

## Using Zoom for Online Events

Zoom is a free, web-conferencing software similar to Skype, that we use for online meetings, retreats, classes, movies, and other events. It allows you to join our event from your computer or mobile device, and interact with us and others also in attendance. Like most video-conferencing software, Zoom gives you control over whether you are seen or not (you can turn your camera on or off), whether you are heard or not (you can mute or unmute your microphone, as can we), and it allows you to text chat with us and other participants during the event as well.

Here is a screenshot of an online retreat we held using Zoom. Click it if you'd like to watch a testimonial video that was made for that retreat:



### How to Download Zoom before the Event

***(NOTE: you can also download it at the time you click the Zoom meeting link—see second set of steps below for “How to Join a Zoom Meeting”):***

1. Go to <https://zoom.us/download>
2. Click the Download button underneath "Zoom Client for Meetings"
3. It will download a file called “zoomusinstaller”, “ZoomInstaller” or something similar.
4. Once it has finished downloading, it may start installing automatically, or else you’ll have to click on that file that it downloaded to run the installation process. During installation,

may prompt you at a couple points to make sure you want to install it, and simply click “yes” or “continue” at those points.

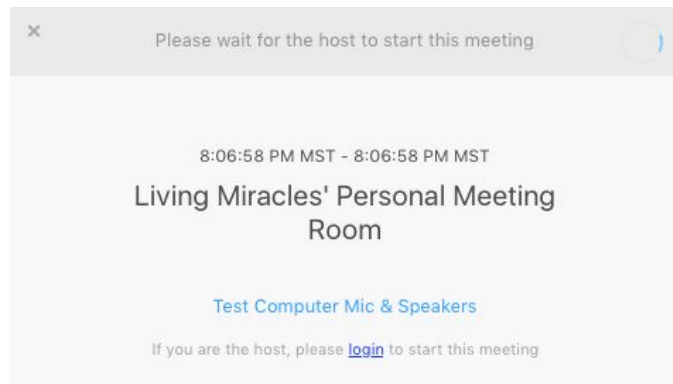
5. Finally, it will show you a screen that looks like this (if you’re on a Mac; slightly different if you’re on a PC), which means the installation was successful. You can close this box now by clicking the ‘X’ in the corner.



### **How to Join Us on the Day/Time of the Event**

1. Close any other programs—like Skype, videos, or audios—that may play or use up unnecessary energy on the computer. Also turn off noisy appliances in the house and close any doors as needed. If you have earbuds/headphones, we suggest using those as well, mainly so that you can hear us better.
2. Click on our Zoom meeting room online. It will either be a link on our webpage that says “Click Here” (or something like that), or it will have been emailed to you and will look something like this: <https://zoom.us/j/4351112222>
3. Once you click the link, it will open up a new tab of your internet browser, and then it will prompt you to launch your Zoom software with a dialog box that has an option for “Open Zoom” (or something like that). Click on that option to open Zoom. (NOTE: If you haven’t already downloaded Zoom, it will prompt you to follow steps to download and install it at this point, which will be similar to the steps above for “How to Download Zoom before the Interview”.)

4. It should then open up a box that says “Connecting...”. After a few moments, you’ll be inside the meeting room and we should be able to see each other. Or, if I haven’t logged in myself yet, it will show you a box like this, and you’ll just need to wait for me:



Once you're in the Zoom room with us, it will look similar to this (except with more people probably):



At the bottom of your screen, in the lower-left, you have a mute button and a button to turn off your video. In the middle area, there are different things you can do, including open a chat window to type

to us, and other things you can explore once in the meeting. Finally, in the lower right, you have a link in red to leave the meeting (like hanging up the call).

We look forward to joining with you soon!

Much Love,  
Living Miracles