Using Zoom on your Computer or Mobile Device
Installing Zoom on your computer will allow you to use Zoom to chat with others in the office, make some Zoom calls from your desk, and schedule the use of our Zoom Rooms.

Initial Setup: Account Creation
If you have not created a Zoom account yet, ask James or Kevin to add you as a user. We will add your @bcnm.com email address to our corporate Zoom account so you can have access to Zoom Room scheduling and inter-office messaging. Once you are added, you will receive an email with instructions to finish creating your account. Complete those steps before continuing.

Initial Setup: Installing Software on a Desktop or Laptop
1. Go to https://zoom.us/download in your Internet browser on your computer.
2. Click the button to download the Zoom Client for Meetings. Follow the instructions to complete installing the software.
3. Once the software has finished installing, open the Zoom client and log in using your @bcnm.com email address and Zoom password.
4. If you use Microsoft Outlook, go back to https://zoom.us/download and click the button to download the Zoom Plugin for Microsoft Outlook. Follow the instructions to install this software.

Initial Setup: Installing Zoom on Mobile Devices (iOS/Android Phones or Tablets)
If you want to have access to Zoom messaging or attending Zoom meetings on your phone or tablet, install the Zoom app from your device's app store.

Scheduling a Zoom Meeting in Outlook
Zoom has produced a video explaining basic use of the Zoom Outlook plugin. You can access this video and their written instructions by going to **https://bcnm.com/zoomoutlook1**. Make sure you have completed the above initial setup steps prior to using the Zoom Outlook plugin.

To schedule a Zoom Room in Outlook, you must be sure to "invite the room" to your meeting when you schedule a Zoom meeting. Detailed instructions for doing this can be found at **https://bcnm.com/zoomoutlook2**. The easiest way to do this when you are scheduling a meeting is to click the Rooms button to the right of the Location field. You can select any of the available Zoom Rooms. We currently have three Zoom Room options. Make sure you reserve the correct room when you schedule your meeting:
- Prayer Room- The downstairs meeting room with two TV's where we usually have prayer meeting on Wednesdays.
- Upstairs- The portable Zoom Room on a cart. This is usually found upstairs, but can be used anywhere in the building.
- Board Room- The room where Executive Board meetings are held.

Using the Zoom Room
When it is time to use a Zoom Room, we recommend beginning setup at least 30 minutes prior to your meeting. We also recommend activating your meeting 10-15 minutes prior to the actual meeting start time. The Zoom Room Controllers for each room are available in the BNM office downstairs. Remote controls for the Prayer Room TV's and camera are also available in the BNM office.

A Zoom Room User Guide is available at **https://bcnm.com/zoomroomguide**. Download the PDF on this page to see a visual guide to using the Zoom Room Controller (tablet) and managing your meeting.

Upstairs Zoom Room Setup Guide

IMPORTANT: If the computer is on, make sure you turn it off before unplugging the cart. To turn off the computer, press the power button on the computer itself (the little black box attached to the back of the TV) and wait for the blue light to turn off. Once the light is off, it is safe to unplug the cart.

1. Move the Zoom Room cart to the room you are using for your meeting.
2. Plug in the Ethernet cable (blue) into an Ethernet jack in the wall. Contact James or Kevin if you are having difficulty locating a working port.
3. Plug the power cable into an outlet. The computer will turn on automatically once it is plugged in.
4. Turn on the TV using the remote attached to the back or the buttons on the bottom of the TV. The TV will select the Computer input and should display the white Zoom Room screen with the BCNM logo. Be patient, this takes a couple of minutes.
5. Retrieve the Zoom Room Controller (tablet) from the BNM office. You will use this to manage your meeting. Volume can be managed using the Zoom Controller.

IMPORTANT: When your meeting is over, make sure you turn off the computer before unplugging or moving the cart. To turn off the computer, press the power button on the computer itself (the little black box attached to the back of the TV) and wait for the blue light to turn off. Once the light is off, it is safe to unplug the cart.

Please return the Zoom Controller to the BNM office when your meeting is over so we can ensure it is charged for the next meeting.

Prayer Room Zoom Room Setup Guide

1. Retrieve the Zoom Room Controller (tablet), TV monitor remote, and camera remote from the BNM office.
2. Turn on the TV's using the power button at the top of the TV remote. Make sure you turn on both TV's.
3. Use the Zoom Room Controller to manage your Zoom meeting. You can adjust the volume of the meeting using the Zoom Controller.

When your meeting is over, turn off both TV monitors and return the remotes and Zoom Controller to the BNM office.