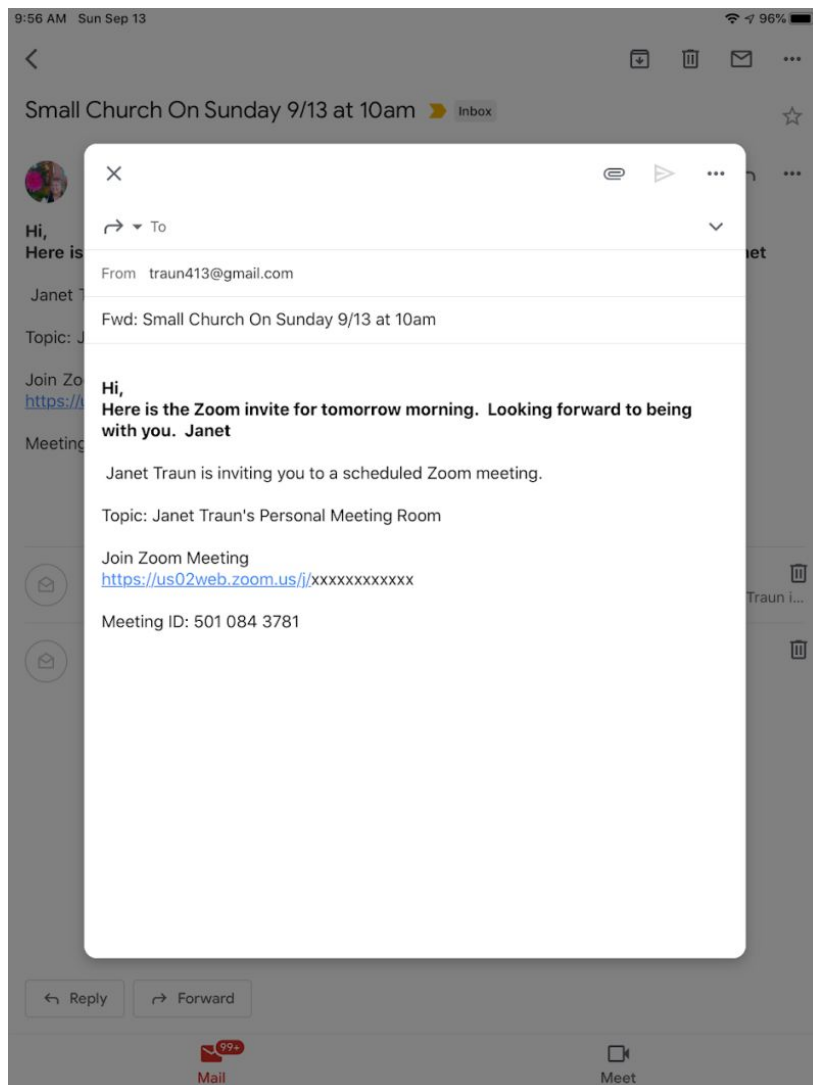


September 14, 2020

Hi. This is to help iPad users navigate to online worship at LCP using Zoom.

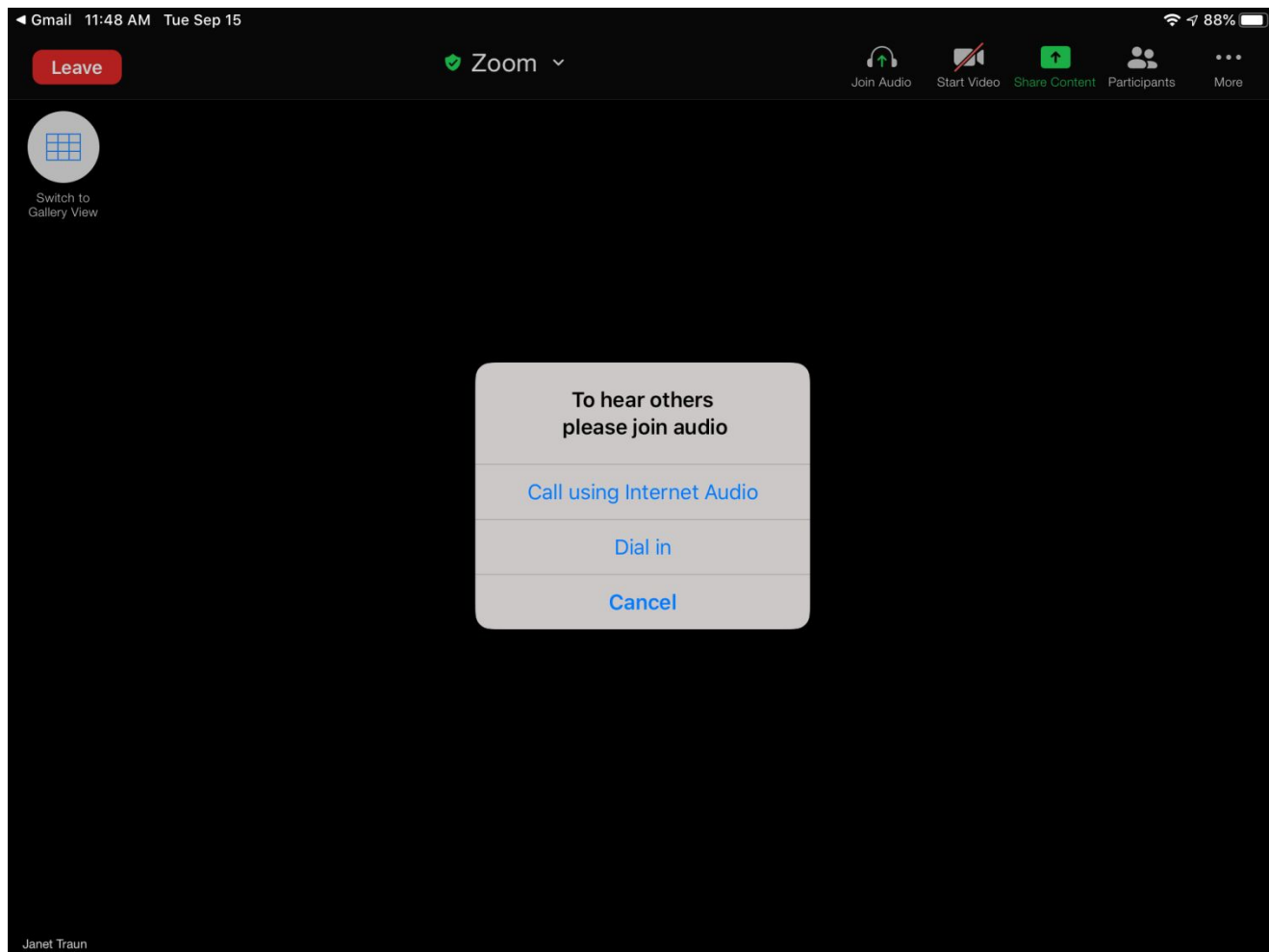
I am assuming you have an iPad , and can find the email inviting you to worship, and have Zoom installed on the iPad. Open your email inviting you to worship, then click on the blue link below (using your finger) to “Join Zoom Meeting.”

The email for big church worship will look different but the idea is the same. Just use your finger to select the Zoom meeting link in blue font.



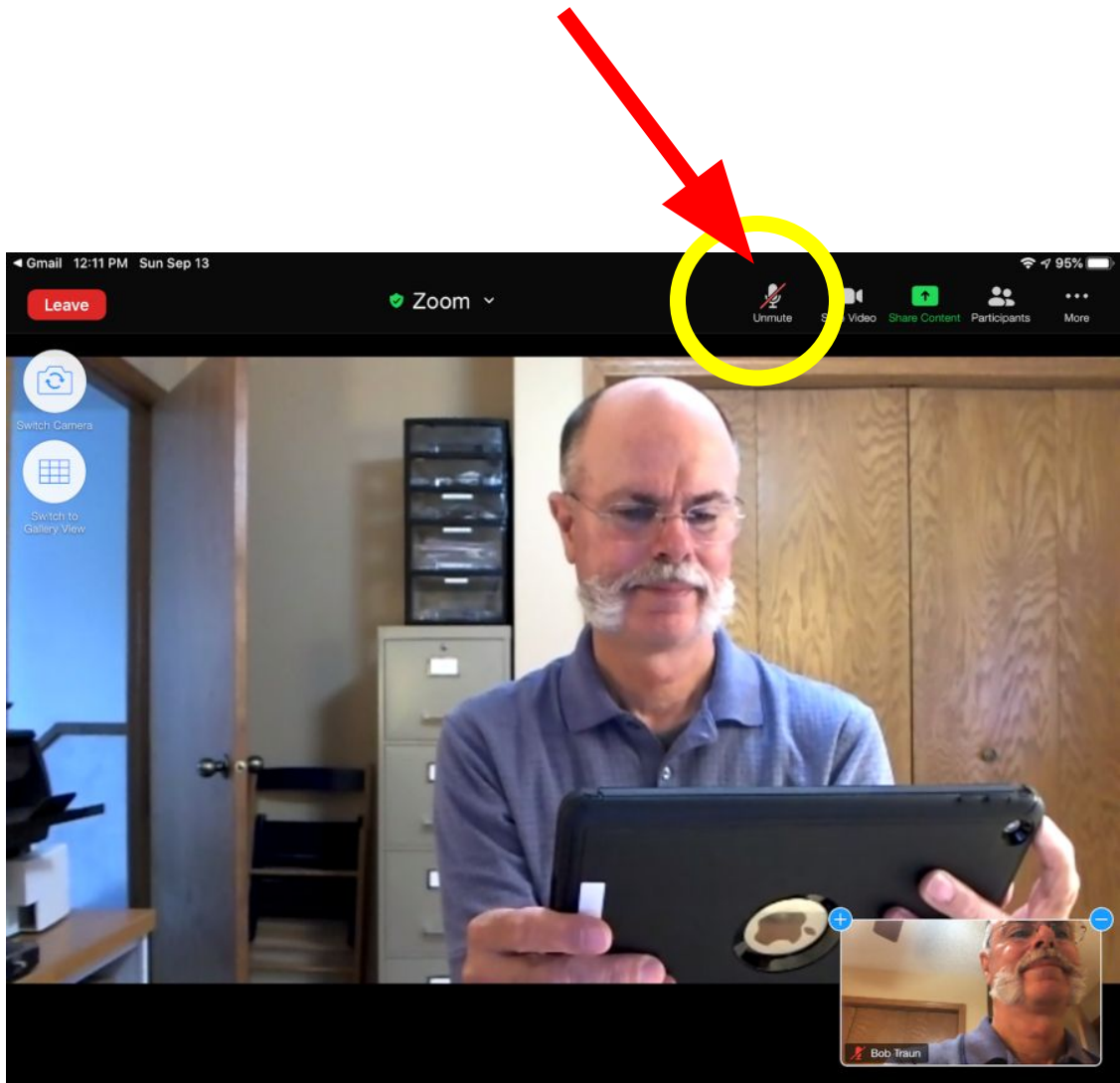
## Call using Internet Audio

Zoom will ask you to connect audio using your iPad microphone. Click on “Call using Internet Audio” (This is not the same as mute and unmute – see next page.)



## Mute and Unmute

When you first join the call, your audio microphone will be muted. Find that small microphone image with the red line through it. Touch it and the red line disappears – now people can hear you. If asked to mute yourself during the meeting, just touch it again to shut your microphone off. If the red line is crossed over the microphone, you are muted.



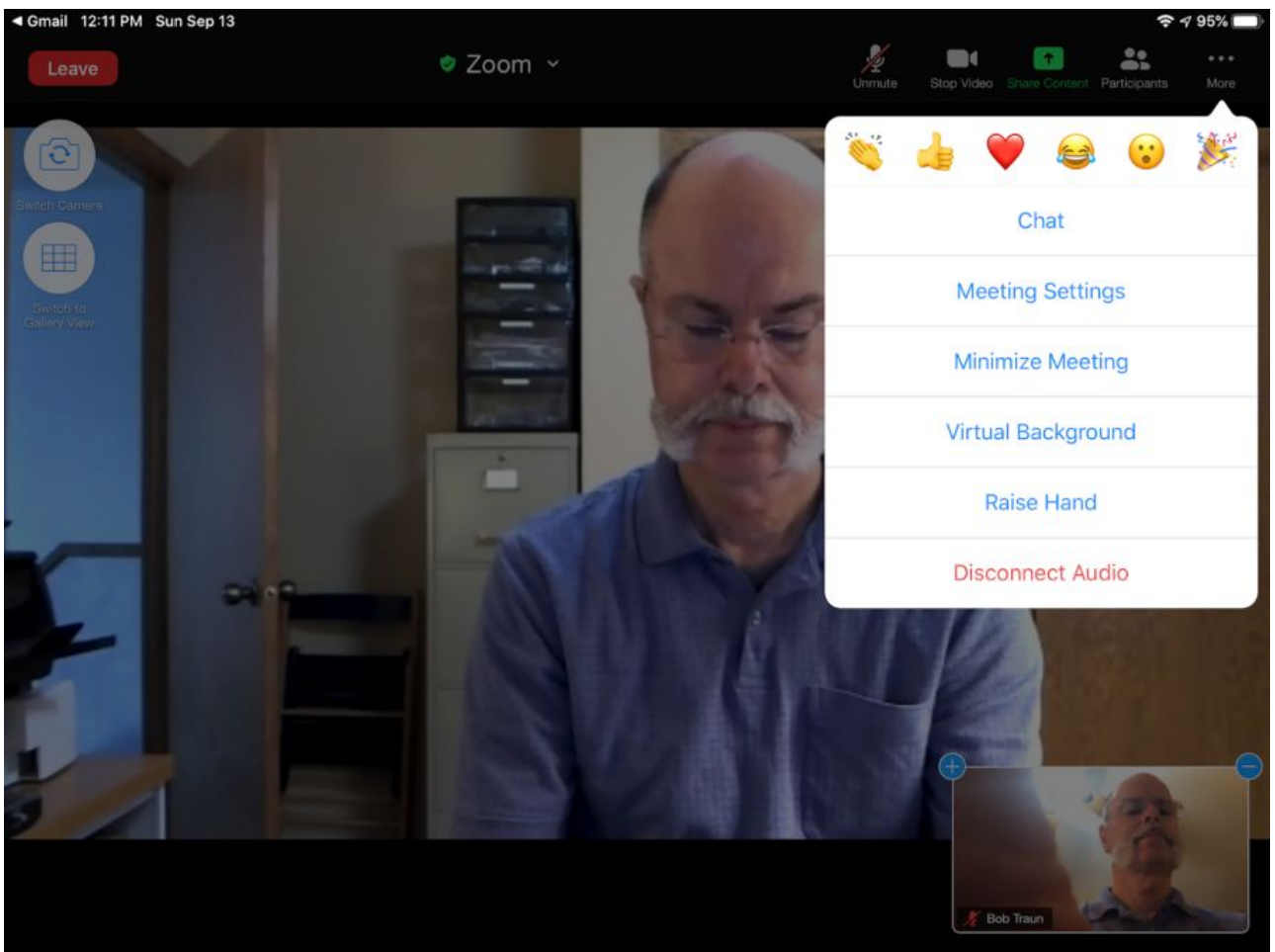
## Chat:

Chat button – touch the 3 dots above the word “**More**” at the top right of the screen.

That will open a window. Click “**Chat**”

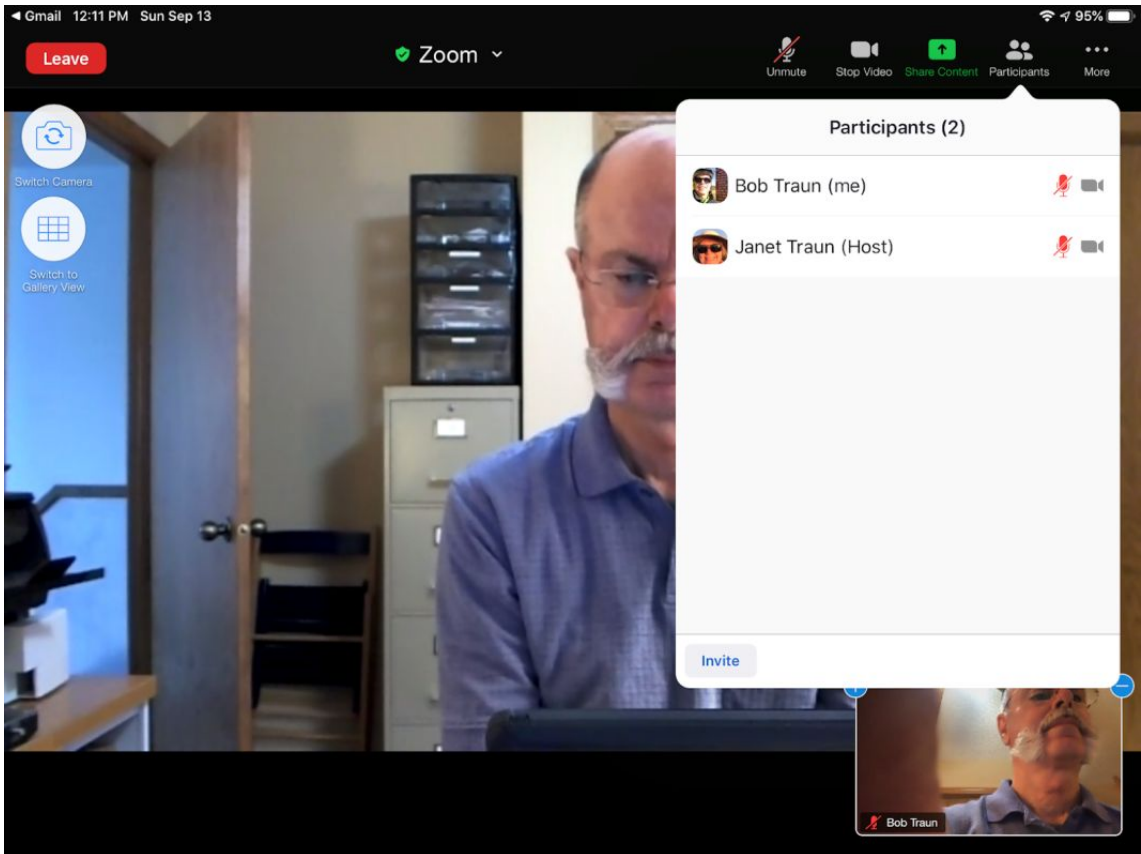
You can use this to send a typed message to everyone on the call. Your keyboard will appear so you can type a message.

You can use the same menu to **Raise your hand**.



## Who's on the call?

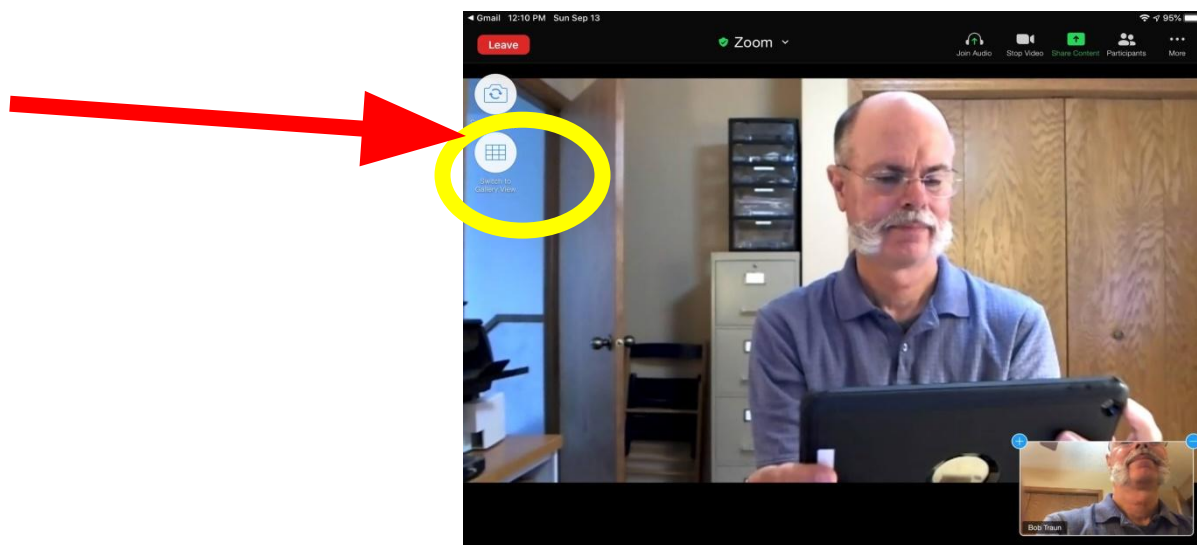
Click **"Participants"** at the top right to see who has joined the call.



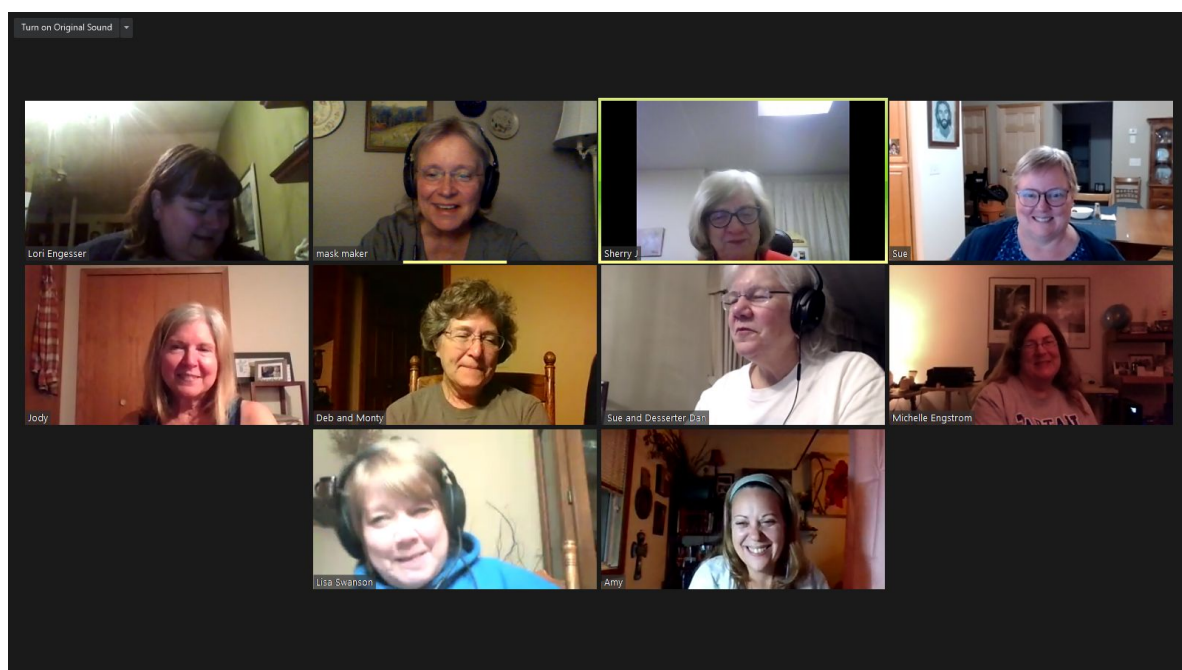
You can view the screen in two ways.

**Speaker View** shows the person talking at that moment. Each time a different person starts talking, they will appear.

**Gallery View** shows everyone on the call. You can switch between Speaker View and Gallery View using this button.



Below is **Gallery View**. Note that when in Gallery View, there may be too many participants to fit on one screen. If so, just swipe the page left or right to see more participants.



**Meeting is over.**

When the call is over, just click the red **“Leave”** button.