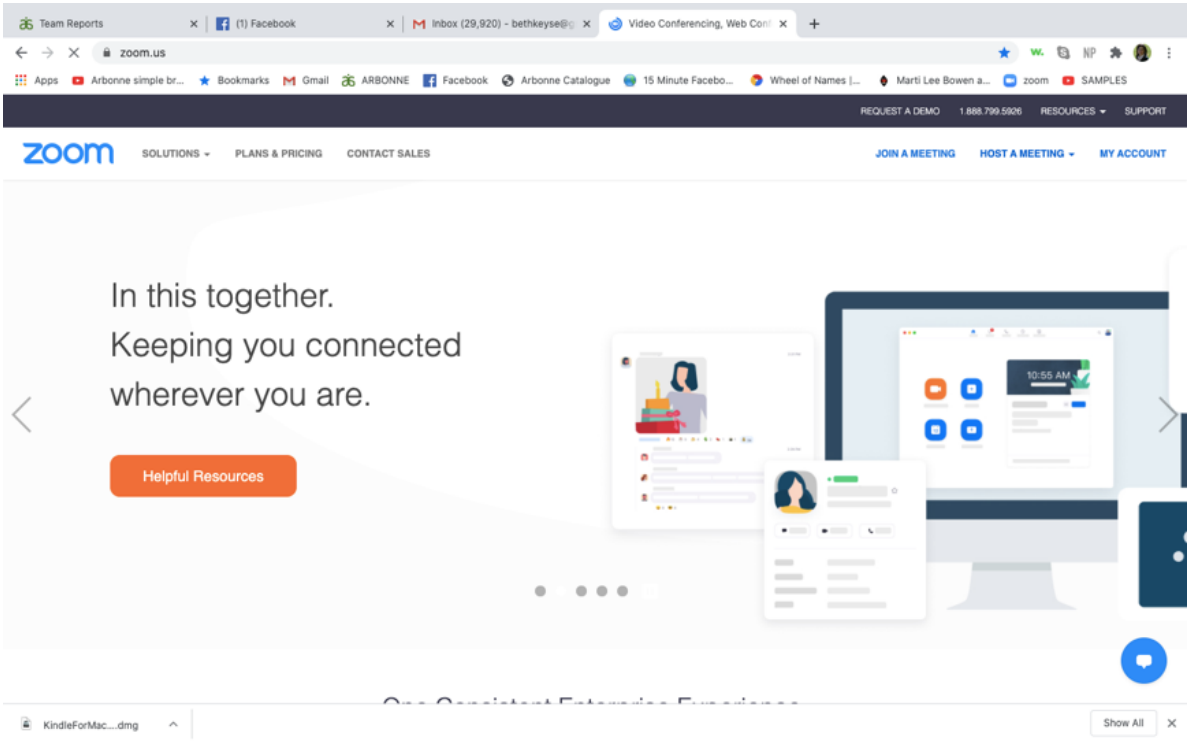
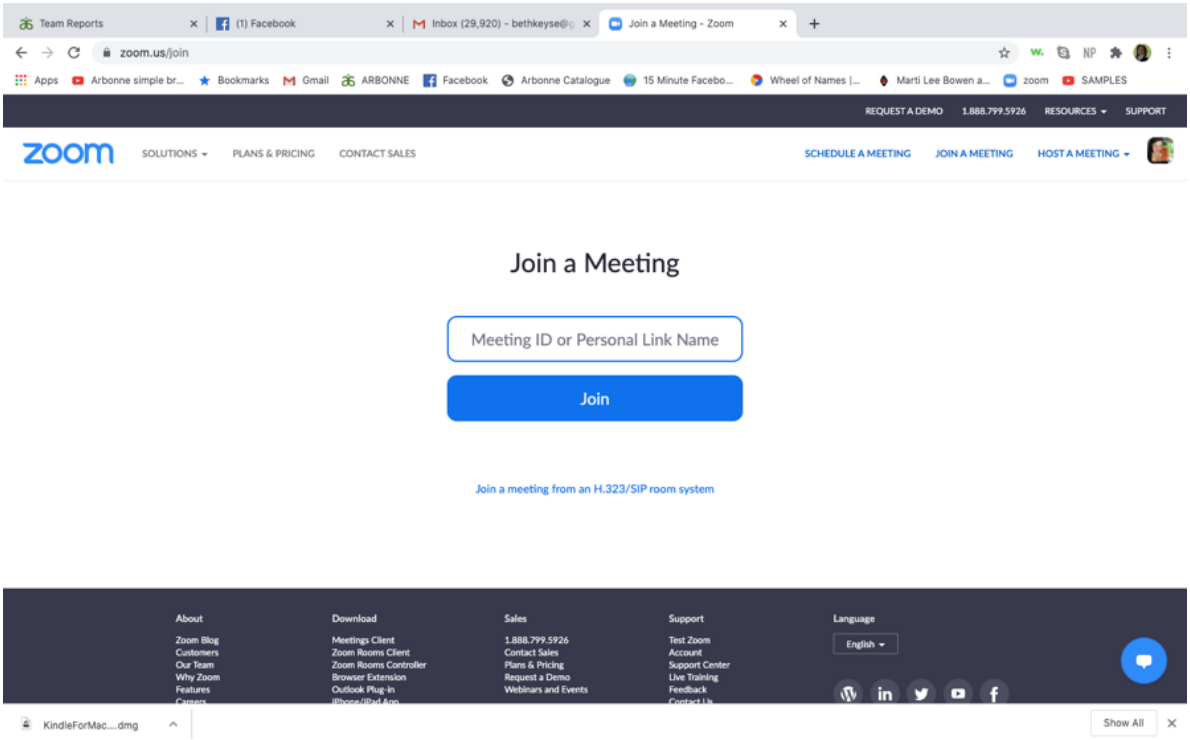
Zoom instructions

Once you follow these instructions one time, the link on the website or in the email you receive should take you directly into the meeting!

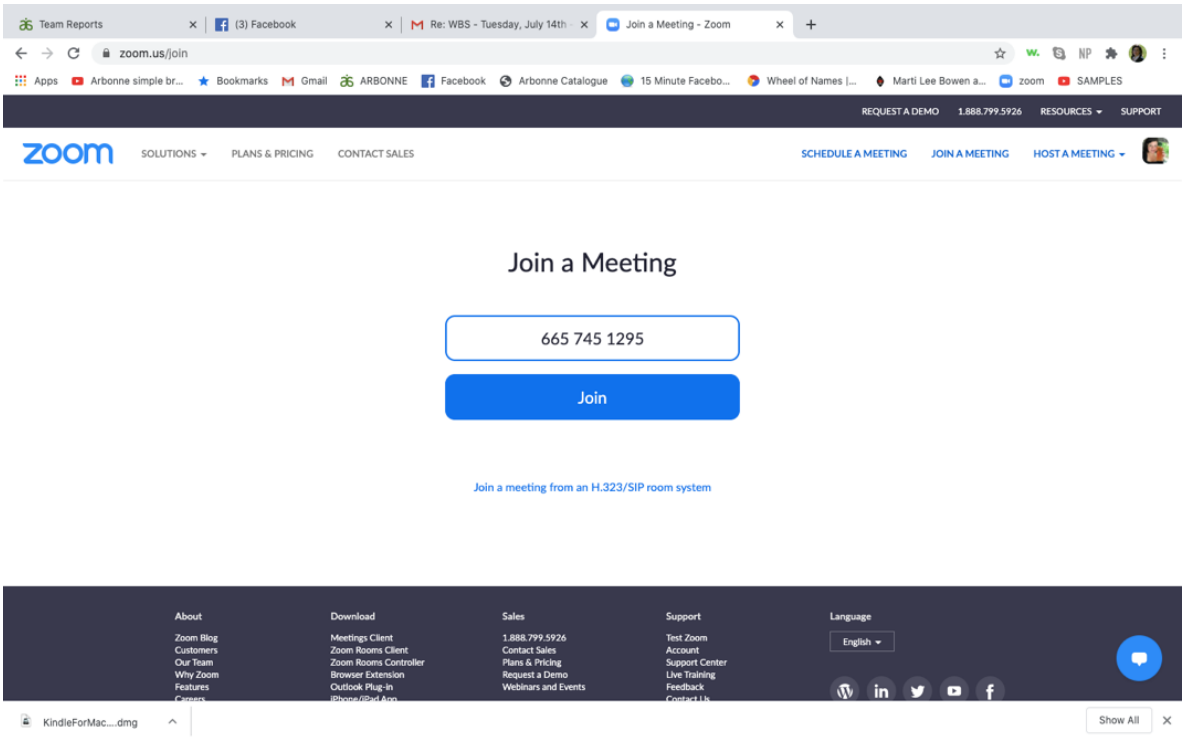
1. Go to zoom.us or click on the Zoom link on the Grace and Holy Trinity website or an email link that was sent to you.



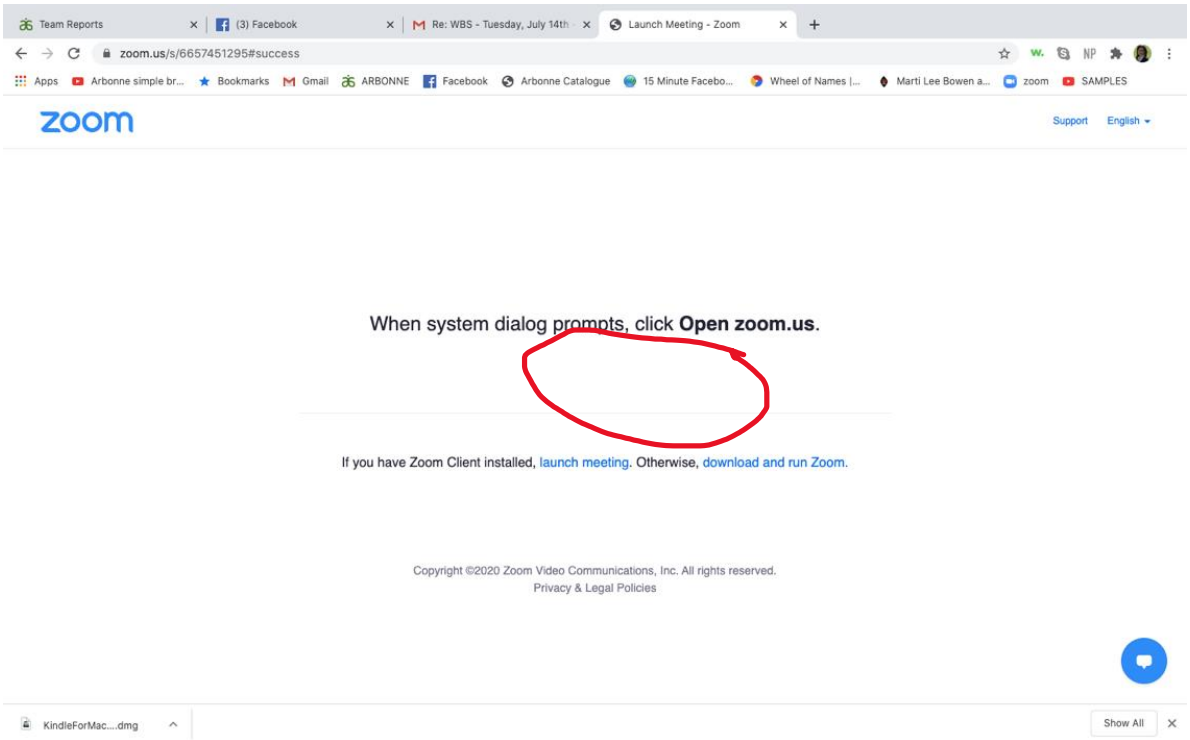
2. Click “JOIN A MEETING,” located in the upper right corner.



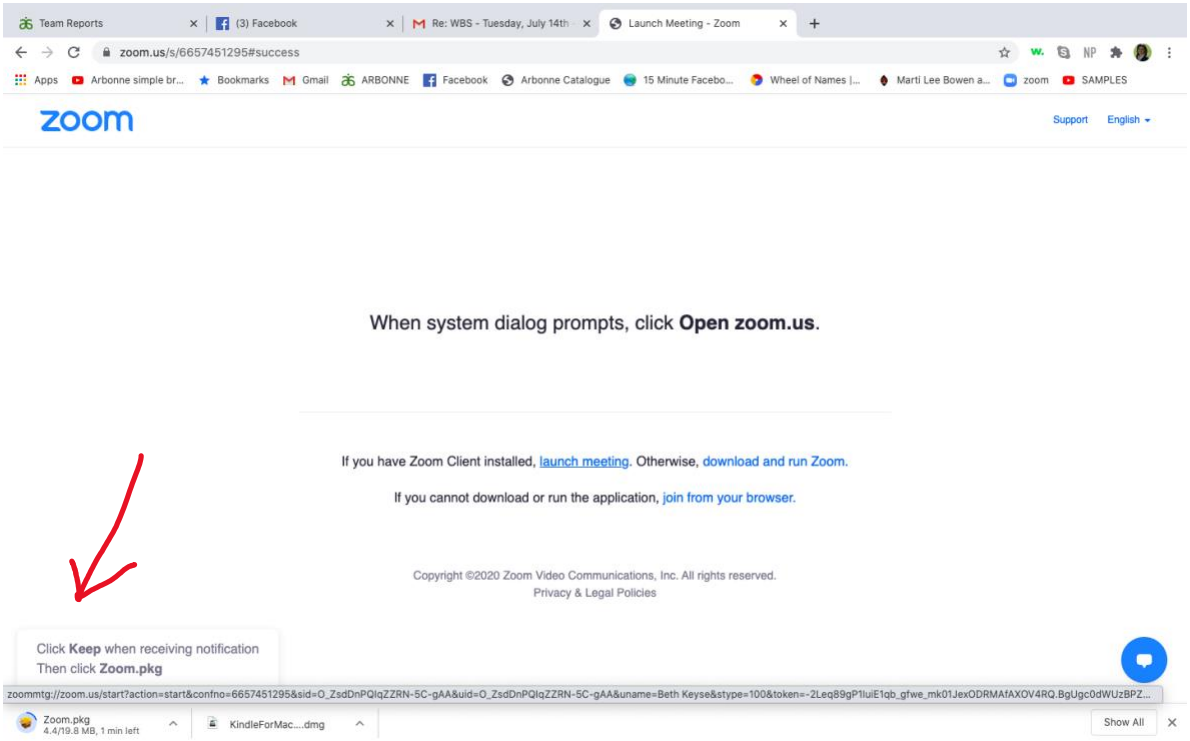
3. Enter the Meeting ID, which you can see on the web address for the Zoom link. Once you have joined a meeting, the next time you want to join, simply click in the Meeting ID box and any former meetings you've attended will auto-fill for you to choose from.



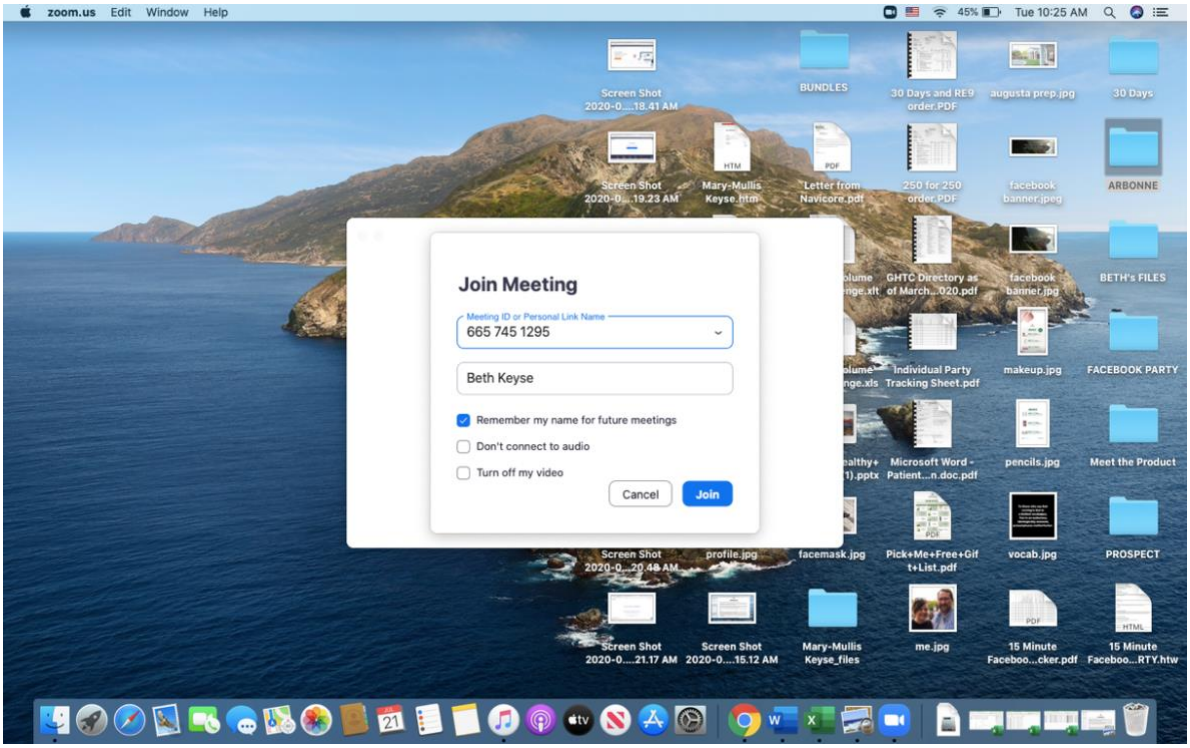
4. If you do not have Zoom installed on your computer/phone/tablet, it is going to prompt you to download the app. It's a small file, and it is free.



5. Your computer will pull up a file/link that you need to click to download the application.

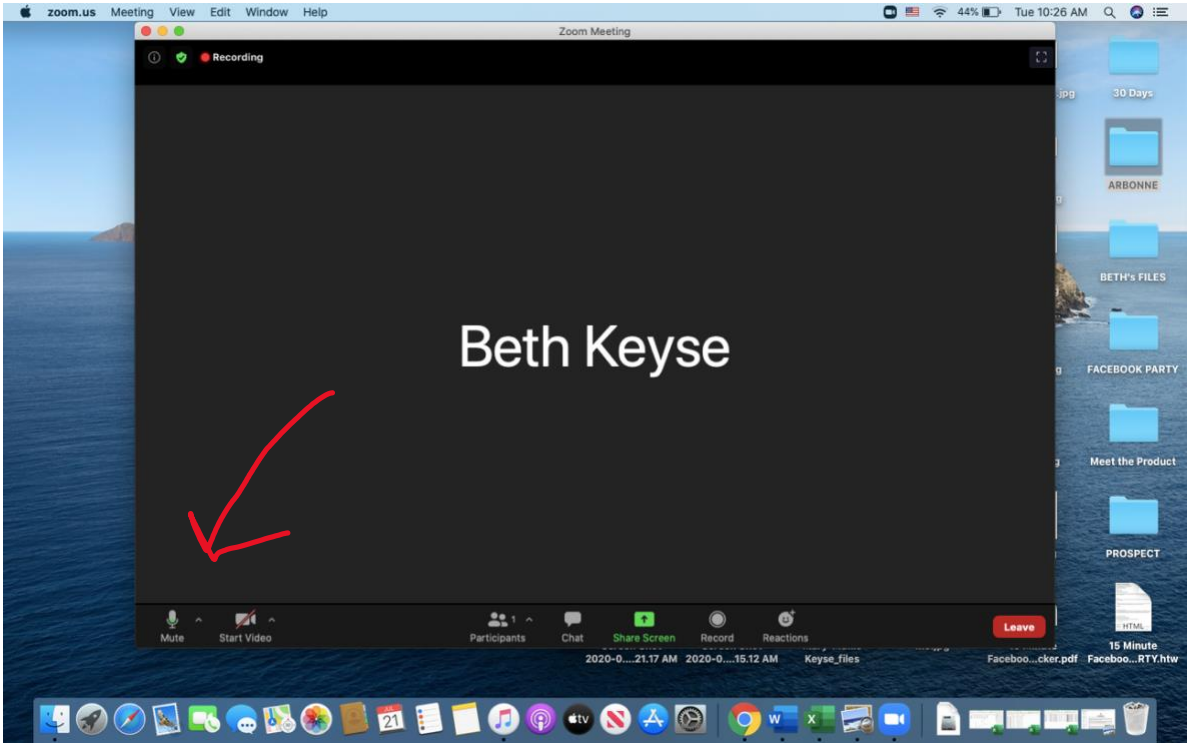


6. Once the application is installed, your computer will prompt you to Join Meeting. If the Meeting ID is not in the box, type in the number.



Zoom will allow you to be seen and heard—please do not check the boxes that turn off audio and video!

7. Once Zoom is open, you will notice in the lower left corner of your screen a microphone and a video camera. These are buttons that will allow you to turn off/on your video and microphone. It is generally best to have your microphone off when you are not the speaker.



The upper right corner is where you will be able to choose speaker view, which will make the screen of the person speaking the large picture in front of you, or gallery view, which will allow you to see each of the members in small squares on your screen (like Hollywood Squares or the Brady Bunch).

Note: The Zoom window could be hiding behind another window from part of the process. If you don't see the meeting screen, try minimizing the window on your screen that's directly in front of you.

If you've got questions, please don't hesitate to reach out to Julie Toma, jtoma@kccathedral.org or 816.214.9936.

Thank you for joining us!