

Tips for using Zoom – Presbytery of Florida February 23, 2021

Participating with your computer, tablet or smartphone...

Things to plan ahead of time:

- Have a working camera (Most laptop computers have one above the screen. Separate webcams that plug into your desktop computer in a USB port are affordable and widely available).
- Have working speakers or headphones. (Many people find that headsets/headphones work better, if available, as there can be an echo, depending on microphone placement.)
- Have a working microphone. (Again, this is built into most laptops and webcams, and also into many headsets/headphones.)
- Download the Zoom app, if you don't already have it, or check to ensure you have the most current version, at <https://zoom.us/download>. You also will be given the chance to download the app automatically, if needed, when you click a link for any Zoom meeting. If you've already done it, your computer will invite you switch to that app, which you should do.
- Find and download meeting materials at www.presbyteryofflorida.com.

Participating in a Zoom meeting:

- You must register in advance to receive a link to join the Presbytery meeting. Register for the February 23, 2021, meeting at <https://us02web.zoom.us/meeting/register/tZEgcO2hqzooEtALGYmsgWJkVPlfw29fFou>. **Be sure to enter the email address where you wish to receive the meeting link.** After registering, you will receive a confirmation email which includes helpful information, as well as the meeting link near the bottom. You also will receive a similar email message the day before the meeting.
- For presbytery meetings, sign in with your full name and name of church (including city, if your church is a "First"). Do not use your first name only, nor a nickname. This can be done before you click the button to join the meeting in the same dialog box as the meeting ID number, or you can change your own name with the meeting controls or by clicking on your name appearing with your onscreen image in the meeting.
- *The following apply primarily to PC/Mac users, but the same features are generally available in the tablet and smartphone apps – they may just be in different places.*
- Your view (You might need to move your cursor across your screen to make menus visible)
 - The button to toggle between "Speaker View" or "Gallery View" is in the upper right.
 - "Speaker View" will highlight the person currently speaking. This is recommended once the meeting is underway.
 - "Gallery View" which will show you all the people on the call.
 - Most other controls are along the bottom of the window/screen.
 - You can expand to "full screen" or confine these controls to a window.
- Mute/Unmute
 - You may mute/unmute using the button with a little microphone logo. At your computer, you can unmute by holding down the space bar, and will be muted again when you release it. *Tip: In a meeting of more than a few people, please remain muted at all times unless you are speaking.*
 - *For presbytery meetings, all participants should remain muted unless called upon to be recognized.*

- Video
 - You may stop/start your own camera with the button with a camera icon. *Tip: Keep the camera on while participating, but if you need to step away for a moment, turn off your camera temporarily.*
- Participants Panel (located at bottom of Zoom window)
 - This gives you a list of all participants. It is also where important features are located:
 - Raise Hand (to get the host's attention, ask a question, make a motion, etc.)
 - You also might use other reaction buttons (yes, no, applause, thumbs-up)
 - This list appears at the right of your window. If you are in "full screen" mode, it appears in its own separate window (useful if you have multiple monitors available).
- Chat (located at bottom of Zoom window)
 - This allows you to send and read messages to everyone or to one other person in the meeting. (This can be distracting and should be sparingly used. Be careful about unintentionally sending your messages to everyone.)
 - If invited by the moderator, chat is a good way to ask a question or provide an answer without interrupting the flow of the meeting.
 - During presbytery meetings, links to videos and files for the meeting might be shared in chat. You will be directed to view these in a separate browser window. It is helpful to have more than one device screen available or to at least have a browser open for viewing these.
 - Do not use chat to speak out of turn regarding the business at hand. This violates Robert's Rules of Order.
- Sharing screen
 - The host or others can share a document or video with everyone. This will make the pictures of meeting participants smaller and allow the focus to be on the document.
- Voting
 - Presbytery meeting voting will be conducted by moderator-guided polling. Results will be shared after polling concludes.

More info and training:

Join a Zoom test meeting to practice or to check your audio/video equipment or settings:

<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>

More info for participants on user controls, system setup, etc.:

https://www.goucher.edu/learn/graduate-programs/distance-learning-resources/documents/student_documents/HowtoParticipateInAZoomMeeting.pdf