

# Virtual

# Meetings



## Zoom Free

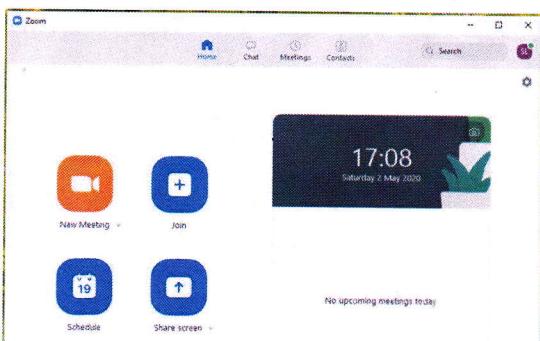
- Meetings of 3 or more people has a 40 min limit per session

- Can use with Windows laptop, Apple Mac, Android or Apple iPhone

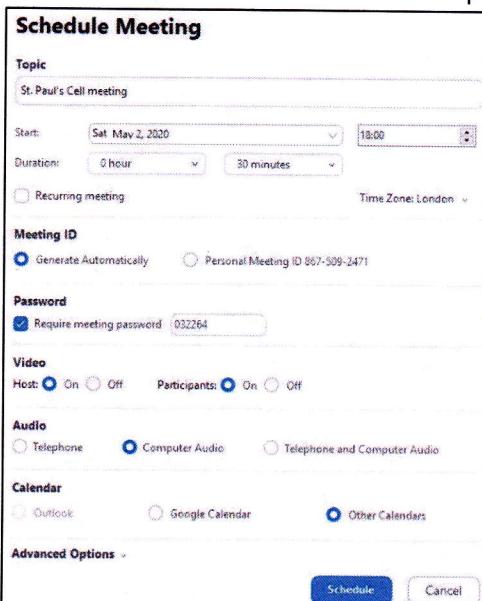


## Host (set-up) a Zoom Parish Cell Meeting - laptop required

1. Sign up to Zoom <https://zoom.us/signup> (email address required)
2. Download Zoom application for your laptop from the Zoom site
3. Launch the Zoom application



4. To schedule your cell meeting in advance select the schedule icon, the schedule window will open



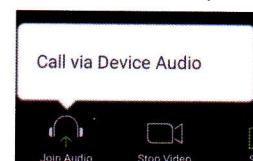
5. Enter a name for meeting - your cell groups name
6. Enter start date and time
7. Enter duration of 45 min - max meeting length is 40 min on free version of Zoom
8. Under meeting ID select generate automatically
9. Under password enter a simple number password - this prevents unwanted attendee's - this is recommended
10. Under video select Host On and Participants On
11. Under Calendar select other Calendar
12. Select **Schedule** button in blue
13. The schedule meeting window opens with link and meeting ID which you share will cell attendees by email, WhatsApp, Messenger etc.

## Join a Zoom Parish Cell Meeting by laptop

1. Download Zoom application for your laptop from the Zoom site
2. Select link sent by cell leader
3. Enter your name to join the Zoom Cell meeting
  - a. Select **Start Video** in bottom left to start your video
  - b. Using headphones with a mic would give you better sound quality for other attendees (not compulsory)

## Join a Zoom Parish Cell Meeting by Android phone/tablet

1. Download Zoom app from the Google Play Store
2. Select link sent by cell leader
3. Zoom app will open
4. Enter your name to join the Zoom Cell meeting
  - a. Select **Start Video** in bottom start your video
  - b. Select **Call via Device Audio** button to connect your audio - Phone headphones with mic would give better sound quality for other attendees (not compulsory)



- c. Swipe to the right to see multiple peoples cameras at once

## Join a Zoom Parish Cell Meeting by Apple iPhone/iPad

1. Download Zoom app from the Apple App Store
2. Select link sent by cell leader
3. Zoom app will open
4. On Video Preview screen, select **Join with Video**
  - a. Select **Call via Device Audio** button to connect your audio - iPhone headphones with mic would give better sound quality for other attendees (not compulsory)



5. Swipe to the right to see multiple people's cameras at once