**Instructions for Joining the Theology Class via Zoom**

Because we have the technology available, we are able to let you connect to the theology class remotely using the Zoom platform. Of course, your physical presence in the class is always encouraged and preferred. However, if you cannot make it and would like to join the class remotely, these instructions will guide you through that process.

**Steps for Installing Zoom**

1. Go in your browser to <https://zoom.us/download>
2. Download the top link on the page (Zoom Client for Meetings).
3. Install the software by walking through the installation steps.

**Starting and Joining a Call**

1. Open your newly installed Zoom app by locating the app on your computer.
2. Once opened, make a free account by clicking the sign-up option. Please make sure to use your real name as this helps people know who is talking.
3. Once you're signed in, click the blue "Join" button.
4. When you see a box open up, there is an area asking for a "A Meeting ID." Enter this ID# - 733-738-2044.
5. You should be in and able to hear and see. Once you hit “join”, you may need to click a green button that pops up saying something like "Click to Join Audio Conference" or “Join with Computer Audio” - make sure you do click the green button or you won't hear any audio.

**Reminders**

1. Todd will be able to see you on the screen but the people physically present in the class will be facing Todd so they won’t be looking at the screen. But they will be able to see you by turning around to look at the screen.
2. You are welcome to participate in the class, ask questions, etc. To make a comment, you will need to make sure your microphone is not on “mute.”
3. The best way to make a comment is to just begin speaking and Todd will hear you on the speaker.
4. When you are not asking a question or commenting, it would be best to “mute” your microphone to minimize any background noises that might be coming from you home (you will still be able to hear the class). Just remember to “unmute” it to make a comment.

**Ending the Call**

1. To remove yourself from the call just click the red “Leave meeting” button.

NOTE: You can also access the class via your phone using the Zoom app.

NOTE: You can access the notes for each class in the “Class Resources” tab on the MBC website (<https://www.mbcmi.org/resources/current-classes/>)