

Capital Bible Church - Online

Below are the instructions to join an online church meeting via computer or telephone.

OPTION A: Connect via Telephone Only

If you do not have the internet or a computer join the meeting, then it is possible to connect via telephone only. Please call **(02) 5110 3049** and follow the next three steps when prompted:

- Step 1: Access Code** [Provided in the Email] #
- Step 2: Password** [Provided in the Email] #
- Step 3: Participant ID** #

When the service starts, you will be connected to the group and should be able to hear and speak with everyone else.

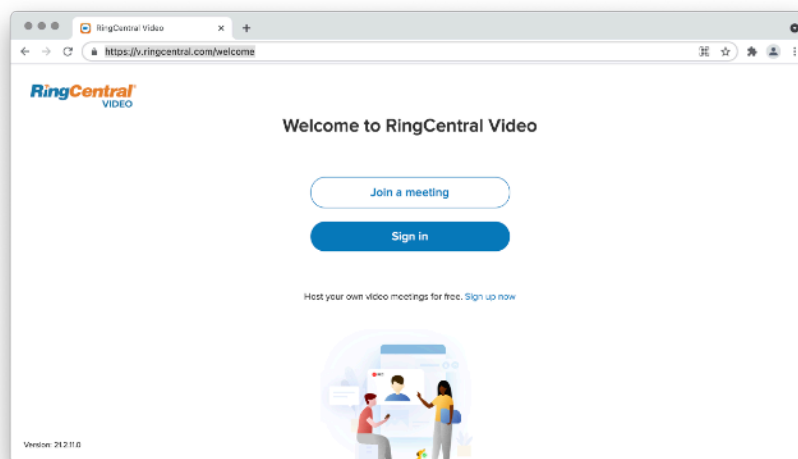
Please note: there may sometimes be a slight delay when speaking and listening to others in the group. If we attempt to sing any songs together, please use the mute button on your telephone as this will help to reduce any significant delay or overlap in the sound.

OPTION B: Connect via Computer

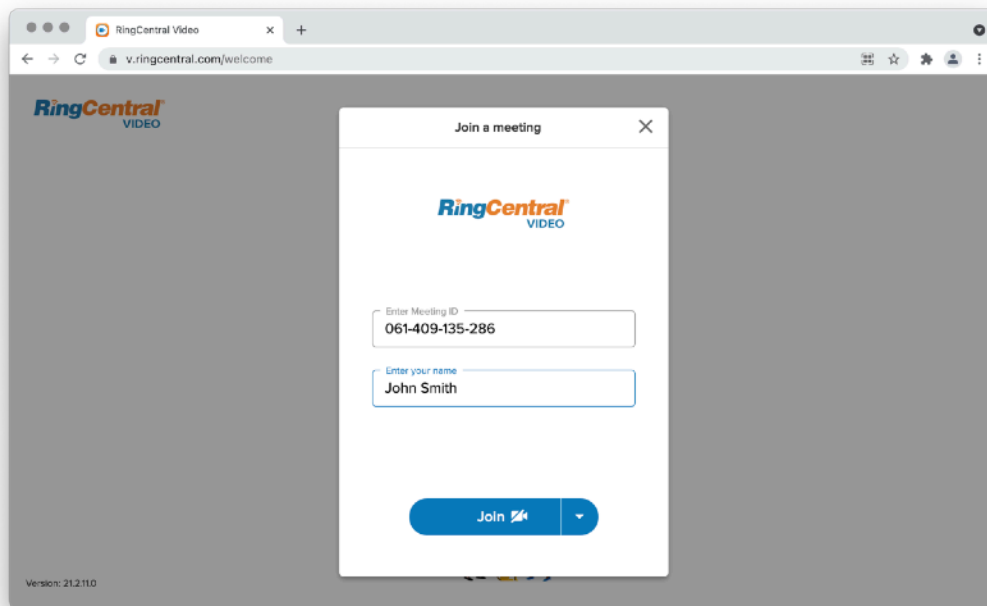
Step 1: Click on the link in the email or navigate in your browser to the following link:

<https://v.ringcentral.com/welcome>

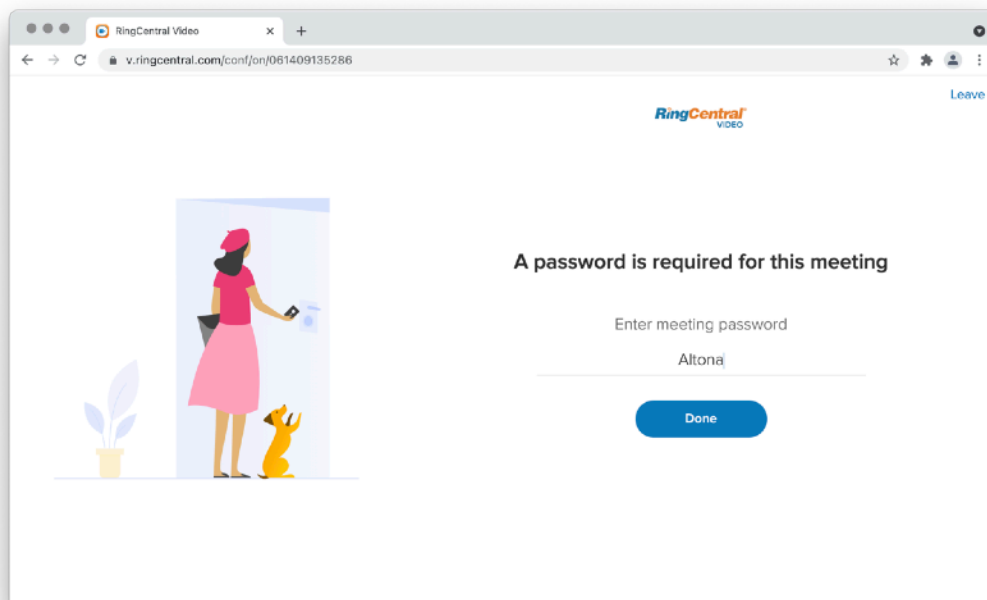
Step 2: Click the **Join a meeting** button



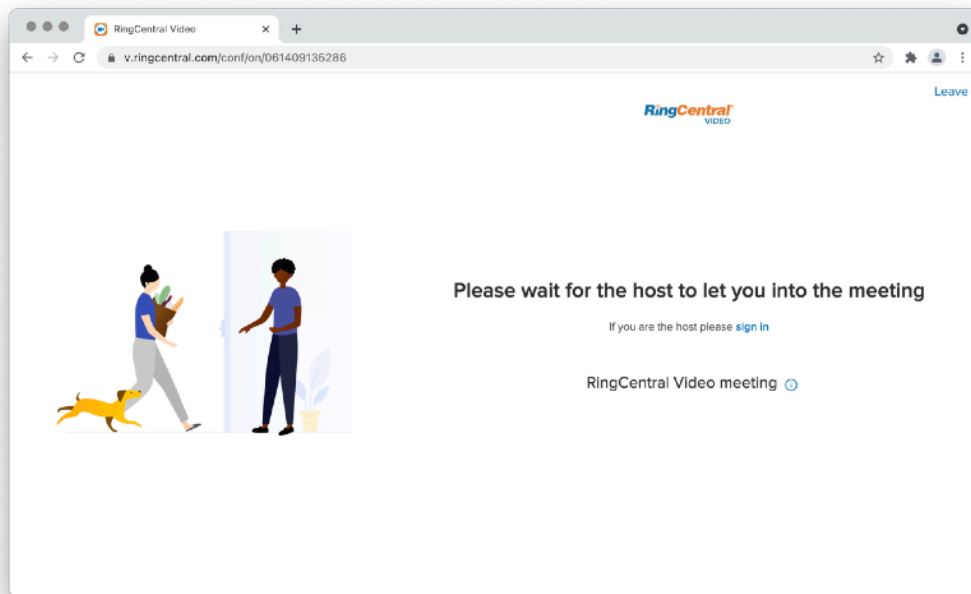
Step 3: Enter the **Meeting ID** (see Email) and your **Name** and then click the **Join** button.



Step 4: If prompted for a password, enter then one provided and then click **Done**.

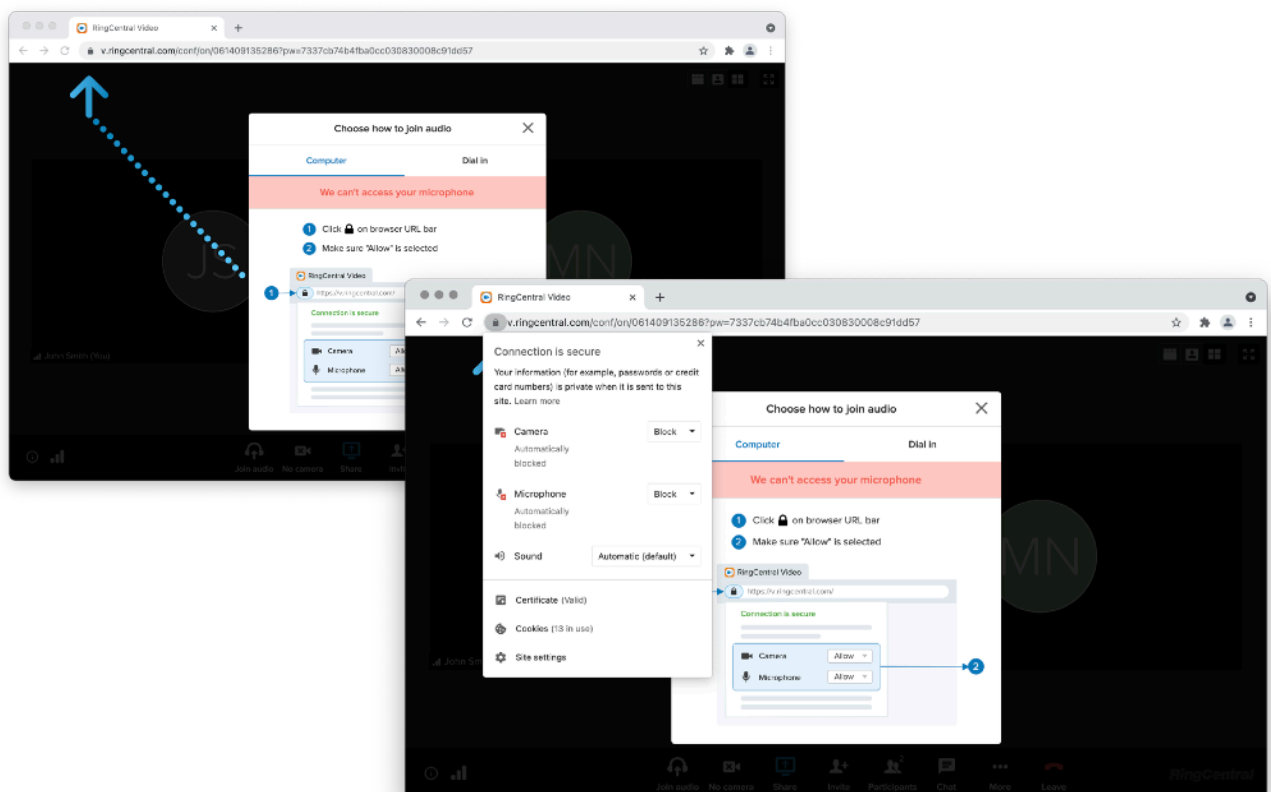


Step 5: Please wait while the organiser lets you into the meeting.



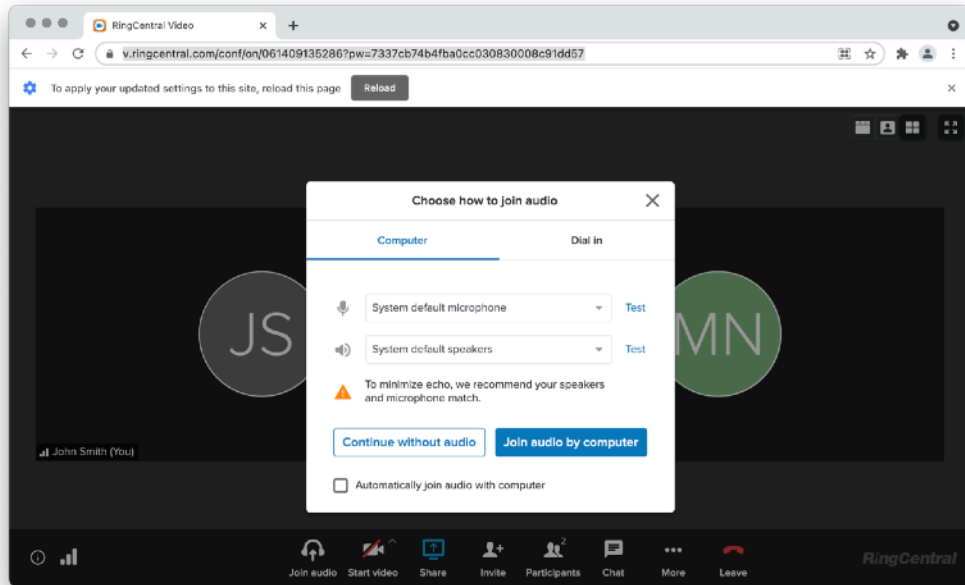
Step 6: Your web browser may require additional changes to use the microphone and computer on your computer. Please follow the prompts to **Allow** access to your devices.

Below is an example of the settings relevant to the **Chrome** browser.

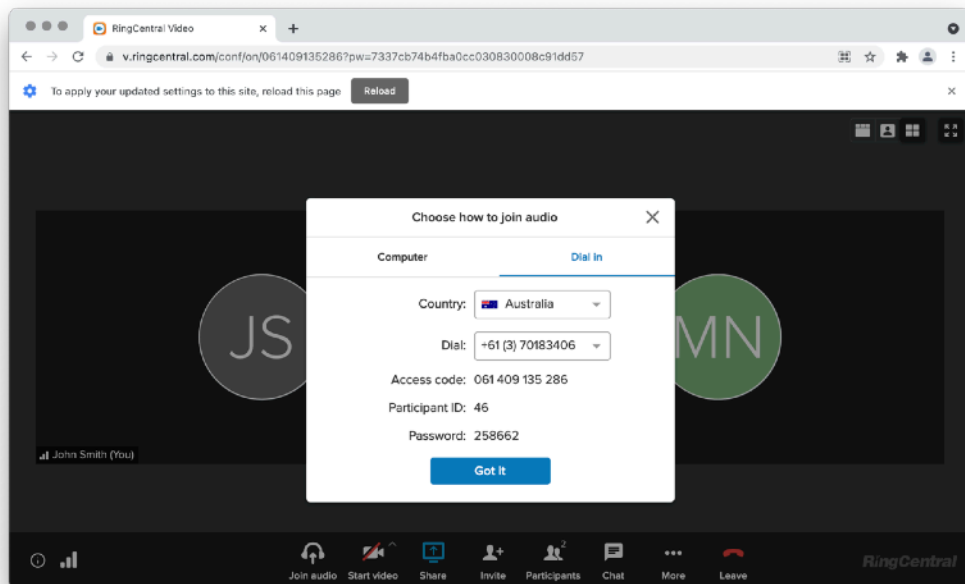


Step 7: Connect to the Audio via your Computer or Telephone.

a) To connect via your computer, click **Join Audio by Computer**

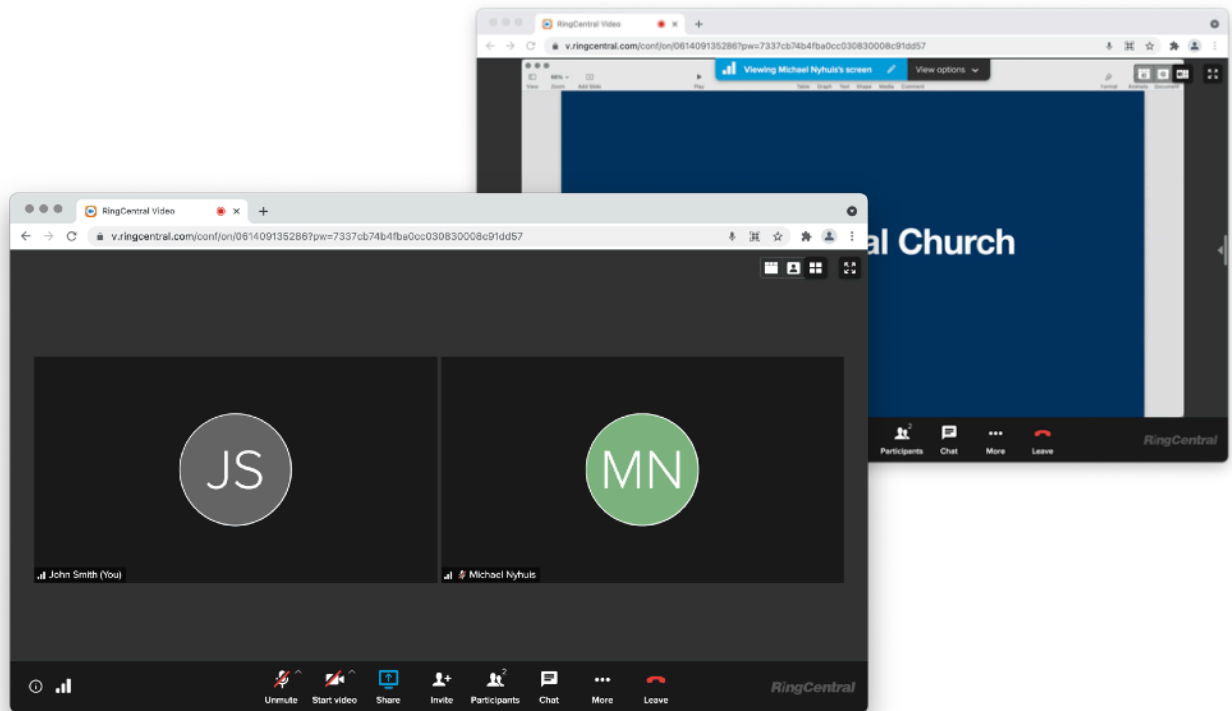


b) To connect via telephone, click the **Dial In** tab and select **Country** and **Location** as shown



Step 8: Enjoy Church Online!

You will see screens like those below, that will include pictures of everyone's faces when they turn on their cameras, or if any slides or announcements are shown using the Screen Sharing feature.



IMPORTANT: Please keep your **Speaker Volume** as low as possible and your **Microphone** on Mute (see below) if you are not speaking. This will help to reduce the amount of delay or feedback heard by everyone else.

Other Buttons & Instructions

- Click **Mute / Unmute** to turn Off / On your microphone.
- Click **Start Video / Stop Video** to turn On / Off your camera.
- Click **Leave** to disconnect from the meeting.