Presbytery of Blackhawk
Zoom Meeting Help

I've Been Invited to Join a Zoom Meeting….Now What?

Zoom is a remote video and phone conferencing service that allows people to join in a meeting via computer/ device (for video) or by phone (audio only). When you are scheduled to participate in a Zoom meeting, you will receive an email invitation that will contain a link to the meeting as well as phone numbers to use if you plan to only call in and participate in the audio portion of the meeting.

A couple of minutes before your meeting is to start, log in to your Zoom account if you have one, or simply click on the link that was sent to you in the email to join the meeting. This will take you into a virtual conference room, where you are able to see and hear all the other folks who have logged onto the meeting.

Using Zoom video meetings

- If you only use Zoom infrequently, you can set up a free account for yourself or your church. These free accounts have certain limitations such as the length of meetings and number of particpants.
- The Presbytery has a Zoom account for use by its committees and others to host a meeting. Please work with Loreen to schedule a meeting using the Presbytery account. We can only have one group using the Presbytery account at a time.
- It is not necessary for invited attendees at meetings to download any software from Zoom, even if Zoom might encourage you to do so.
- The Zoom helpdesk has excellent instructions and video tutorials about setting up its various functions and features. This link is a good place to start: https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac?mc_cid=fc145a2a87&mc_eid=170af4321d
- You can join a Test Meeting at your leisure to see what it's all about: https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting
- This link will give you instruction about the controls you have as an attendee: https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting

Before your meeting:

- Control video and audio quality. If you own a quality webcam and speaker and microphone headset, use them. These provide better video and audio than your computer's built-in system. Try to participate in meetings in quiet, indoor locations to control ambient noise.
- Adjust your lighting. Don't sit directly in front of or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure. Experiment with moving lamps and your camera until you can see your brightly-lit face on the screen.
- Think about your background. Try to provide a nice, plain background. If your treadmill is in the room and you use it more as a place to hang laundry, that's not really the best visual for your audience. You can't control everything in a mobile environment, but you should give some thought to background prior to your meeting.
- Practice speaking to the camera and not the screen. Our tendency is to look at the person on the screen, but you should look at the camera when you speak so the audience feels like you're talking directly to them.
- Sharing documents: Generally DO NOT select "Share Your Desktop" (unless you want every pop-up email and private message on display for your audience!). Instead, open up any relevant documents

before the meeting and share only those during the meeting. Note that when you share, Zoom prioritizes the shared item to the bandwidth. This can reduce the other video feeds' quality, so don't share longer than necessary.

During your meeting:

- Mute your microphone. Zoom has a "Mute Microphone" option that cuts down on ambient feedback for the audience. When there is a lot of back-and-forth discussion you will turn this off, but you should mute yourself when listening to a presenter.
- Gallery View allows you to see all participants in the meeting at the same time on your screen. This might be limited depending on the number of attendees and the size of your screen.
- Use Zoom's chat function. You can send a question or statement to everyone or privately to a participant.
- Think about your actions on camera. Always remember that if you're using the video function, everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive – or at least act attentive!

Hosting a meeting:

- If you host a meeting you have additional controls only you can see or use. You can mute all or some participants. You can start a chat. You can even terminate a members participation if their connection is causing issues or they are in a meeting they should not be attending. All of the other features such as sharing a screen still apply.