

## How To: ZOOM Video/Phone Conferencing FPC Congregational Meeting

Please begin gathering at **10:45am if you are calling in by phone or have limited experience with Zoom**; otherwise please arrive by 10:55 at latest so we can get you checked in before the main meeting. If it is possible for each person in your home to have his/her own device, that is preferable (for voting especially) but not required. If you call in, we will ask you who is calling from your phone number (i.e., 'who's last four digits are 3465?') so we can address you by name if you wish to speak.

**\*If you wish to participate by computer** with microphone and camera (preferable), there's no need to download anything. On Sunday, simply click the link provided in the invitation email.

**\*If you wish to participate by tablet or smart phone**, you will need to download the free blue Zoom app from your device's app store before the meeting, then using your tablet/phone, open your invitation email, and simply click on the link provided.

**\*If you wish to participate by calling in**, call the number provided in the invitation email. You may need two codes provided in the invitation.

### It's time to meet, now what?

Computer/Tablet/Smartphone:

- When you click the link, it may ask you, do you want to open "zoom.us?" Select Allow.
- If asked, click "Join Audio Conference by Computer."
- You should now see yourself (if your device has a camera). If not, look at the bottom of the screen and select "Start Video." (You may need to roll your cursor over the bottom of the screen to see these controls.)
- If you cannot hear us, try turning up the volume on your computer.

### Zoom Tips & Tools

- **Stay on "mute" when not speaking** to the whole group to diminish noise by clicking on the Mute button at the bottom of the screen. Your voice or background noise will cancel out the one speaking.
- **Click "unmute"** if you are speaking to the whole group, then mute when finished.
- **To Enter/Change your Name** (computer & device users): please click on the Participant List, roll your cursor over the camera/microphone icons next to your name, click on More by your current name, then click on Rename and enter your first and last name (or two names: Dan and Tracey Cravy).
- **Use the "Chat"** tool to send a written message to everyone or a particular person as we gather by clicking the "chat" icon at the bottom of the screen. You can also use the chat space to ask for help in participating in the meeting – send a message to Emma.
- **Do not "chat" during the meeting.** Each speaker will appreciate full attention, and the chat space will be open for anyone needing help.

- **To raise your hand to speak:** click on the “participants” icon at the bottom of the screen, see the side bar, and click on “raise hand” (a picture icon). (or on some devices, click on ‘More’ and then raise hand). Do not click again to take your hand down until after you have spoken, unless you decide that you do not want to speak after all. *Please be concise during discussion so that all who want to speak will have opportunity. Please do not speak a second time until others interested have had a first opportunity.*
- **To vote:** For this meeting we intend to vote by voice, which will require you to unmute and say ‘Aye’ or ‘No.’ *Only members of FPC should cast votes.*
- **For Those Calling In:**
  - To mute/unmute press \*6 on your phone (or ‘mute’ on your smartphone)
  - To raise your hand press \*9 on your phone
- **If you run into a problem** with participating, please put a note in the chat space for help – to Emma. We may be able to help, but we may also be trying to juggle too much technology and organization to fix things. If absolutely necessary, please call Dan at 396-2003