

T3 • Zoom Quick Reference Guide

Technology • Tools • Training | Life Group

Class time	6:00–7:30 PM Eastern • first & third Tuesdays • room opens a little early
First class	Tuesday, October 6, 2026
Your Zoom link	https://us06web.zoom.us/j/87156459986?pwd=bx28flu6hQaOk503Og3KLV6vCGdtxK.1 Meeting ID: 871 5645 9986 • Passcode: WOF

S3 | Slow • Safe • Supported We take our time, and questions are welcome anytime. You do not need to know anything before you arrive.

1. Join the class

On a computer

- 1 Click the **Zoom link** above (or in your email).
- 2 Click **Open Zoom / Open Zoom Workplace** if asked.
- 3 No app? Click **Join from your browser**.
- 4 Type your name → **Join** → **Join with Computer Audio**.

On a phone or tablet

- 1 Tap the **Zoom link** above (or in your email/text).
- 2 Opens the **Zoom** app (install free Zoom Workplace if asked, then tap link again).
- 3 Type your name → **Join** → choose Wi-Fi/Cellular audio.
- 4 Tap **Allow** for mic/camera if asked.

2. Watching the shared screen

When Valencia shares her screen, it fills Zoom — you don't need to click anything. Her camera may turn off while she shares (normal). On a phone, turn it sideways for a bigger view.

3. The buttons we use in class

Computer: toolbar along the bottom. Phone: tap the screen once. Missing a button? Look in **More (•••)**.

Button	On a computer	On a phone or tablet
 Mute / Unmute	Click microphone (Audio). Red line = muted.	Tap microphone at the bottom.
 Start / Stop Video	Click camera (Video). Red line = camera off.	Tap camera at the bottom.
 Chat	Click Chat → type → Enter.	Tap More (•••) → Chat.
 Raise Hand	React → Raise Hand (Lower Hand when done).	More / Reactions → Raise Hand.
 Leave	Red Leave (bottom right) → Leave Meeting.	Red Leave/End → Leave Meeting.

Tips & troubleshooting

T3 Tip Join 15–20 minutes early for the first class. If your screen looks different, that's okay — we'll help.

T3 Tip Lost? Raise Hand or use Chat. You can't break Zoom — leave & rejoin fixes most problems.

If something goes wrong

- **Can't hear?** Volume + Join Audio.
- **Others can't hear you?** Unmute + check mic.
- **Frozen?** Leave, then rejoin with the same link.

Before class: text Valencia at 678-587-8222. Once class starts she can't text — use Chat or Raise Hand in Zoom.