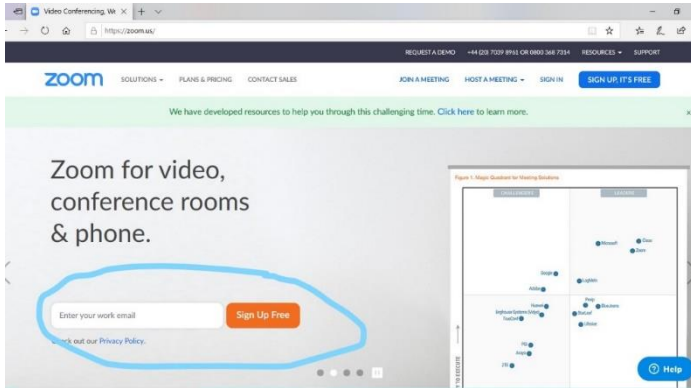


## Guidelines for Joining St Stephen's Morning Prayer Service

In line with government guidance, our morning prayer services are taking place virtually via a video-messaging software called Zoom. This document will guide you through signing up for zoom, downloading zoom, locating the app on your computer and then entering the morning prayer meeting.

### 1. How to Sign up for Zoom

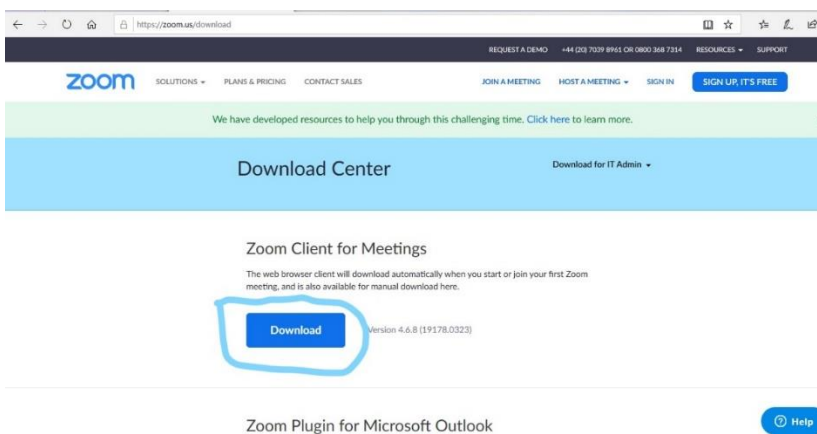
- 1.1. Open your internet browser (firefox, explorer, &c.) and enter the URL [www.zoom.us/](http://www.zoom.us/)
- 1.2. Sign up for Zoom by filling your email into the box as indicated below. Please ensure this is the same email that you receive emails from St Stephen's.



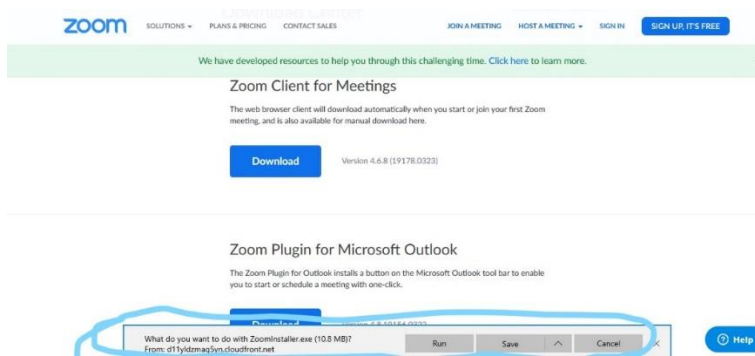
- 1.3. Zoom will send an email to your email account. This email will ask you to activate your account. Sign into your email, open the email and follow the link provided.
- 1.4. The link will take you to an online form in which you will be asked to supply a password. You will need this password to sign in to zoom once you have downloaded it.
- 1.5. It will ask you to invite your colleagues. If you have any family who you would like to be in contact with, this could be a good time to invite them. You can skip this step. You will be asked to click a box to confirm that you are not a robot.
- 1.6. You will be asked for a test meeting to confirm that your microphone and speakers are working properly. Your browser may ask you for permission to run zoom. You now have a zoom account!

### 2. How to Download Zoom

- 2.1. Open your browser and go to [www.zoom.us/download](http://www.zoom.us/download)
- 2.2. Click "download"



- 2.3. Follow the process your computer will take you through of downloading zoom. The file may open automatically, or it may appear at the bottom of your screen.

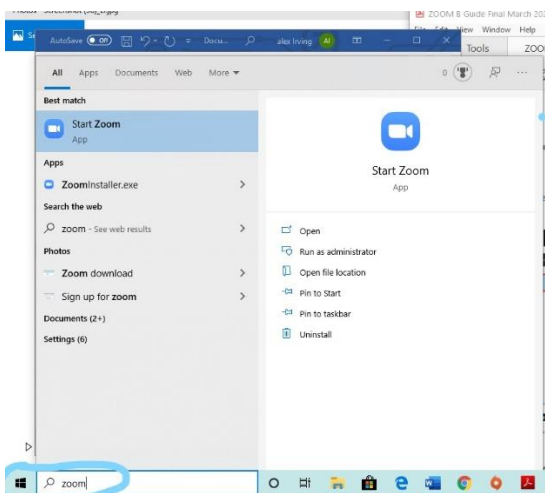


2.4. Once this process is complete, you have downloaded zoom and you will need to locate it.

### 3. How to Locate Zoom on your computer

#### For Windows:

3.1. Click on the windows sign at the bottom left of your screen and type “zoom”. Open the app.



#### For Macs

3.1 On your keyboard press “COMMAND” and “SPACE” at the same time.

3.2. Type “Zoom” into the search bar. Open the app.

Now that zoom is open on your computer, you will need to sign in.

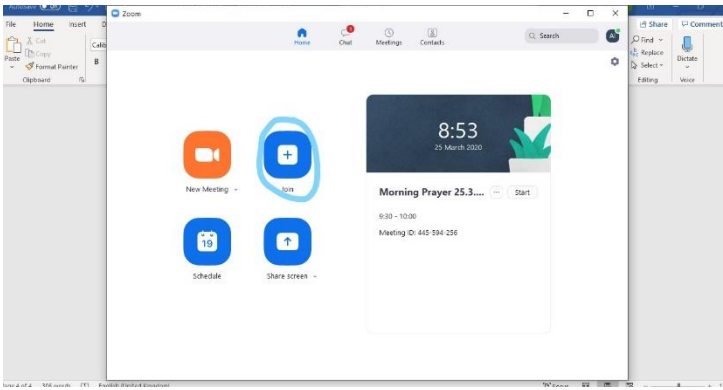
### 4. Signing into Zoom

4.1. Open Zoom.

4.2. Click on sign in. Sign in using the details you entered at 1.4.

### 5. How to Join Morning Prayer

5.1. Once you have signed in, click on ‘Join’



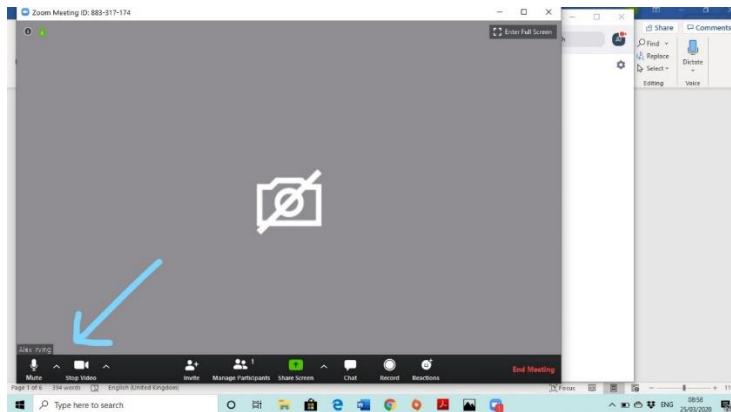
5.2. A message will pop up asking you to type in the meeting ID or the relevant link. You can enter either the link or the meeting ID. Either way will lead you into the morning prayer meeting.

Link: <https://us04web.zoom.us/j/131268517>

Meeting ID: 131 268 517

5.3. Alternatively, you will only need to click the link which has been sent to you in your email inbox. This will open Zoom in the meeting room.

5.4. You will need to activate your camera and your microphone by clicking the images at the bottom left of the screen.



5.5. You should now be able to see everyone who is in the meeting.

If you are using a Mac, touch the swipe the screen to the left and screens should appear.

If you are using a PC, then top right-hand corner should have gallery mode. Click on this.

5.6. If at any time you wish to mute your microphone, then press mute on your screen. The person hosting the meeting may also mute all microphones, if necessary.