

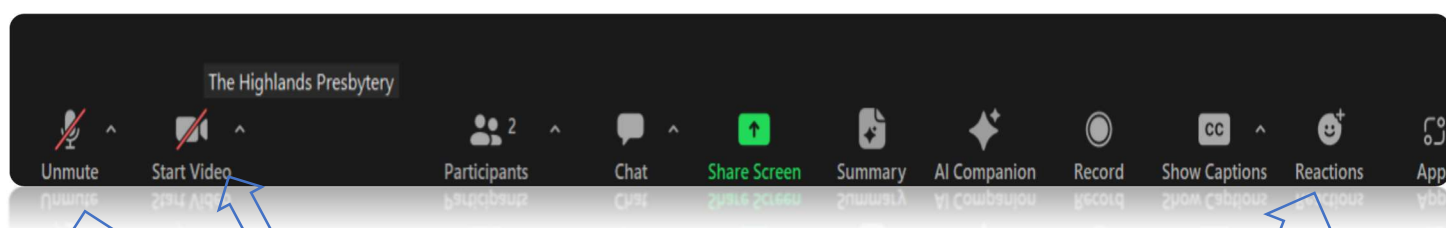
A Guide to Participating in a Zoom Meeting: *Presbytery's Version* *The Basics*

Getting into the Meeting

Click on the Presbytery Meeting link you received by email from the Presbytery Office, or cut and copy the link and paste into your search engine.

Entering the Meeting

At the bottom of your computer screen (and if it isn't there, hover your cursor over the bottom of your screen and it should appear) you will see a panel that looks like this:



Key Features

To mute or unmute: Stay muted during the meeting unless you have reason to unmute. Red line running through it means "off": no sound (muted). We can't hear you, but you can hear us.

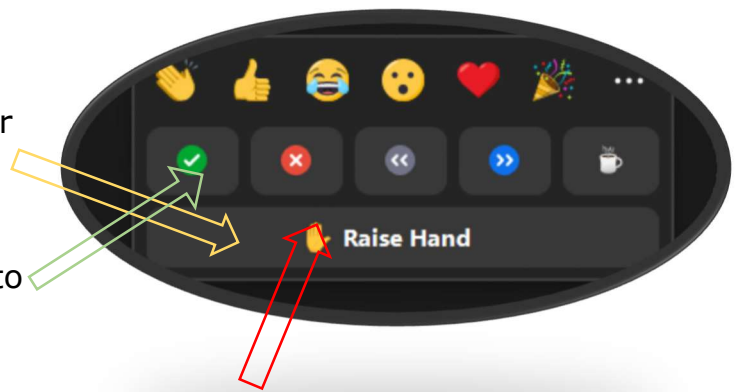
Turn camera on or off: Please keep your camera on during the meeting so we know you are "Present."

Reactions: These are needed to participate in the discussion and voting during the presbytery meeting. We use three of the reactions.

Raise Hand feature: Use this reaction button to get the moderator's attention or for asking a question or for a point of order

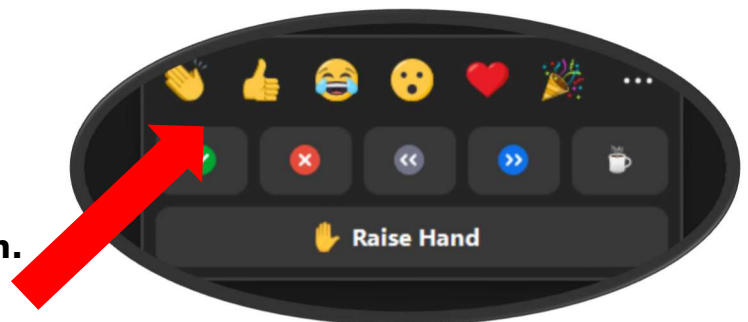
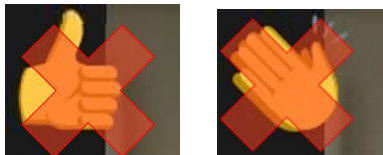
The Green check circle: Use this feature to vote in favor or "yes" to a motion

The Red X circle: Use this feature to vote against, or "no" to a motion



Please note that "clapping hands" or "thumbs up" are not considered "raised hands."

Please do not use these features for asking a question or making a motion.



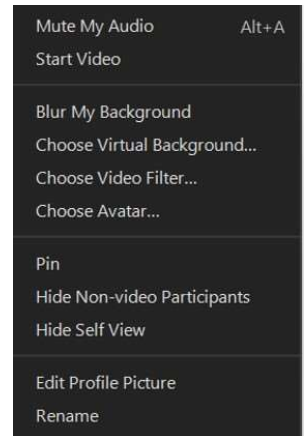
Participating in the Meeting

To change your Name or Profile Picture



Hover your cursor in the area of the top right corner of your picture, until three blue dots (...) appear

(...) And the following options will appear:



Hit "Rename." For Presbytery Meetings enter your name and your church's name.

To change your name using an iPhone or iPad

Touch the bottom of your screen and the option buttons will appear. Click on the appropriate icon to change your name.

To change you name on an android phone:

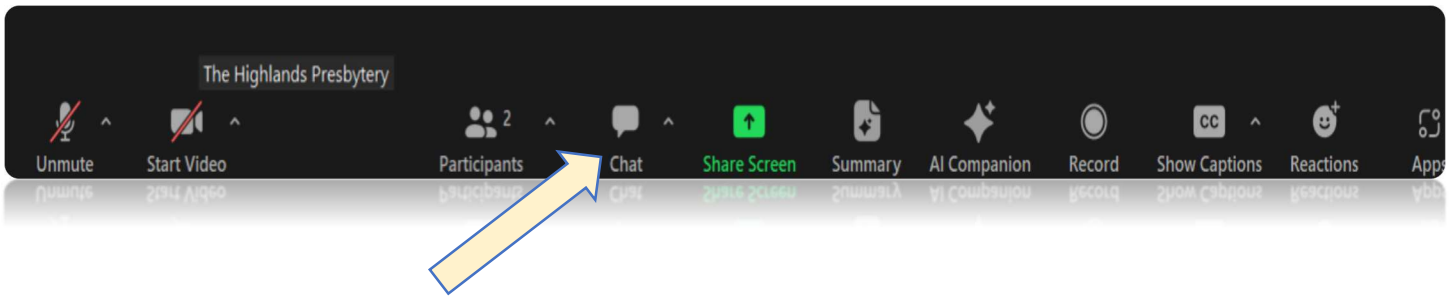
Here are the instructions right from the internet (sorry both authors of this document are iPhone users and don't know how to use an android)



Android | iOS

1. Sign in to the Zoom mobile app.
2. In the bottom right corner, tap More .
3. Tap your account name. ...
4. Tap Display Name.
5. For your account profile name, enter your First Name and Last Name.
6. For your Display Name, enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom.

Chat Feature



Click here for the chat .

Another box to the right will appear. You can see the messages, questions and comments.

If sending or responding to a chat message BE CAREFUL:

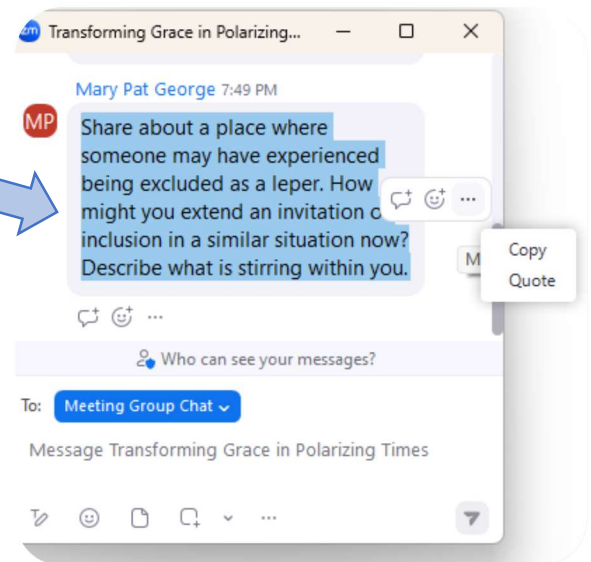
- Be sure to check the name of the recipient before you hit send.
- Messages are sent to all unless you specify a particular name.
- Messages will go to that specific name unless you change the recipient.

CHAT can be used for:

- Greeting others
- Introducing yourself
- Asking questions of the group – NOT THE MODERATOR. Use the raise hand to ask a question of the moderator or stated clerk
- To submit a digital announcement concerning your church or event
- Celebrating people, churches and stories.
- Thanking, blessings and prayers
- Sharing that is helpful and appropriate to the meeting information.

CHAT IS **NOT** TO BE USED FOR:

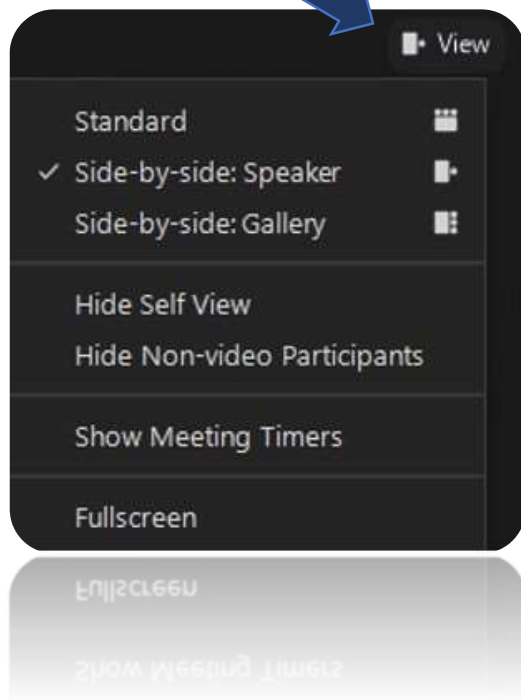
- Debate of a motion. DO NOT USE CHAT TO DEBATE any motion. Don't make us have to turn off the chat. Refrain from using chat to debate or comment on a motion.
- Point of order or question about the meeting. You must raise your hand for any *Robert's Rules* "rules."
- For harassing, bullying, making snarky comments or Dad jokes that will make people groan out loud.
-



CHAT can be used for activities within the presbytery meeting such as:

- Responding to questions placed before the whole group
- Sharing small group conversations
- Digital announcements – we recommend you wait until the moderator asks for them so the announcement isn't lost in the chat "stream."

To change your view



Hover over the top left-hand corner of your Zoom screen until "View" appears.

Click "View" and the following panel appears.

Standard gives you the "Brady Bunch" or "Hollywood Squares" box view of as many participants as will fit on your screen (unless the host shares their screen)

Side by Side Speaker and **Side by Side Gallery** are other options you may want to experiment with.

To leave the meeting

Hover over the bottom right corner and this will appear

Hit "Leave meeting."

