Using Zoom

Minimum requirement: email address and landline telephone. The email address is to receive the meeting invite and dial-in phone number.

*** Make sure your device is fully charged and/or you have the ability to charge while on the phone. *** If you can, connect to the internet via an ethernet cable. Zoom works well on wireless all the way down to 3G, but the quality is best on a solid wired internet connection, so wire in when you can. Otherwise, just make sure you have serviceable Wi-Fi.

1) **Before the meeting -** determine the device you will use. Your device needs to have an internet connection and should ideally have a camera and microphone (many desktop PCs do not have these) but a landline phone will work too. For a lot of people their smart phone is the easiest option. However, you may have a laptop/iPad/tablet with a microphone and camera built in, which is also a great option.

2) Once you determine the device, you'll need to download the software/app. For iPhones/iPads – in the App Store, it's called "ZOOM Cloud Meetings." For a laptop – go to www.zoom.us website and click "Sign up it's Free" to create an account. When you use Zoom for the first time on your laptop, it will ask you to "run" a file to download the software. Go ahead and do this, it only takes a minute.

3) At some point, you will have received an email from the host inviting you to the meeting. In the email is a link to "Join Zoom Meeting." Click on the link. In the email is also a Meeting ID and Password. The password is needed if you are dialing in by phone.

4) Once you've clicked the link, it should connect you into the meeting. It will ask if you want to connect by video and audio or just video. Connect by both. Or on your smart phone, you may be asked to select "Call using internet audio" or "Dial in" and you'll want to select "Call using internet audio," unless you plan to only join by phone – even when you have capacity on a smartphone.

5) Next, you will be prompted to test your microphone. This is important. Follow the steps to test the sound and microphone on your device. **A few notes about online meeting etiquette -** these are some general rules of courtesy for virtual (and in person) business meetings.

   a. If you can, hold off on eating full meals during your meeting. Imagine how unappealing it would be to watch someone up close slurping a plate of spaghetti on a big screen. If you can, chow down when your meeting is over.

   b. Even though it's tempting, try not to multitask too much. And if you're going to, at least mute yourself.

   c. You don't have to be overly prepared for a meeting you're not hosting, but try to be on time, having glanced at the agenda.

   d. Refrain from private behavior – i.e. scratching your armpits, picking your nose. We can see you!

   e. **Consider Your Environment -** Your surroundings say a lot about you. Let's make sure that they say the right things.

6) Lights, camera, action! Note, the first item here is LIGHTS. **Position yourself so that most of the light is coming from in front of you** (behind your monitor), instead of behind you. If you have a window behind you, shut the blinds. Otherwise, you will be backlit.

7) Barking dogs and slamming doors are not just annoying in person, they are also annoying via Zoom! **Find a quiet space to meet, shut the door, and mute yourself as necessary**.

Extra Tips – Presbytery Meeting

BEFORE the meeting To-Do List:

- **If you haven't already, learn Zoom skills listed below on your own, get coaching from someone, or join PMRV Zoom orientation via Zoom**
- Determine which device you will being using (computer, tablet, smart phone, regular phone)
- Learn how to join a Zoom conference
- Check your device – is there audio so that you can hear what is going on?
- Check your device – is there a microphone so that you can be heard if you wish to speak?
- Check your device—is there a camera (optional, but nice)?
- Practice how to mute and unmute your microphone (*Please keep it muted unless you are called on to speak)*
- Practice how to name and identify yourself as a participant
- **Everyone will need to "rename" themselves for a Presbytery meeting so that we know**
  - o Your first and last name
  - o Church/entity you represent
    - ▪ Most people will be clicking on a link by computer or another device (including smart phones)
    - ▪ However, if you are **DIALING in** (not clicking a link), we'll get you "named" during the meeting
- Learn how to use the Chat function
- During the meeting you can request to speak (have the floor) by using the Chat function
- Learn how to use the Raise Hand function (and Lower Hand) (The Blue Hand)
  - o Go to participant list and see option for raising hand
  - o **If you are DIALING in** you will give your answer by voice
- Learn to toggle between Speaker View and Gallery View
  - o Speaker goes with the audio of who is speaking (yellow box around person, too)
  - o Gallery helps you see more people, but doesn't zero in on who's speaking (swipe to see all pages of Brady Bunch faces)
- Consider how you will access documents during the meeting
  - o Will you have them printed out? Will you be using more than one device?

Find the Zoom link 20 minutes before the meeting…

so that you are ready to join 15 minutes before the meeting since there will be many participants. *Zoom links are sometimes difficult to find in your in-box right before meetings*

During the meeting

- **If you need Zoom assistance with getting on board or anything, contact Nicole Geiler at 402-960-8401**
- **Join the meeting**, name yourself, be muted, enjoy!
- **If you wish to speak**
  - o Signal your desire by using the raise hand function
  - o The Stated Clerk & tech helpers will be monitoring this and will let the Moderator now
    - ▪ Dennis will recognize you, then
      - Remember to unmute
      - Say your name and the entity you represent
      - Share
- **Voting**
  - o Some voting may be simplified for simple matters by just asking for who is opposed.
  - o Other voting will use the raise hand function described above.
  - o If you have DIALED in, you will be giving a voice vote.