

31st Oct 2020



To all registered Members of First Baptist Church (E)

RE: SPECIAL MEMBERS MEETING 8TH NOV 2020 – JOINING INSTRUCTIONS

Further to the earlier notice regarding the above meeting, please find below the joining instructions to the said meeting.

1. This meeting is only for the registered Members of First Baptist Church (E). The meeting will be conducted online, using Zoom video-conferencing platform.
2. All registered members of FBC(E) are requested to sign-in to Zoom from 1:50pm so that we can start the meeting promptly at 2:00pm, using the following meeting ID and password:

Meeting ID: **867 6593 4045**

Passcode: **fbcsubang**

<https://us02web.zoom.us/j/86765934045?pwd=Z3B0bllpM3YxZmZOOG5seIFBVUo4Zz09>

3. Please sign-in with your name that you have registered your FBC(E) membership, so that we can identify you during sign-in and later generate an attendance report for record.
4. You may use either a handphone or a computer/laptop for the online meeting. If there are more than one registered FBC(E) members in your family, we suggest each member to sign-in using a separate device because one device is entitled to one vote only.
5. If you are not familiar to Zoom, we provide some additional information in Attachment 1 and 2 for your reference.
6. If you encounter difficulty during sign-in, you may please contact any of the following persons for assistance:
 - John Goh 012-207 6125
 - Desmond Yong 012-365 0471
 - Desmond Chu 012-339 7611

In Christ,

Desmond Yong

Secretary

Attachment 1

USEFUL INFORMATION ON THE USE OF ZOOM APPS

If you are not familiar with Zoom, the following information are provided for your reference.

1. To use Zoom, you need to have a device (either a smartphone, an iPad, a computer or a laptop) and a valid internet connection.
2. If you are joining a Zoom meeting as a participant such as the 8-Nov FBCE meeting, you do not need to register a Zoom account, neither do you need to install any Zoom program/apps in your device.
3. To sign-in a Zoom meeting as a participant, go to your web browser (e.g. Google) at the place for web address and type <https://zoom.us/join>. Thereafter enter the meeting ID and password sent by the person who invited you for the meeting.
 - You may visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting#> to learn more.
 - For the 8-Nov meeting, please make sure you sign-in with the name that you have registered your FBC(E) membership.
4. Prior to attending the online meeting on 8-Nov-20, please test your mic/speaker and get yourself familiar with Zoom. As the minimum, you need to be able to control the sound and video setting.
 - Please read Attachment 2 or visit <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio-> to learn more.
 - To join a test Zoom meeting to familiarize yourself with Zoom and test your microphone/speakers, go to your web browser at the place for web address and type <https://zoom.us/test>.
6. If you have any family member who is familiar with Zoom, it would be good that you request him/her to assist you to sign-in and setup the device for the meeting.
7. If you need further assistance regarding the sign-in process, you may contact the Admin Assistants in the Church Office @ 03-5621 2623 during office hour and they will endeavor to provide the necessary supports.

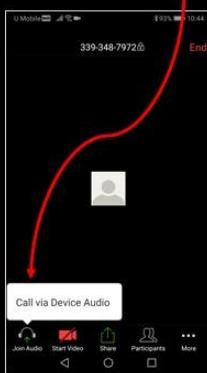
Attachment 2

Basic Controls in Zoom (Sheet 1 of 3)

Audio/Sound Control (Handphone)

The Audio icon let you setup your audio device & control whether others can hear you or not.

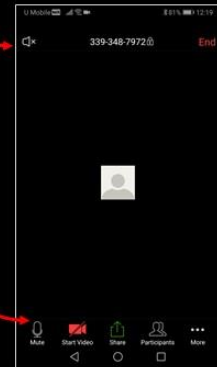
- 1) If you see a headphones symbol with a message "**Call via Device Audio**", tap on the message (*not the icon*) to activate the audio device of your handphone.



- 3) If the sound level is soft, check whether you have turn on the loud speaker mode by tapping this icon, or adjust the volume control of your phone

- 2) Then you will see a microphone symbol as shown in the right. This shows that you audio/sound system is now working.

- You can tap the microphone icon to mute (*if you do not wants others to hear you*) or un-mute.



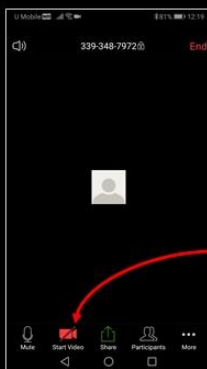
2

Video/Image Control (Handphone)

The Video icon let you control whether you want others to see you or not during an online meeting.

- 1) If you see the video symbol in red, it means others cannot see you during the meeting.

Tap on the icon to toggle the video on so others can see you.



- 2) If the video symbol turns white/black, it means others can now see you.



3

Location of Basic Controls - **HANDPHONES**

Control whether you want loud speaker mode.

Control whether your camera is shooting front of selfie

Video/image Control

Audio/sound Control



End the meeting Control

Note:
Some times you may not see the icons. Touch any place on your mobile to activate the icons back.

Location of Basic Controls - **LAPTOP**



Location Basic Controls - **IPAD**

