio on your device.
- You may need to manually give the app permission in your phone settings.