

# **Zoom Tips for Classis Meeting Participants**

(ADAPTED FROM SAFE CHURCH MINISTRY ZOOM TIPS FOR PARTICIPANTS, DEVELOPED BY DISABILITY CONCERNS MINISTRY)

## **Do I need a Zoom account to join the meetings?**

No. Just click on the link we sent you and a window will open in your browser and prompt you to download Zoom onto your computer or mobile device, and then you can click “Open Zoom Meetings” to launch the meeting.

If you would like an account, however, you can create one at [zoom.us/signup](https://zoom.us/signup). After creating an account, you will be prompted to download the Zoom software. This should be done well in advance of the first meeting in case any troubleshooting is needed. If you want to create an account from your mobile device, download the Zoom Cloud Meetings app (available on the App Store or Google Play).

## **How should I best prepare for this virtual event?**

- As we will be meeting via Zoom, delegates are asked to each use their own device to log in. You can do this from your own home or another convenient location (e.g., church building). We highly recommend that you use a computer (rather than a mobile device) as it will allow you to access all the Zoom features, and facilitate voting.
- Make sure your device has a camera and microphone so that you are visible on the screen and you can participate in discussions. If you don't have a computer with these options, webcams can be purchased that have microphones and attach to your computer via USB.
- Plan to log on 15 minutes prior to each meeting in case Zoom needs to be updated. The various moving parts of our time together will work best if everyone is using the latest version of Zoom. You will be put into a waiting room until the host lets you into the meeting.
- If you are in a room with a window, position yourself so the window does not appear in your video feed. This will avoid backlighting and allow others to see you better. Otherwise, try to have plenty of light in the room.
- If possible, find a microphone to use, whether it's on a pair of earbuds or it's a freestanding microphone.
- Sighted participants are encouraged to join the meetings from a larger screen, if possible, as the speakers with visual presentations will be sharing their screens. (\*NOTE: From a mobile device, it may not be possible to see both the shared screen and the other participants simultaneously.)

## **How do I join the meeting?**

- **From your computer or mobile device:**
  - Retrieve your confirmation email and click on the zoom link.
  - Safety controls are set so when you enter Zoom you will be held in a 'waiting room' until you are admitted to the meeting by the host.

## **How do I navigate within Zoom?**

The following FAQs introduce you to the basic features of Zoom. The Zoom host will provide hands-on training on these features beginning a half-hour before classis meets.

### **How do I turn my microphone on and off?**

When we are in the meetings together, we ask that all participants leave their microphones off unless they wish to speak. It is amazing what is picked up as background noise! (Perhaps you heard about a [household sound heard round the world](#) during a US Supreme Court hearing in May.)

- **If you are on your computer or on a mobile device:** Mute and unmute using the “Mute” button in the bottom-left corner of your screen

### **How should I display my name as I participate in the meeting?**

When you are admitted into the meeting, we ask that you change your name to “Name – D” if you are a Delegate, or your name and ministry position if you are not a Delegate. We ask that you leave your video on during the meeting, but if there is a reason to turn it off, you will be represented by a box, displaying either your name or your Zoom profile picture.

- **To change your name:**
  - **If you are on your computer:** Click the three buttons in the top-right corner of your video self-view box and click “Rename.”
  - **If you are on the Zoom app on your mobile device:** Send a private message in the Zoom chat box to Stacey and I’ll do it for you!
- **To turn your video off/on:**
  - **If you are on your computer:** Hover your cursor over the image of a video camera at the bottom left of the screen. You can turn it on and off by clicking on the image.
  - **If you are on the Zoom app on your mobile device:** Tap the screen to summon your controls, then hit “Stop/Start Video” at the bottom of the screen.

### **What if I need to step away from the meeting for a moment?**

We have built breaks into the schedule for the meeting, but you are of course welcome to take a break whenever you need to, in which case you may want to turn your video and/or microphone off.

- **If you are on your computer:** Follow the steps above for turning your microphone and video on and off.
- **If you are on the Zoom app on your mobile device:** Swipe left to turn off both your microphone and video. Swipe right to turn them both on again.

### **How do I use the chat box?**

The chat box is a great feature in Zoom. It allows you to send a private message to the organizers of the meeting at any time (either to ask a question of the featured speaker or to request help with technical issues), send a private message to another participant, or send a message to everyone in the meeting.

- **If you are on your computer:** Hover your cursor over the bottom of your Zoom screen, and you should see a button that says “Chat.”
- **If you are on the Zoom app on your mobile device:** Select “More” in the bottom-right of your screen—with the three dots—then select “Chat.”

### **How do I let the chair of the meeting know when I have a question or comment?**

When you click on the “Participants” button a separate window will open up. At the bottom of that window, you will see a colourful button that says “raise hand”. Clicking the raise hand button will move your name to the top of the participants list, with a raised hand next to your name. The chair will call on you when it is your turn to speak.

**When I click on the “Participants” button, I see several other colourful buttons that say things like “need a break,” “away,” etc. Should I use these?**

You are welcome to use any of these! However, for the buttons that require a response from others (e.g., “go slower,” “go faster”), be aware that due to the number of participants exceeding the space on our screens, we may not be able to see your request in time. The most effective way to use these buttons will be when the host requests it from the whole group.

**How will voting take place?**

Voting will be conducted via the Zoom “poll” feature which only allows one vote per device. Thus, it is highly recommended that each delegate participate with their own device (computer, tablet, etc.) A sample poll will be conducted during the training session so you will be comfortable doing this during the meeting. \*\*If your device does not support the polling option you may need to text your vote to the stated clerk’s cell phone at 604-970-7651.

**If I like using keyboard shortcuts, does Zoom have those?**

Yes! [Here they all are.](#)

**Can I change the skin color of the Reaction icons in Zoom?**

On a computer, yes! [Here's how.](#)