Tips for a new(er) Zoom User

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 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 also into many headsets/headphones.)
- Download the Zoom app. You will be given the chance to do this automatically when you click a link for any Zoom meeting. If you have already done it, your computer will invite you switch to that app, which you should do.
- 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.

Tips for Participating in a Zoom call:

- Rename yourself if your first and last name doesn't appear with your image. Sometimes your device is listed instead of your name. Hover over your image and click the three dots and then "rename". Another way is to click the Participants button on the tool bar at the bottom of the screen, find your "name," and hover to the right to find the "more" button. Click to "rename". Sign in with your full name, "Commissioner" and church. If not a commissioner, give your name and role.
- *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 toggle between these is in the upper right.
  - You can go "full screen" or confine these controls to a window.
  - 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: 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, or if you are experiencing low bandwidth, it is fine to turn off your camera temporarily.*

- Participants:
    - This gives you a list of all participants. Depending on what your host has set up there are other features there, including:
        - Raise Hand (to get the host's attention, ask a question, make a motion, etc.)
        - Yes/No buttons, needed for voting
        - Other reaction buttons (thumbs up or down, I need a break, etc.)
    - 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:
    - This allows you to send and read messages to everyone or to one other person in the meeting. (Be careful not to send something to everyone if that is not your intent!) The host might limit ahead of time the participants' ability to have private chats.
    - This is a good way to ask a question or provide an answer without interrupting the flow of the meeting.
    - If you need to make a motion, type it into the chat after the moderator has recognized you for this purpose.
- Sharing screen:
    - The host or others 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.
- Polling:
    - This is a more cumbersome but more private way of voting than the Yes/No buttons in the participants box. Questions can be set up ahead of time, a box will appear on the screen, and participants can vote. The host can then close the poll and show the results.

If you are joining by phone…

Phone callers can still hear everything in the meeting, but functionality is obviously more limited. (Some meeting hosts may choose not to allow phone participants.) 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:

The following You Tube video, also by the Synod of Mid America, is called "Zoom Council Meetings for Commissioners." It covers similar info, now with visuals! Enjoy:
https://www.youtube.com/watch?v=y6_bAbRdlnM&list=PLMWBmM07pAHyPOgmq-3-Ulpx0n2BCbpJQ&index=2

You may also contact Chris Halverson, Office Manager and Associate Stated Clerk, for practice logging in and using Zoom. Contact her at chalverson@pbymilwaukee.org or 414-292-2740.