

## **TIPS FOR VIRTUAL JOURNEY MEETINGS VIA ZOOM**

- You can use a computer with webcam, smart phone or tablet to access a zoom meeting, with a high-speed internet connection
- You can access a Zoom meeting by clicking the Link that your Guide provides OR you can go to zoom.us and “Join a Meeting” by entering the 9-Digit Meeting ID. Again, your Guide will need to provide you the Meeting ID
- It helps to download the Zoom App to whatever device you are using for the meeting.
- Once you enter the meeting, you will need to pay attention to these things:
  - Your Audio settings- this is how you hear everyone and they hear you. If you use your device audio, you may have to adjust your audio settings. On a computer, these settings are found by clicking the “Microphone” icon and selecting your Microphone and Speaker of choice. It is smart enough to tell you your options. If you are having difficulty, it will give you an option to call into the meeting to a Toll-Free number and a special code so your idea will come through the phone.
  - Your Video settings- if you do not have a camera on the device you are using, you will not be seen on the meeting. If you do have a camera, you will have to adjust your settings by clicking the Camera icon.
  - On a Smart Phone or tablet, you have to swipe across your screen to get to some of these Audio/Video settings.
  - You need to Mute yourself when you are not talking to help create better sound quality in the meeting. You click the Microphone button or the button in the top right-hand of your box.
  - If you are using a Smartphone, you get a better view of yourself if you hold the phone horizontally.

- There are 2 Views during a call: “Speaker View” where the person speaking is prominently displayed or “Gallery View” where you can see all the participants (like the opening of Brady Bunch 😊). The button to change this is in the upper right-hand corner of your screen. On smart phones, you swipe the screen across to change views.

#### IF YOU HAVE ANY MAJOR CHALLENGES, CONTACT ZOOM SUPPORT

- **Pro** plan subscribers will report support tickets to Zoom by:
  1. Online submission via [submit a request](#).
  2. Chat live with our support team by visiting your account and selecting help in the lower right hand corner [here](#).
- **Free** plan subscribers will report support tickets to Zoom by:
  1. Online submission via [submit a request](#).