

# Zoom Meeting Tips – Presbytery Meeting June 2, 2020

*Please join at 9:15 for 9:30 meeting*

## **Before the meeting To-Do List:**

**Read the “Zoom Use” document** sent with these instructions

If you haven't already, **prepare learn Zoom skills listed below** on your own or get coaching from someone, like Staci Percy or **join the Zoom training** via Zoom Tuesday May 26 2:00 pm. (**Meeting ID: 837 0113 2804; Password: 5560**)

- Determine which device you will be using (computer, tablet, smart phone, regular phone)
- Know 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 so you can be seen? (optional, but nice)
- Practice how to mute and unmute your microphone using the control bar or the “mute” icon on the upper right-hand corner of your participant square.

*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:**

-Your first and last name and the Church/entity you represent. Ex: “John Smith – Kinde”

Most people will be clicking on a link by computer or another device (including smart phones)

However, if you will be **DIALING in** (not clicking a link), please email [spercy@presbylh.org](mailto:spercy@presbylh.org) ahead and she will get you “named”

- Learn how to use the Chat function

This enables you to comment to the group unofficially or to talk to other participants

- Learn how to use Raise Hand function (and Lower Hand)

Go to participant list and see option for raising hand

**If you are DIALING in** you may request permission to speak or give your answer by voice

- Learn to toggle between Speaker View and Gallery View

Speaker goes with the audio of who is speaking (yellow box around person, too)

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

Will you have them printed out? Will you be using more than one device?

## **Find the Zoom link 20 minutes before the meeting... 9:10 AM Tuesday June 2**

so that you are ready to join 15 minutes before the meeting since there will be many participants

***Zoom links are notoriously difficult to find right before meetings***

## **During the meeting**

**If you need Zoom assistance getting on board or anything, contact Will Westerfield at 989-577-0591**

**Join the meeting**, name yourself, be muted, enjoy!

**If you wish to speak**

-Signal your desire by using the raise hand function (dial-ins may ask to be recognized)

-Will Westerfield will be monitoring this and will let Moderator know

-The moderator will recognize you, then:

Remember to unmute

Say your name and the entity you represent, then share

## **Voting**

Voting may happen by using the raise hand function, by the polling function (follow directions on screen), or by using the YES/NO selection on the Participant List. DIAL-ins will be asked to voice vote.