



Tech Reminders

FOR THE BEST MEETING
EXPERIENCE

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Presbytery of Arkansas Moderator
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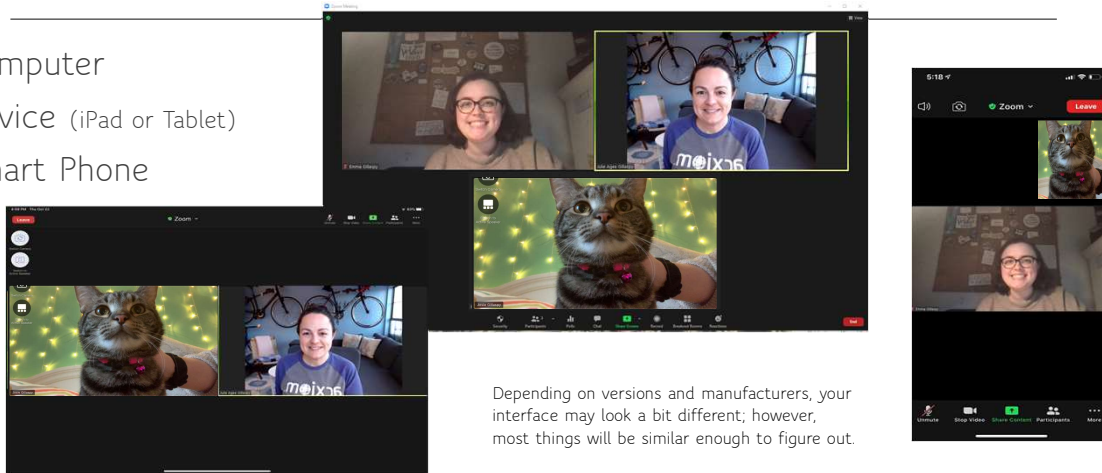
How to Access

- Zoom link will be shared after registration
- If you don't already have the Zoom app on your device, you may need to download it
- Downloading the Zoom app may require the use of your AppleID/password

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Zoom Basics: Different Devices / Different Views

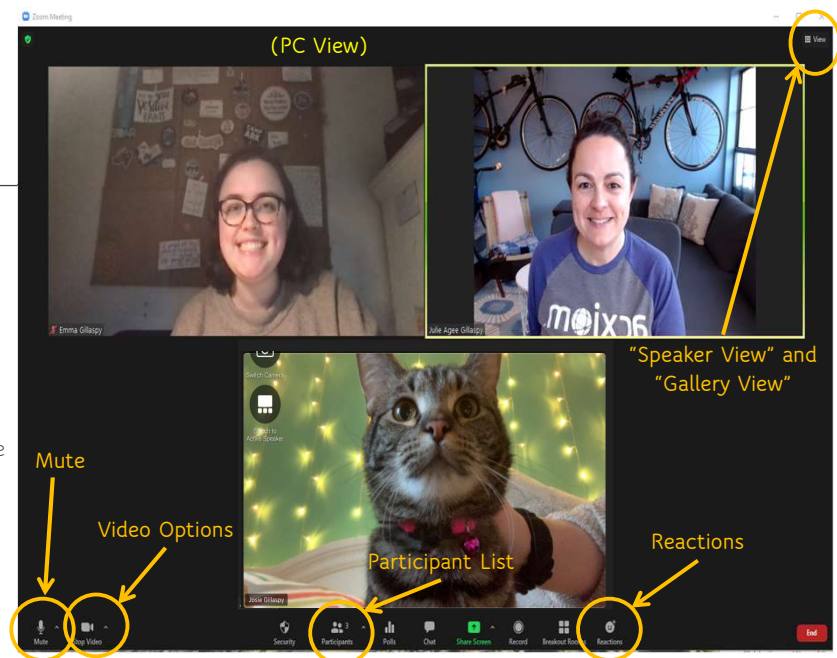
- Computer
- Device (iPad or Tablet)
- Smart Phone



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Zoom Basics (Computer)

- Video options - click to turn video on/off
- Mute - click to mute / unmute
- Views - switch between "Speaker View" (big screen of speaker) and "Gallery View" (grid)
- Participant List - see who else is participating
- Reactions - used for voting and "raising" your hand



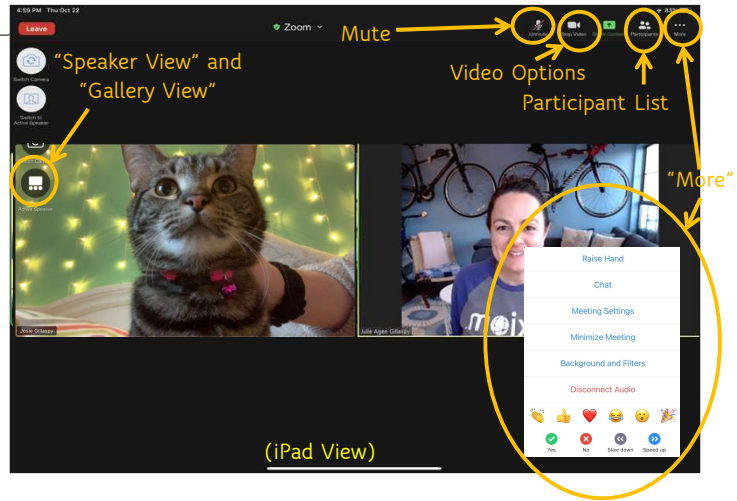
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Zoom Basics

(iPad – must touch the screen to “activate” the menu to appear on the screen)

- Video options – click to turn video on/off
- Mute – click to mute / unmute (should be mute most of the time)
- Views – switch between “Speaker View” (big screen of speaker) and “Gallery View” (grid)
- MORE – brings up options in the white box, which is used for voting and “raising” your hand

NOTE: Older version of Zoom app may have “Raise Hand” and Y/N buttons under “Participants”



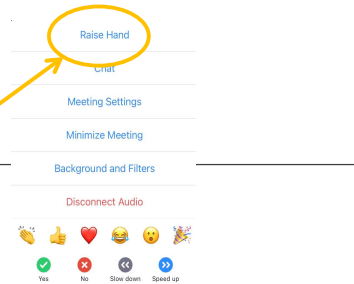
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Speaking

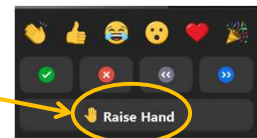
SPEAKING

- Everyone muted EXCEPT planned speakers UNTIL time for questions/comments
- When that time comes, raise your hand to be recognized. Once recognized, you will be asked to unmute.
- If you’re dialed-in on a phone (with no internet connection), press *9 to raise your hand.

“More” menu on iPad:



“Reactions” or “Participants” menu on Computer:

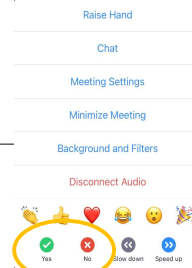


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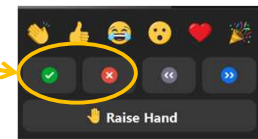
Voting

- Please vote *only if you are eligible to vote* at this presbytery meeting
- One Vote Per Screen/Device. We strongly recommend that each eligible voter has their own screen (i.e. not share a screen)
- When the Moderator calls for the vote, you will vote YES or NO via the "Participants" screen
- The Technical Moderator will clear all votes after Moderator announces the result

"More" menu on iPad:



"Reactions" or "Participants" menu on Computer:

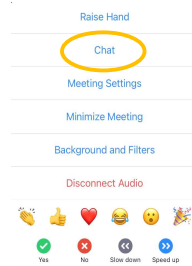


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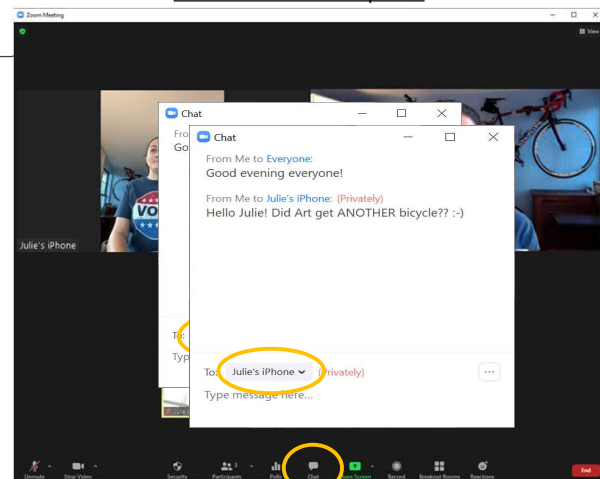
Chat

- Will remain on throughout most of the meeting
- Chat with
 - Everyone
 - Specific people

"More" menu on iPad:



"Chat" icon on Computer:



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Breakout Rooms

- During our theological discussion, we will be using breakout rooms in Zoom, in order to facilitate smaller-group discussions
- A facilitator will “assign” you to a breakout room
- When that happens, you’ll get a “pop-up window” asking if you want to join the breakout room; click “Join” and you’ll be admitted to the breakout room
- If you would prefer to NOT join a breakout group, click “Not Now,” and you will remain in the “main” Zoom session.
- At the end of the breakout time, you’ll be automatically returned to the “main” zoom session
- If you prefer to not join the breakout room, don’t click on “yes” – you will remain in the main session with anyone else who doesn’t go to breakout rooms.

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Other Considerations

- “Glitchy” Video or Audio
 - Stop Video
 - If someone else in your house is using the WiFi (if your teenager or spouse is binge-watching something on Netflix), they might be hogging the bandwidth – ask them to wait ‘til after the meeting to catch up on their shows 😊
- Tip for reviewing documents that aren’t printed: Use a different computer or tablet, if available

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Questions?

FEEL FREE TO ASK QUESTIONS IN THE "CHAT" FEATURE