

## **Gwynedd Friends Meeting – Zoom Helpful Hints**

### **For dialing in by phone:**

1. Dial one of the following numbers:  
+1 253 215 8782 US  
+1 301 715 8592 US
2. Enter the Meeting ID: 808 772 754
3. Follow directions, and join the meeting

### **For Smart devices (Desktop, laptop, tablet, smartphone):**

1. Click on the hyperlink below to join Zoom Meeting
2. <https://zoom.us/j/808772754>
3. Follow given directions. If this is the first time you are using zoom, you will be directed to download Zoom app/client.
4. When you see the zoom screen, click “Join a Meeting”.
5. You will be asked to provide Meeting ID, 808 772 754
6. Click “Join Meeting”
7. You may see pictures of people already signed in. If you say something, like your name, you will see your face in full screen mode.

### **For all participants:**

- We will use the first few minutes to settle in, i.e., make sure that all problems of getting started are resolved for everyone.
- Before we start the Meeting, the host will mute the audio of all participants. You will see a diagonal line crossing thru your microphone icon at the bottom left of your screen.
- Should you need to say or share something, use the “raise hand” feature of Zoom. Go to the last icon on the tool bar at the bottom of your screen, labeled “More”. Click and select “Raise Hand”. When you do this, you are indicating that you want to say/share something. The host will notice your “Raise Hand”, and will unmute your microphone. When you are finished, your microphone will be muted again. This is done so only one person speaks at any given time.