



Invitation to On-line Engagement At University Unitarian Church

Meetings, classes, learning circles, small groups and more!

1. If you've never participated in an on-line meeting before, here's how to get started. You'll need:
 - Computer or laptop
 - Internet connection (preferably hard-wired, but a good WiFi signal will work)
 - You'll also need these items, which are usually built into your computer – if not, you can find inexpensive add-ons
 - Webcam (camera, so others can see you)
 - Microphone (so others can hear you)
 - Speakers (so you can hear others)
2. UUC uses an on-line conferencing platform called "Zoom." Well before you sign on to your event, be sure you have downloaded the user software or checked for updates if it's been a while since you've used Zoom. Doesn't take long, doesn't take up much space, doesn't require an account. Here's what you need to do:
 - Open Zoom using the meeting link you received from the meeting organizer, or go to www.zoom.us and click the link to "Join a Meeting"
 - Enter your meeting number, and then follow the prompts. (If you have an internet link for the Zoom Meeting, it's the 9 numbers at the end.)
 - Test your microphone and speakers. If they don't work, choose "Join by phone" and follow all the directions there. If you use the phone, please TURN OFF your computer microphone and speakers, or it'll create feedback.
 - If you have any problems, email the event host in advance of the meeting if possible to troubleshoot, OR go to the Zoom website and click the "HELP" bubble
3. If you have already downloaded Zoom, just click the link to the meeting and follow the prompts to enter your event.
4. Your meeting host may direct you to turn on/off your camera and mute/ unmute your sound. Look for these buttons at the bottom left of your screen in Zoom.
5. Use the "chat" function to send messages to other participants during the event. (See the "Chat" bubble at the bottom of your Zoom screen)
6. Click "Gallery View" if you want to see everyone who's on the call. Click "Speaker View" to see only the active speaker. (Hover cursor at top of screen to find these buttons)
7. At the end of your event, use the "Leave Meeting" button at the bottom of your Zoom screen, or the presenter may end the meeting for everyone.

NOTE:

If you are participating with a group, you may find it helpful to project the video onto a larger screen and use speakers and microphone suitable for a crowd. Be sure to test these in advance!