

Directions to Join Online Group Meetings Using Zoom

- Christ the King is using **Zoom** for online group meetings. This is a trusted, widely-used video conferencing application.
- Each meeting has its own unique “meeting ID”. This number is listed in CtK communications with the information about the particular meeting.
- Connect with the group a few minutes before the stated meeting start time.
- *Questions about any of this? Contact Laura Zajac (lzajac@ctkluth.org, 513-348-4075)*

Using Telephone (voice only)

1. Dial **253-215-8782**. If that line is busy, dial 267-831-0333 or 213-338-8477.
2. Click on the keypad icon on your phone to access the number entry screen.
3. When asked for the meeting ID, enter the ID number and press “#”.
4. When asked for the participant ID, enter “#”.

You are in the meeting!

5. When you want to leave the meeting, just hang up.

Using Apple or Android smartphone or tablet (voice and/or video)

1. Download and install the “ZOOM Cloud Meeting” app from the Apple Store or Play Store.
The icon looks like this... 
2. Open the Zoom app.
3. Click on “Join a meeting”. (You do not need to sign up.)
4. In the field “Meeting ID”, type in meeting ID number.
5. In the field underneath “Join with personal link name”, type in your name. You may delete the default name, if needed, and enter the name you want.
6. Click “Join” (Apple) or “Join Meeting” (Android).
7. The first time you use the app, you will be asked to allow Zoom access permission. Click “Got it”. Allow Zoom to take pictures and record video if you want video, otherwise deny this function.
8. Click “Join with Video” or “Join without Video”.
9. The first time you use the app, you will be asked to allow Zoom access permission. Click “Got it”. Allow Zoom to record audio.
10. Click on “Call using Internet Audio” (Apple) or “Call via Device Audio” (Android) to turn on audio.

You are in the meeting!

11. You can mute/unmute your voice or stop/start your video by clicking on the icons at the bottom of the screen.
12. You can see the other participants by clicking on the “Participants” icon on the bottom.
13. After a few seconds, the screen icons may disappear. Just touch the screen and they will reappear.
14. To leave the meeting, click “Leave” at the top of the screen. Then click “Leave Meeting”.

Using web browser (needs camera to capture video, microphone optional)

1. Open your web browser.
2. Go to join.zoom.us.
3. Enter the meeting ID number.
4. Click "Join".
 - a. Using Google Chrome
 - i. If this is your first time joining from Chrome, you will be asked to open the Zoom client to join the meeting. To skip this step in the future, you can check "Always open these types of links in the associated app".
 - ii. Click "Open Zoom Meetings" (PC) or "Open.zoom.us" (Mac)
 - b. Using Safari
 - i. When asked if you want to open zoom.us, click "allow".
 - c. Using Microsoft Edge or Internet Explorer
 - i. Nothing else needed.
 - d. Using Mozilla Firefox
 - i. If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package. To skip this step in the future, check "Remember my choice for zoom mtg links."
 - ii. Click "Open Link".

You are in the meeting!

5. You will be asked to choose one of the audio conference options – either Phone Call or Computer Audio.
 - a. To use your computer's audio, click "join with computer audio". (You need to have a microphone connected to your computer for this function.)
 - b. To use your phone, click "phone call" and follow the directions above for joining a meeting using a telephone.
 - c. Click "done" when you are connected to the meeting.
6. Click on the "Join Audio" button on the bottom to turn on sound, if using computer microphone.
7. Click on the "Start Video" button on the bottom to turn on the video.
8. After a few seconds, the screen icons may disappear. Just move your mouse over the screen and they will reappear.
9. To leave the meeting, click "End" at the bottom right of the screen. Then click "Leave Meeting".