<u>**VIRTUAL MEETING GUIDE**</u>

Participating with your computer, tablet or smartphone…

<u>Things to plan ahead of time:</u>
- 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 cheap and widely available.
- Have working speakers or headphones. (Many people find that headsets/headphones work better as there can be an echo, depending on microphone placement.)
- Have a working microphone. (Again, this is built into most laptops and webcams, and into many headsets/headphones.)
- Download the app. You will be given the chance to do this automatically 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.

<u>Tips for Participating in a Zoom call:</u>
- If given the option, sign in with your full name. Not your first name, not 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.
  - *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
  - "Speaker View" will highlight the person currently speaking
  - "Gallery View" which will show you all the people on the call. You can choose from a variety of configurations that show you some or all of them. Changing the size of your window will allow you to see more pictures, or to make them bigger.
  - The button to switch between these is in the upper right.
  - You can go "full screen" by clicking on ⌞ ⌝. You can exit "full screen" mode by clicking on ⌐⌐ or the Esc key.
  - Most other controls are along the bottom of the window/screen.
- 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: You must hold down the space bar the whole time you are speaking.* The microphone can be found by moving your mouse down to the left corner and it should appear or prior to pressing the space bar. *Tip: In a meeting of more than a few people, please remain muted at all times unless you are speaking.*
- Video
  - You may stop/start your own camera with the button with a little camera on it.
    Tip: Generally keep the camera on, but if you need to step away for a moment, it's fine to 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.)
    - Sometimes 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 in the meeting. (This can be distracting and should be sparingly used.)
  - 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.
- Sharing screen
  - The host can share a document or screenshot with everyone. This will make the pictures of meeting participants smaller and allow the focus to be on the document.
- Voting
  - Most votes will be taken using the "yes/no" buttons under the Participants panel. Votes are visible to all participants (similar to a "show of hands").

If you are joining by phone:

Phone callers can still hear everything in the meeting, but functionality is obviously more limited. If you do join by phone there are a couple of helpful tricks to improve your participation:

- To mute or unmute, press *6
- To "raise your hand," press *9

More info and training for first-time users:

How To Attend A Zoom Meeting https://youtu.be/twmWqRDXBKw

Options for Zoom Assistance:

A "Zoom Assistance" video is available on our website.   Please *Control +Click* on the following link: https://www.pseillinois.org/presbytery-meeting and scroll down to the video following the Options for Zoom Assistance.

Tech Assistance will be available from before and during the meeting.

ADDITIONAL NOTE: Be sure you have updated to Zoom 5