

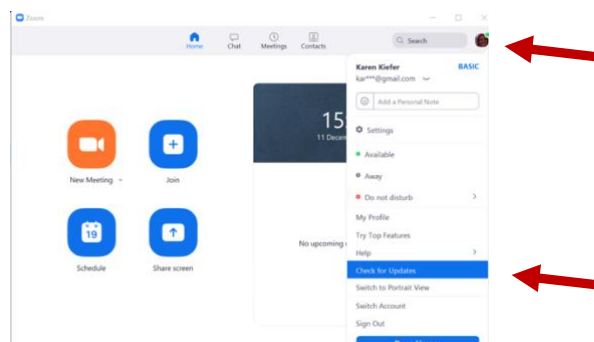
Zoom Participant Crib Sheet



Zoom online knowledge base: <https://support.zoom.us/home>

To participate in POLLING, you will need ZOOM version 5.5 or higher. You will find details for upgrading here: <https://support.zoom.us/hc/en-us/articles/201362233-Upgrading-Zoom-to-the-latest-version>

NOTE: You can check your ZOOM version by clicking on your profile picture or initial and then selecting **Check for Updates**. If you do not have the latest version you will be prompted to update it.



I. LAUNCHING ZOOM

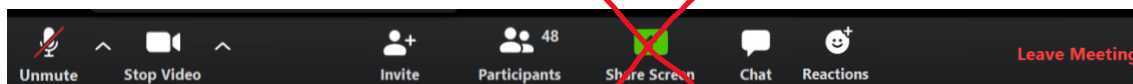
Click on the link provided, usually in an email.

II. CONTROLS IN THE ZOOM MEETING

Once in the meeting, your video and audio may not be on. You may need to unmute upon entering for others to hear you and start your video for others to see you. **PLEASE DO NOT unmute if you enter the meeting during Liturgy or when someone is presenting.**

The Zoom Menu Bar

The Zoom menu bar appears at the bottom of the Zoom window for most participants (smart phones and tablet users may find the menu at the top). If you don't see the menu bar, move your mouse slightly and the bar will appear. (Bar may disappear after a few seconds when in full-screen mode.)

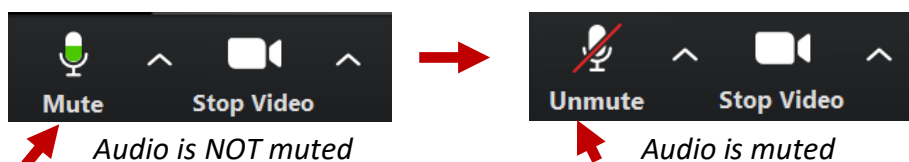


You may not see all these controls and may need to click the ... **More** option on the right.:

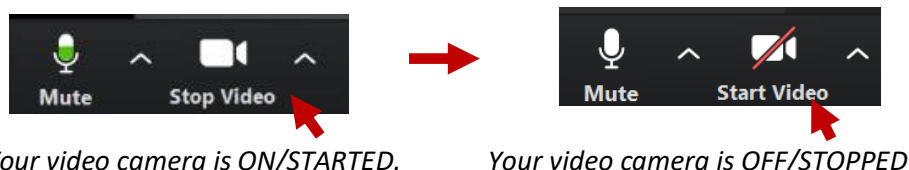
Controls you need to know

The most useful controls are those that allow you to **mute and unmute** your microphone, **stop and start your video**, and switch between **Gallery view** (in which you see everyone) and **Speaker view** (in which the person speaking takes up most of the screen). See details below.

Audio Mute and Unmute



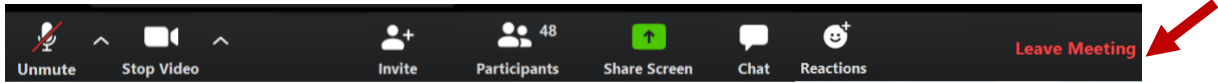
Start and Stop Video



Note: The Host can also stop your Audio and Video, and invite you to start them

Leaving the Session - ONLY AT THE END OF THE DAY!

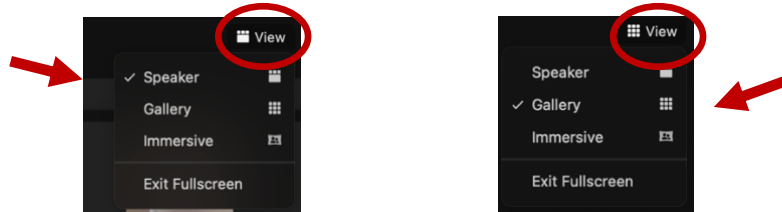
Simply click on *End Meeting* on the right of the menu bar at the bottom of your screen (or you may see a button at the top right) and follow the prompts.



Speaker View and Gallery View

You have **two views** you can toggle between: *Speaker view* and *Gallery view*.

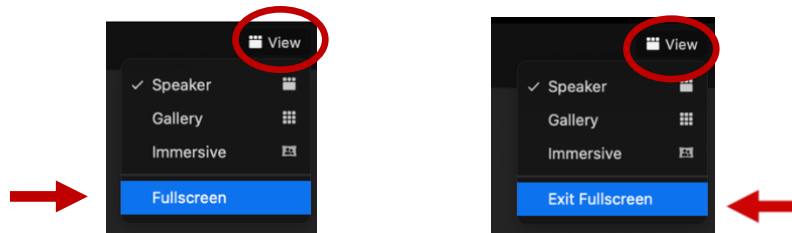
Click on the **View** setting near the top right of the screen (for computer/laptop users) to switch between them.



Selecting/Exiting Full Screen

From the **View** option, you can also choose whether to see the ZOOM session in Fullscreen:

* When not in fullscreen you can maneuver between ZOOM and other apps or docs on your computer.

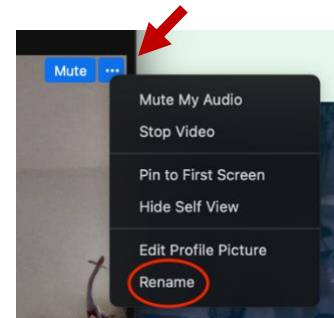


Renaming yourself

If you hover the mouse over your video frame, you will see a **...** symbol. Click on it to see a menu for your personal viewing settings.

Rename – Click to change your display

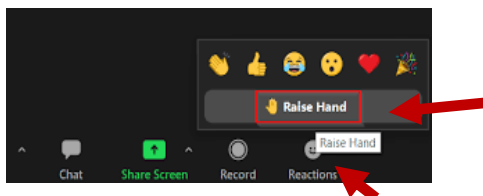
Please change it to your name, your church, and your location.



III. Voting and Indicating Approval during a ZOOM Meeting

Indicating Approval

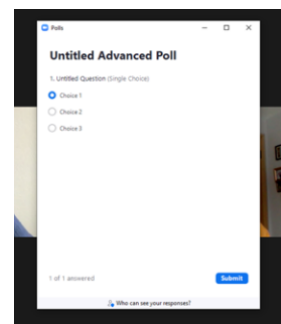
If asked during the meeting to indicate your approval of various things, you can use the **Reactions** option on the ZOOM menu to **raise your hand**. You or the host can lower it.



Voting – ZOOM Polls

If a formal vote is held a window will pop up with options.

Click on the circle next to the vote you wish to cast. Then click the blue **Submit** button.



NOTE: Non-voting participants should close the popup.

IV. Other Applications and Windows – and Synod Documents

Closing any applications you don't need for the session will improve your connection.

However, for meetings like Synod, CMD or other sessions, you may have received an email with documents that may be helpful to access during the session, and you may want to keep some of those windows open on your computer so you can refer to them during the meeting.

To do so, you will need to be familiar with navigating multiple windows on your screen.

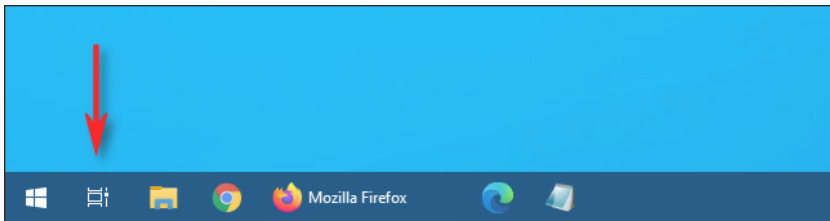
NOTE: If you are uncomfortable navigating multiple windows on your screen while attending the Zoom session, you may want to print relevant documents beforehand so you can refer to them in hard copy during the meeting. *Please be aware, however, of the carbon footprint in doing so.* Below are some tips for managing windows on Windows and Mac computers.

Viewing open windows (applications, documents, etc) on Windows computers

Windows 10 includes a number of handy ways to [manage application windows](#).

One of them is **Alt+Tab** to toggle between windows. **Another** is **Task View**, a built-in feature that shows thumbnails of all your open windows in one place:

- Click the **Task View** button on your taskbar, which is located just to the right of the Start button. Then click on the window you wish to see.



- **OR** you can press the **Windows button** and **Tab key** on your keyboard.

Then click on the window you wish to see.



+ Tab

Viewing open windows (applications, documents, etc) on Mac computers

There are several different ways to reveal all your open windows at once. Easiest are:

1. Swipe up three fingers on the trackpad. Click on the window you wish to see.
2. Press the **F3** (Mission Control) key on the keyboard – the key may have three small squares on it. Click on the window you wish to see.

