

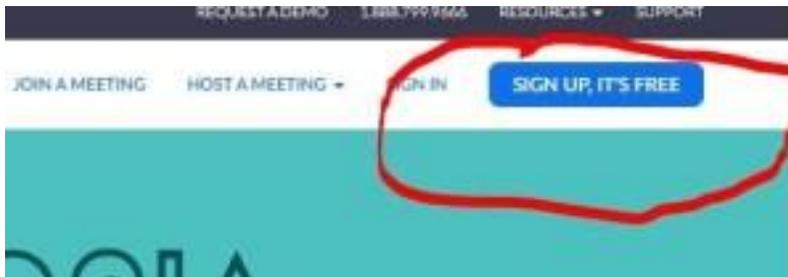
How to get and use a Free ZOOM Account

If You Have Never Used Zoom Before...

If you have never used ZOOM before, you are in for a treat. This is a widely used and very user-friendly video conferencing tool. It is easiest to use from a computer, but you can also use it from a smart phone. You can call in to the video conference from any phone but that is harder for everyone. The Zoom account is free and lasts forever...you might discover other uses for it, like meeting with far-away family members.

First steps, Computer:

- 1) If you have a fairly new computer, or know that the one you have has a camera and microphone, then on your computer, go to <https://zoom.us/>.
- 2) Click on **Sign Up It's Free**

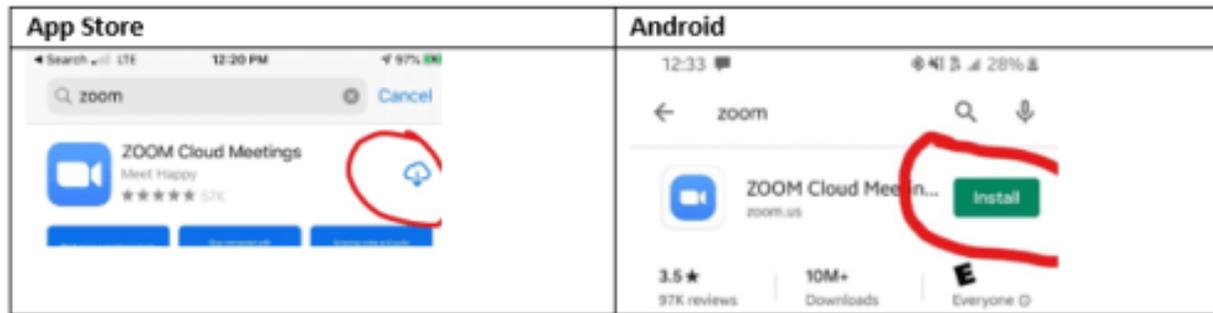


- 3) Sign up for an account – it will prompt you for information including your name, email address, etc.

And/Or, if you have a smart phone or tablet

- 1) Go to App Store or Google Play
- 2) In search box, type the word **Zoom**
- 3) Download the ZOOM Cloud Meetings App

4) Sign up for an account, or sign in, if you already created an account



Once you create an account, check your email. You'll receive a confirmation email, asking you to confirm your account by clicking on a link. Once you do that, it will take you to a screen like this, where you'll be asked to put in your name and password. After that, just continue to follow the prompts, as you wish. For instance, it may ask you if you want to invite others to zoom, and you can just click "skip."



Please do your downloading and experimenting at least the day before your first call.

If you are having difficulty, you can email the UCU Tech team for help: Tere Mann, Bonnie Showers and Melody Shores, and we can probably help you. Please don't wait 'till the last minute though!

Questions? Contact the UCU Tech Team at techhelp@ucofu.org

An invitation for Sunday Worship, for example, looks like this:

UCU Sunday Gathering

- **When:** This Sunday, March 29, 11 am to 12:15 pm on Sunday Central Time
- **Where:** <https://zoom.us/j/145205500>
- **Who:** Congregational Administrator - organizer

More Details:

Join Zoom Meeting

<https://zoom.us/j/145505500>

Meeting ID: 145 205 500

Dial

+1 312 626 6799

When prompted, enter the Meeting ID 145 205 500 followed by the # sign

To join by video, you click on the above link for “Join Zoom Meeting.” If you are already in your Zoom account and want to join a meeting, you type in the “Meeting ID.” Please note that different IDs are used for different meetings.

You can also call in by phone if that works better for you, but we will not be able to see your lovely face, and that will be a loss for us all. If you call in using a landline, you would have to pay long-distance charges for the phone call.

*Thank you to our friends at Unitarian Universalist Congregation of Mankato for the wonderful Zoom instructions.