



USING ZOOM WITH FUS

WHAT IS ZOOM?

FUS is utilizing Zoom, a video conferencing software, to allow us to meet virtually face-to-face. We are utilizing this software for scheduling community events and small groups.

FUS has a paid Zoom account which allows us to create meetings that are not limited in the number of participants or time. Zoom is free for you to use and you don't need an account to join a meeting. It is helpful for you to download the Zoom app to your computer, tablet, or smartphone if you want to participate using video. Zoom also allows you to dial in via telephone without needing to download the app (however, you will not be able to use the video option).

DOWNLOAD ZOOM AT WWW.ZOOM.US/DOWNLOAD

JOIN A MEETING

Each Zoom meeting provided by FUS has its own unique meeting ID number. This number is necessary for both video and telephone access. This information will be provided to you. If you're in a small group (or a Zoom meeting that is not public), you will receive this information from the person leading (in Zoom terms, hosting) your meeting. If you're joining one of the public meetings offered by FUS, you can access this information on our homepage **www.fusmadison.org**.

Click on the event you want to join to find the meeting code:

The screenshot shows the top navigation bar of the First Unitarian Society website. On the left is the FUS logo. On the right, it says 'Howdy, FUS' with a user profile icon and a search icon. Below the navigation bar is a menu icon (three horizontal lines). The main content area features a white box with a grey border containing the following text:

FRIDAY NIGHT KNIT IN WITH REV. KELLY

7 – 8:30 pm

Zoom: <https://zoom.us/j/971131642>
Meeting ID: 971 131 642
One tap mobile +13126266799,,971131642# US (Chicago)
Dial by your location +1 312 626 6799 US (Chicago)

Below the text is a solid teal horizontal bar.

ACCESSING ZOOM BY COMPUTER, TABLET, OR SMARTPHONE

To access this event using a computer, tablet, or smartphone, utilize the following directions. For telephone-only access, please scroll down.

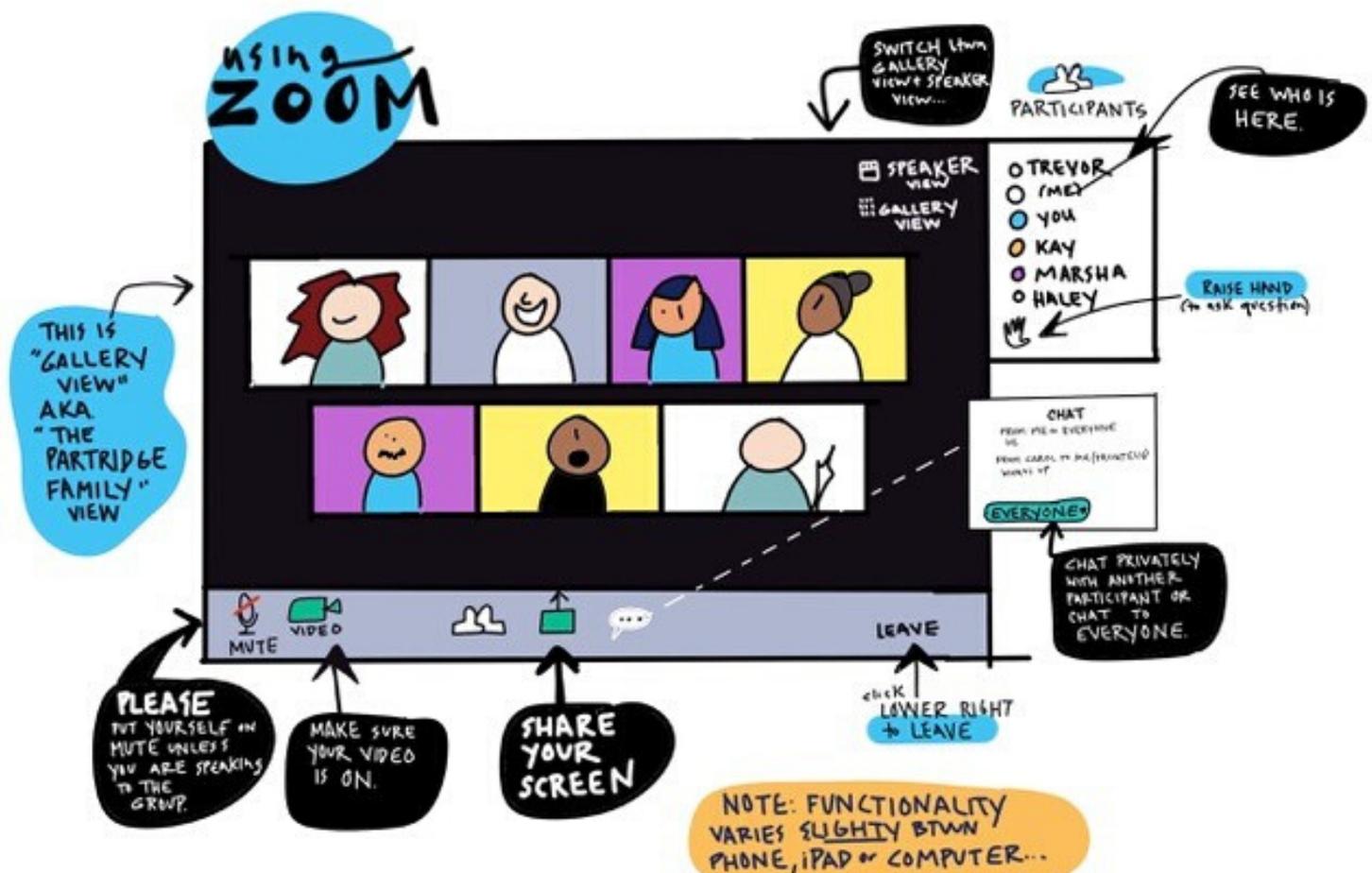
Click on the hyperlink provided by email or through the event listing.

A pop-up should appear asking you to allow the installed Zoom app to connect you. Click allow or open link and follow the prompts.

If your computer doesn't have a built-in microphone or camera, Zoom will identify these issues and allow you to test. If you don't have a microphone, it will prompt you to join the audio by phone and provide all the necessary phone and ID numbers. You will be able to participate in the audio while seeing folks on your screen. If you don't have a camera, participants will not be able to view you.

MEETING TOOLS

The following graphic identifies the functions on your Zoom screen.



ACCESSING ZOOM BY TELEPHONE ONLY

The phone number information is provided under "Dial by your location" in either the event or email.

Call that number from your phone and you will be prompted to enter the meeting ID number (also provided in the event or email).

Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

MORE HELP

If you have more questions or would find video tutorials helpful, please visit our Zoom webpage at www.fusmadison.org/zoom and review our resources.

If you would find it helpful to talk with someone, please contact us. Our information is available at WWW.FUSMADISON.ORG/ZOOM



SEE YOU SOON!