

Zoom Instructions - How to use Zoom on your computer

Participating in the Fr. Ron Rolheiser OMI retreat at Queen's House Retreat and Renewal Centre, Saskatoon – July 6-9, 2020

A. Setting up Zoom on your computer, laptop or phone

1. Open the browser of your choice on your Mac or PC and head to the Zoom website to create and manage an account. You will need to create an account, with your name, email address and password. There is no cost to setting up a Zoom account
2. Click on "My Account" after logging in to bring you to your account details.
3. You can schedule, join, or host a meeting at the top of the screen. See the top right of your computer screen: "Schedule a Meeting" "Join a Meeting" "Host a Meeting"

You have two options as to how to join in the retreat – see (B) or (C) below

B. Connecting with the retreat through email – this works if you are using a computer, tablet, iPad or phone that has email

4. Once you register for this retreat, we will send you an email with a link to the event. 30 minutes before the retreat begins click on the link, and you will be brought to the retreat (this is called a meeting).
5. Please practice using both the video and audio buttons once you are connected – we will request that all participants keep their mics on "mute" unless they are speaking, so that background noise is kept to a minimum. You can also turn off your video and continue to listen to the presenter. This will allow you to move around, stretch, leave the room etc. without distracting others. Turning on and off the video button is completely up to you.
6. Layout/View of Meeting - On computers and tablets/iPads, you have the ability to change your view. In the top right corner, you can toggle between "Speaker View" and "Gallery View." Speaker View will view any individual as a large video and all other participants will be in a small strip at the top of the screen. Gallery View will enable you to see all participants and facilitators at the same time unless they have muted their camera and microphone.

C. Connecting with the retreat through the Zoom website – this works if you are using a device that has access to the internet, but not to email

7. Open Zoom and log in to your account
8. Click on “Join a Meeting” button
9. Type in, or copy and paste the Meeting ID which we will send you in an email prior to the retreat – this should lead you into the retreat
10. Please practice using both the video and audio buttons once you are connected – we will request that all participants keep their mics on “mute” unless they are speaking, so that background noise is kept to a minimum. You can also turn off your video and continue to listen to the presenter. This will allow you to move around, stretch, leave the room etc. without distracting others. Turning on and off the video button is completely up to you.
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12. For Questions during the retreat, participants will be able to use the CHAT feature in Zoom. You can privately chat with another participant, or direct any questions/comments to the hosts.
13. Your hosts for this retreat are Sarah Donnelly and Martha Fergusson. For technical issues and email issues, our tech support team is:
Martha – 306-270-2378 (cell)
Dave – 306-550-2083 (cell)
Brendan – 306-229-0932 (cell)

Please log into this retreat 30 minutes prior to the start of this retreat so that we are assured that all technology is working when the retreat begins. There will be a tech team available to assist you if you run into any difficulties. Please call a member of our tech support team below for additional support. For international callers, please use your international prefix that is used to dial somewhere outside of your country, then 1-306-242-1916. Alternatively, please email director@queenshouse.org and we will contact you ASAP.

