

## JOHN CALVIN PRESBYTERY ORIENTATION TO ZOOM MEETING

### 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've already done it, your computer will invite you to switch to that app, which you should do. If the computer prompts you to update the Zoom app, please do.
- Contact Beth Kick (Stated Clerk) with questions: 417-425-7604; [bkick@jcpresbytery.com](mailto:bkick@jcpresbytery.com)

### Tips for Participating in a Zoom call:

- If given the option, sign in with your **full name** (not your first name, not your nickname) followed by the name of your church: for example, Jim Smith/First, Springfield. 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 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” 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 or fewer pictures and to make the pictures smaller or larger.
  - 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 yourself using the button with a little microphone logo. At your computer, you can unmute by holding down the space bar; you 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 movie 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.*
- **Reactions button** (located at bottom of Zoom window) It is where important features are located:
  - **Raise Hand** (to get the moderator's attention, ask a question, make a motion, and **VOTE**)
  - Other reaction buttons (yes, no applause, thumbs-up)
  - Participants Panel (located at bottom of Zoom window) gives you a list of all participants.
- Chat (located at bottom of Zoom window)
  - This allows you to send and read messages to everyone or to one other person in the meeting. (This can be distracting and should be sparingly used. Be careful about unintentionally sending your messages to everyone.)
  - 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 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.
- Voting
  - Most votes will be taken using the **"Raise Hand"** button under the Reactions button or under "more...". Votes are visible to all participants (similar to a "show of hands").

Here's a link to a 15-minute video of Zoom tips from our Synod:

[https://www.youtube.com/watch?v=y6\\_bAbRdInM](https://www.youtube.com/watch?v=y6_bAbRdInM)

(Note that "Raise Hand" was moved under the Reactions button in December 2020.)

*Thanks to the Reverend Brian Ellison, Stated Clerk of our Synod, for originally preparing and sharing these tips.*