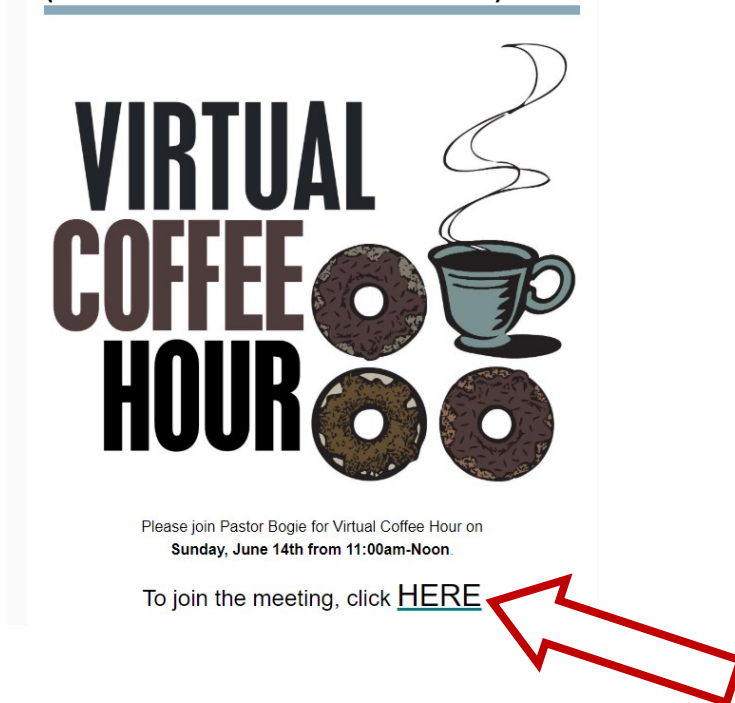


# VIRTUAL COFFEE HOUR TUTORIAL

In order to join the Virtual Coffee Hour, the device that you are using (computer, smartphone, or tablet) must have a working camera and microphone.

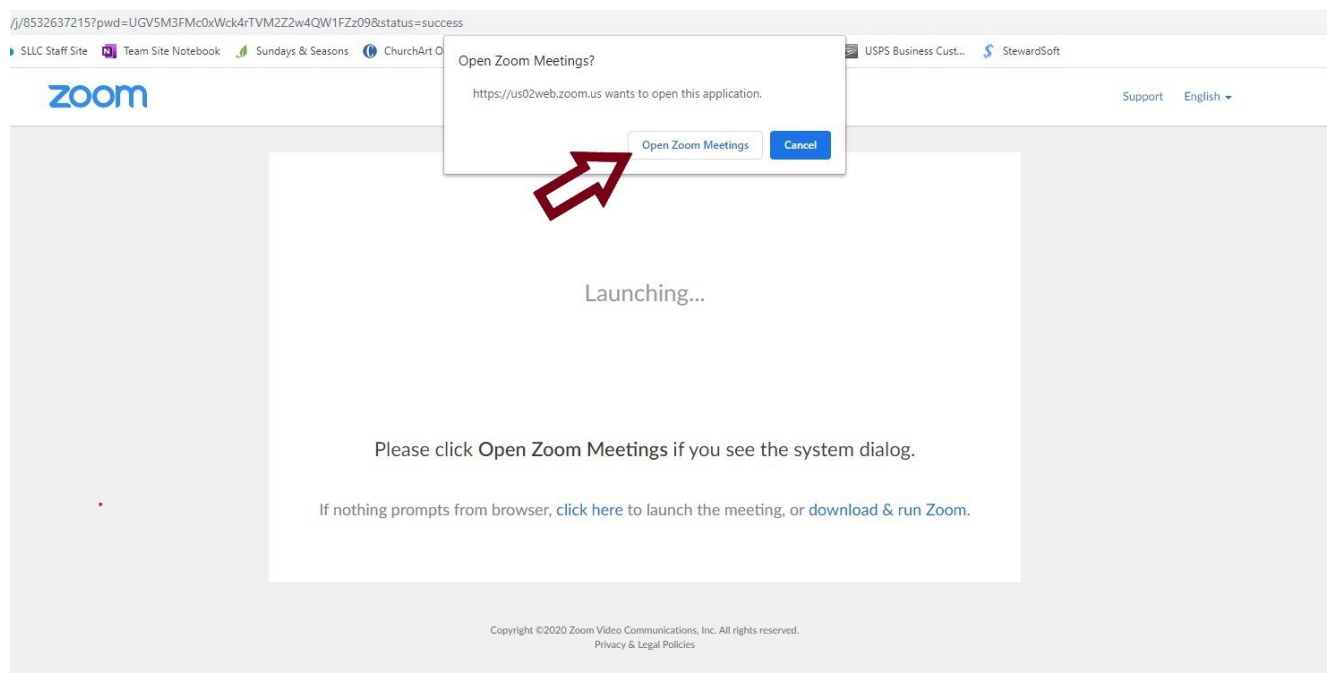
## Step 1:

In the weekly email blast is a link that looks like the one below. Click on the word "HERE". (Indicated with the red arrow.)



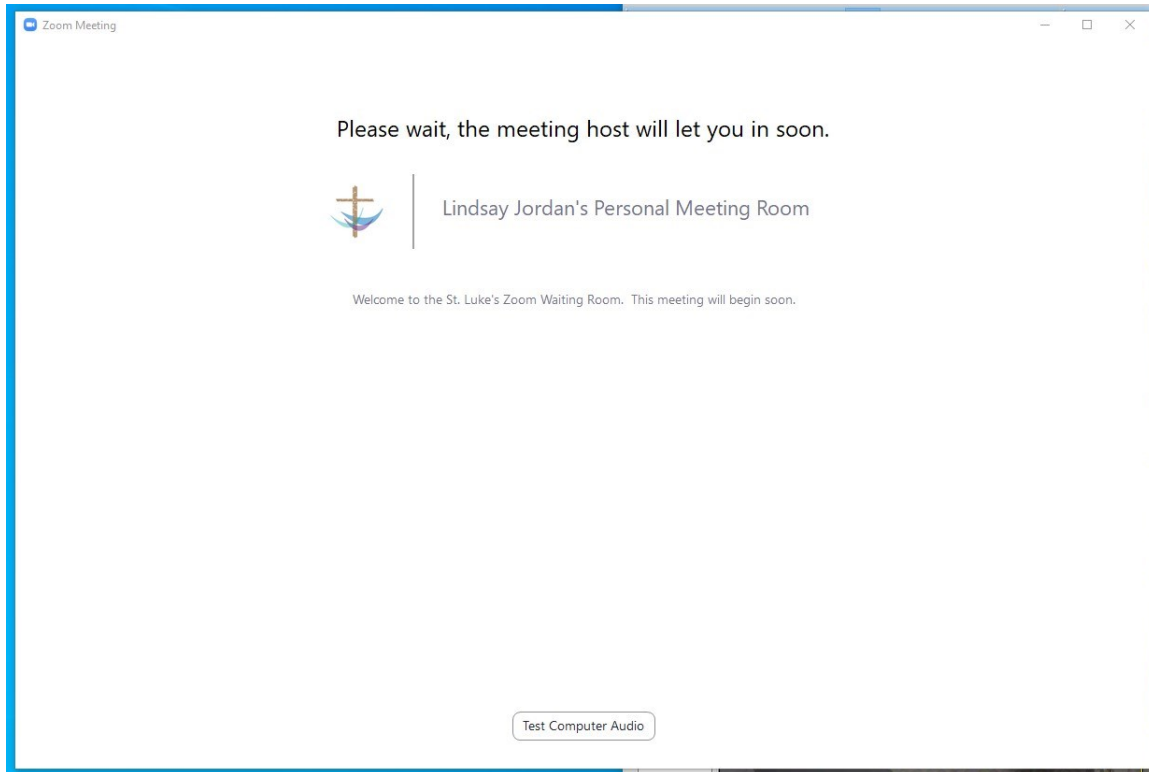
## Step 2:

After you click on the link, a new tab will open up in your browser, with a small window asking if you would like to open Zoom Meetings. Click on "Open Zoom Meetings" (indicated with red arrow).



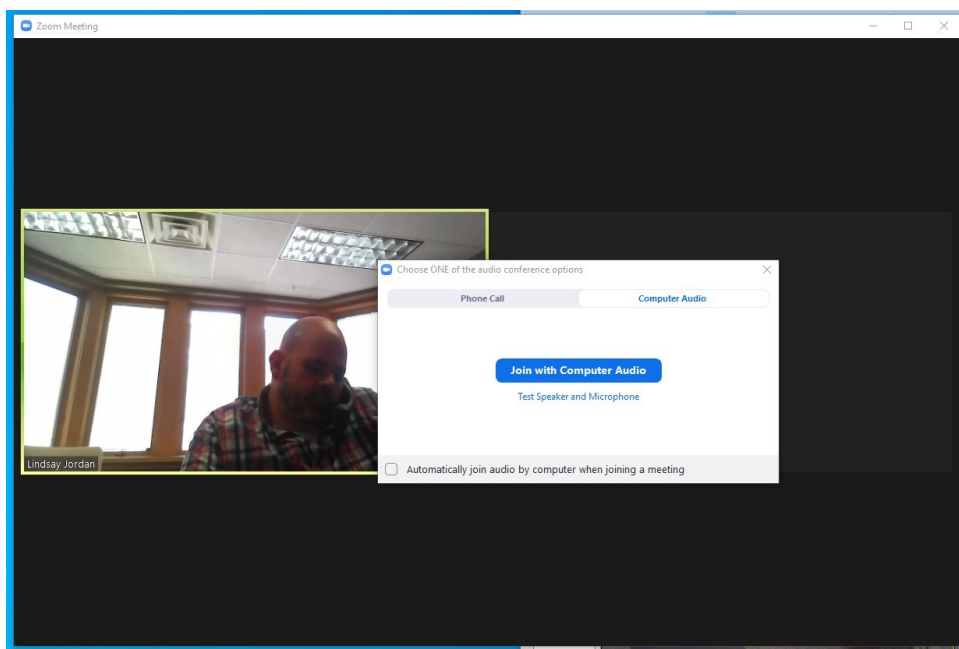
### Step 3:

After you have agreed to open Zoom Meetings, a new window will open that looks like the one below. The window will stay up until Pastor Bogie approves you for the meeting.



### Step 4:

The next window will ask you if you want to join using your computer's audio. If you do not have a microphone on your device, this will not work.



**Step 5:**

Enjoy the meeting!

If you have any questions, please give us a call in the church office or send an email during office hours. We'll do our best to help you out.

262-542-2545

[Office@stlukeslutheran.org](mailto:Office@stlukeslutheran.org)

Please remember to give us some grace with this process. Online meetings of this nature are new for us, and we are still working out some of the wrinkles. Thank you for your patience!