



Getting Started with Zoom for our Virtual Coffee Shop

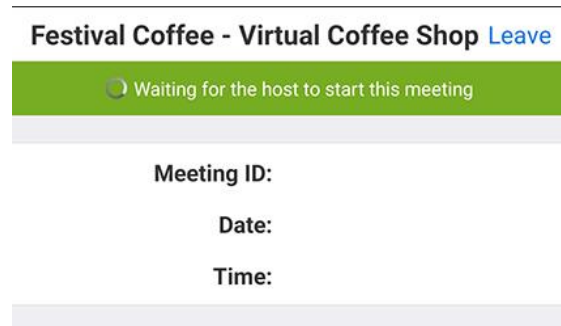
Mobile

The first thing you need to do is to download the Zoom app – it’s called ZOOM Cloud Meetings and looks like this:



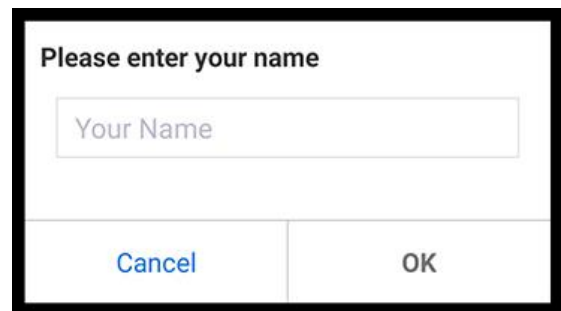
Then, head to our website festival.church/coffee and click the picture of the door to enter the Virtual Coffee Shop. If your phone asks you how you want to open the link, select Open with Zoom.

If the Virtual Coffee Shop hasn’t opened yet, you may see this message:

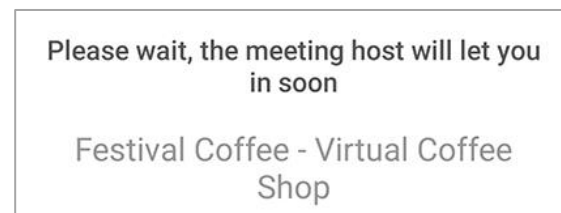


If this is the case, you should “Leave” and try again in a few minutes.

If the Virtual Coffee Shop has opened, you will be asked to enter your name (please use your real name):



You will then be added to a Waiting Room, and will see the below message:



When the Coffee Shop hosts are ready, they will add you to the meeting.



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You may need to turn your camera and sound settings on, using the “Join Audio” and “Start Video” buttons:



You may need to grant the Zoom App permission to access you camera and/or microphone.

You’re in! You should now be able to see the host on the screen. They will let you know what will happen in the Virtual Coffee Shop. If you swipe along, you will be able to see the other people who are in the Virtual Coffee Shop too!

If you click the “More” button, you will be able to use the Chat, which allows you to type to chat with others, or add reactions like a clap or thumbs up emoji.



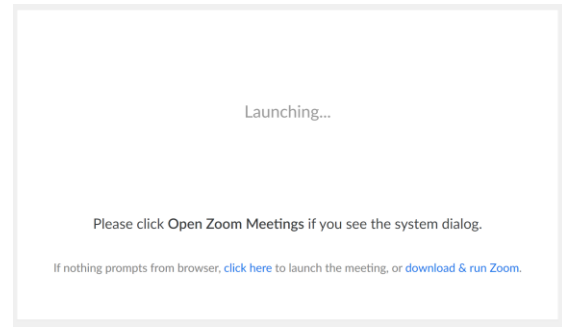


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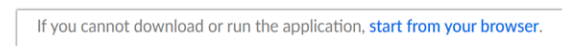
Desktop/Laptop

Head to our website festival.church/coffee and click the picture of the door to enter the Virtual Coffee Shop.

If you have never used Zoom before, you might see this:



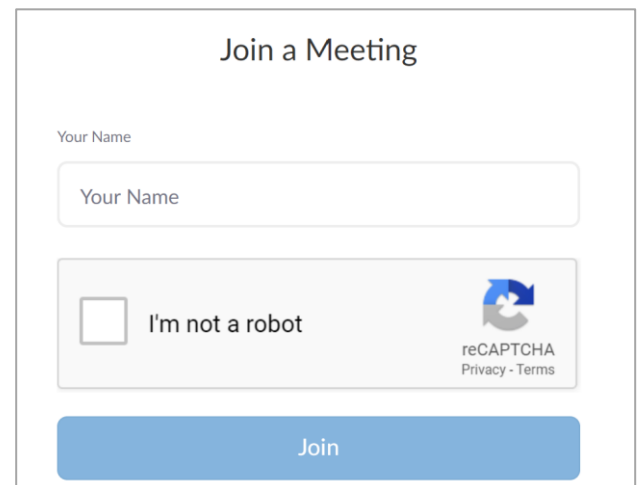
If so, click where it says “click here” to start. Then, if nothing happens, click “start from your browser”:



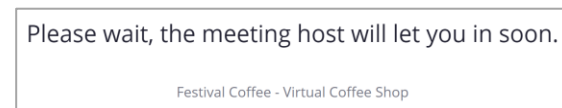
You will be asked to enter your name (use your real name):

You will be asked to agree to Zoom’s terms and conditions, and then to enter the meeting password.

The meeting password is **coffee2020**.



You will then be added to a Waiting Room, and will see the below message:

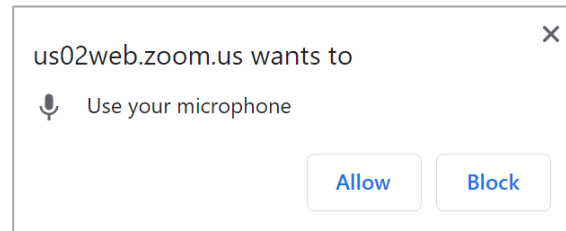
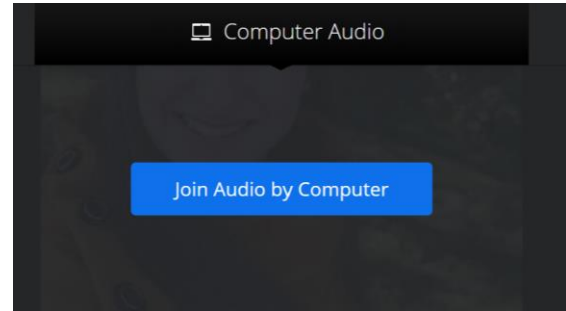


You may need to reload your page – you can do this by pressing **Ctrl** and **R** at the same time on your keyboard (for Windows) or **Cmd** and **R** (for Mac).

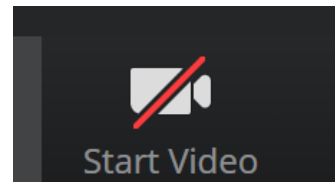


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You may need to “Join Audio” and/or allow Zoom to access your computer microphone:



You may also need to click “Start Video” and/or allow Zoom to access your computer camera:



You’re in! You should now be able to see the host on the screen. They will let you know what will happen in the Virtual Coffee Shop. You may start to be able to see other people joining in on the screen to!

You can use the “Chat” button to type messages to the group if you’d like.

