

# ATTENDING A VIRTUAL MEMORIAL

## What is a Virtual Memorial?

A virtual memorial is a live gathering of friends and family to remember and celebrate a loved one. Some or all of the attendees join the memorial via video conference call. This guide will explain how you can join a memorial as a virtual attendee using the tool Zoom.

## Zoom Features to Know

Activate **fullscreen** mode

Choose between different modes to **view attendees** (Speaker/Gallery).



- Turn your **camera** on.
- Remember: everyone can see you!

- Unmute your **microphone** if you are speaking.
- Keep it muted if you are not speaking.
- Use the **chat** to tell the moderator that you'd like to share a story.

## Options to Join



Computer



Mobile Device



Traditional Phone  
(Audio Only)

## Plan Ahead

### Reduce distractions for yourself and other attendees:

- Test your microphone and webcam by clicking [here](#).
- Ensure that you have a stable internet connection:
  - Wired internet is better than wireless (WiFi), if possible.
  - Close unneeded applications on your device.
  - Ask others at home to avoid streaming, large downloads, etc. during the event.
- Find an indoor, quiet environment.
- Plan your attire and background.
- Adjust your lighting so that your face is visible on the screen.
- Honor any requests from the memorial host.

# 3 OPTIONS TO JOIN THE MEMORIAL

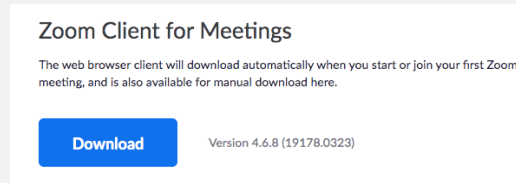
1

## Computer (Desktop or Laptop)



### Desktop App

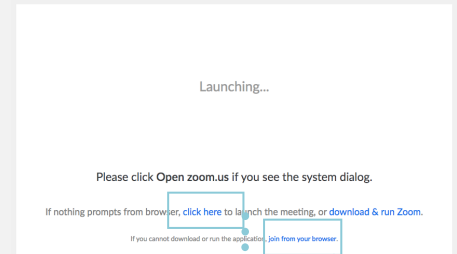
**Step 1:** Download the Zoom desktop client by clicking [here](#).



**Step 2:** Click the link to your memorial at the scheduled time.

### Web Browser

**Step 1:** Click the link to your memorial. The following screen will appear:



**Step 2:** Click [here](#).

**Step 3:** Click [here](#).

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## Mobile Device (Smartphone or Tablet)



**Step 1:** Download the Zoom app by clicking [here](#).



**Step 2:** Click the link to your memorial at the scheduled time.

## Tips

- Switch between views by swiping the screen left and right.
- Put your camera in front-facing mode.
- If you leave the app during the memorial, others can still hear you speak but your video will pause until you open the app.
- If the control bar is not visible at the bottom of the screen, tap the screen to view it again.

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## Traditional Phone (Audio Only)



**Step 1:** At the scheduled time of your memorial, dial one of the teleconferencing numbers included in the invitation.

**Step 2:** When prompted, enter the meeting ID number using your dialpad.

One tap mobile  
+13462487799,,906974685# US (Houston)  
+16699006833,,906974685# US (San Jose)

Dial by your location  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 929 436 2866 US (New York)  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 312 626 6799 US (Chicago)

Meeting ID: xxx xxx xxx

Choose one of these numbers to dial.

Meeting ID number

- You may choose to dial in by phone for audio and use a computer or mobile device for the visual portion. Click [here](#) for instructions.

Click [here](#) for more detailed instructions on how to join your memorial.

