

Zoom Participant Guide

Zoom is a cloud-based meeting tool which combines video conferencing, online meetings, and mobile collaboration into one platform. Additional documentation is available via the Zoom online knowledge base:

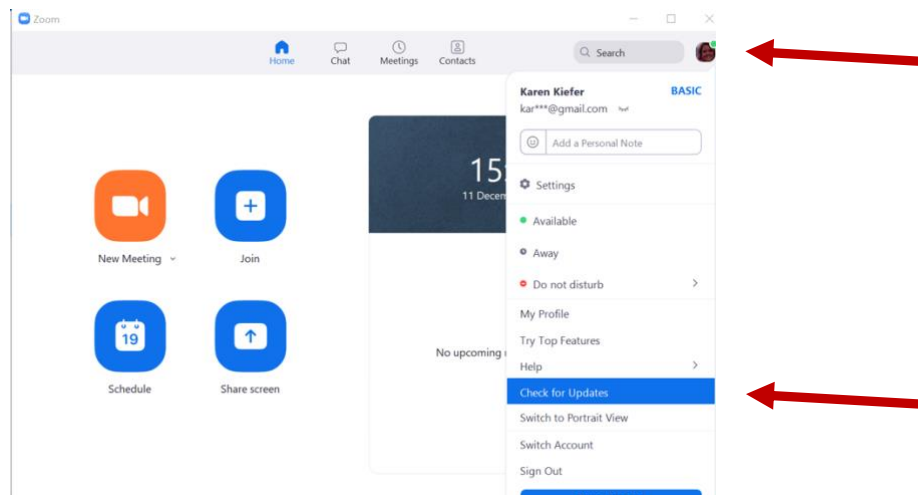
<https://support.zoom.us/home>



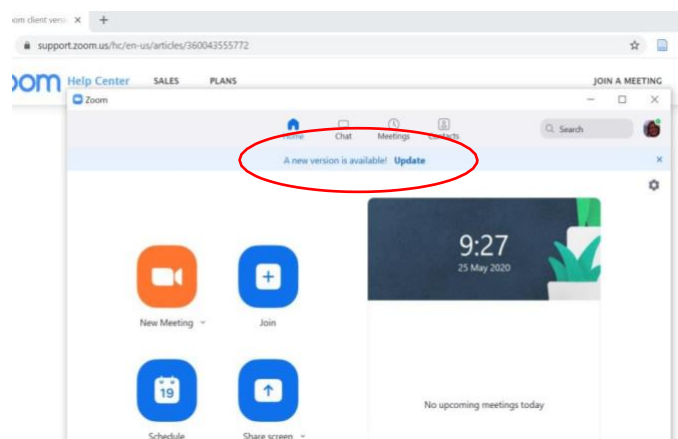
What You Need:

- A computer, laptop or tablet/smart phone with good (ideally wired) internet connection.
**** USING A COMPUTER/LAPTOP IS STRONGLY RECOMMENDED ****
- Built-in or external speakers and camera if you wish to be seen by other participants.
- **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.



Or, if you see a prompt to **Update**, click on it.

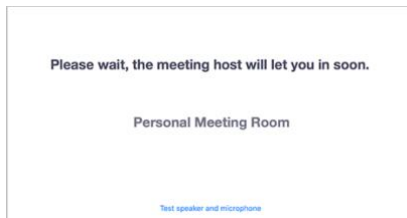


I. Launching ZOOM

When you're invited to participate in a Zoom meeting, you will be notified. **CLICK ON THE LINK PROVIDED**, which should have been provided in an email.

Waiting for the Meeting to Begin

You may first enter a waiting room and see a message like this:



Please be patient, the host will admit you to the meeting once it starts.

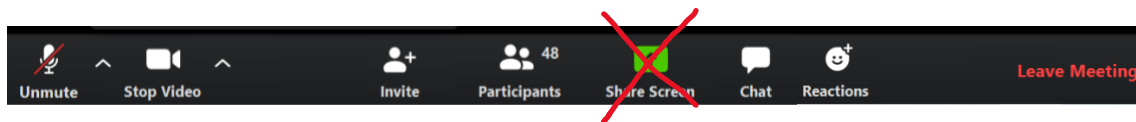
II. Controls in the ZOOM meeting

Upon Entering the Meeting:

Your video and audio may not be on. In such cases you will need to unmute upon entering for others to hear you and start your video for others to see you. **But PLEASE DO NOT unmute if you enter the meeting during Liturgy or when someone is presenting.** The Host will also mute participants as necessary, as well as invite them to unmute or start their video when needed. See further below for some settings to adjust for best viewing and participating in the meeting.

The Zoom Menu Bar

The Zoom menu bar appears at the bottom of the Zoom window for most participants once the meeting begins (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. (The 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. Some controls which you may want to know or explore are, from left to right:*

1. Mute/Unmute your audio
2. Stop/Start your video
3. View a list of participants
4. View or type something in the Chat
5. Raise your hand or click on a reaction that will appear on the top left of your video frame
6. Leave or end the video meeting

Note: PLEASE DO NOT CLICK ON SHARE SCREEN unless you are presenting, and the host is aware of that.

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.

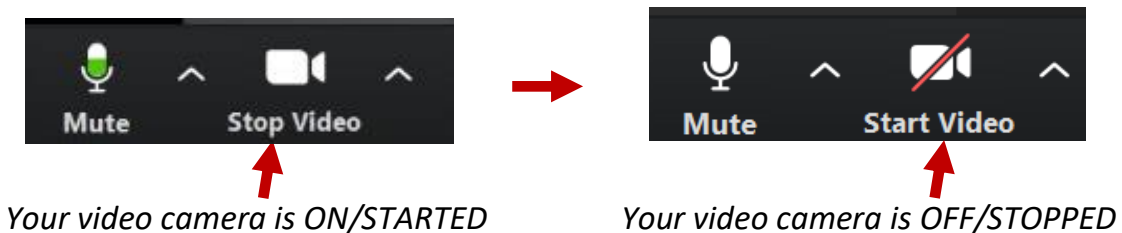
Audio Mute and Unmute

During a session you might be asked to mute your microphone (or the Host may mute all participants). This helps to minimise audio interruptions at inopportune times. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar.



Start and Stop Video

The same applies to video. You can start and stop video for your participant window by clicking on the video icon next to the microphone located in the lower left-hand corner of the menu bar.



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.



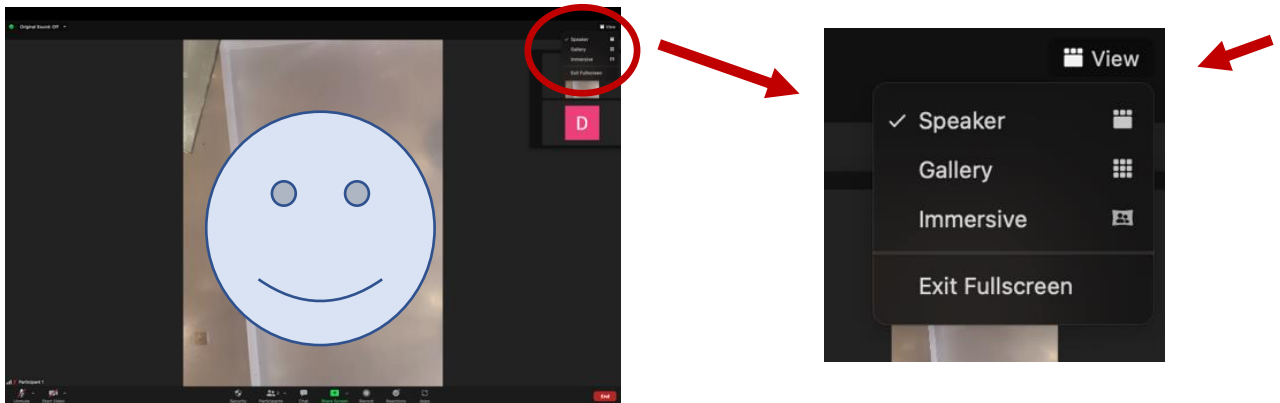
Note: When the host leaves, they will have an option to end the meeting for everyone.

Speaker View and Gallery View

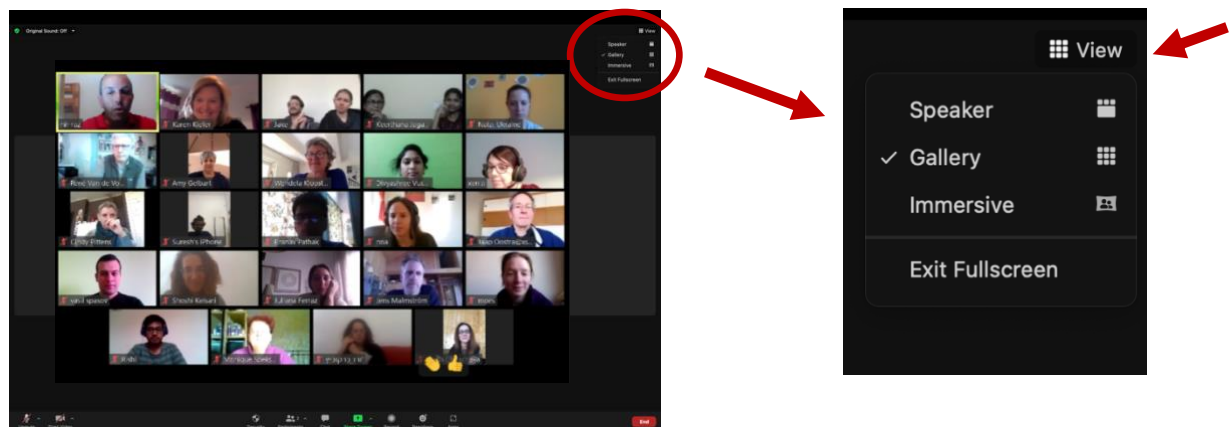
You have **two views** you can toggle between: **Speaker view** and **Gallery view**.

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

In Speaker view, the person speaking will be prevalent on the screen and other participants will appear in small frames across the top or down the side. You can scroll through them.



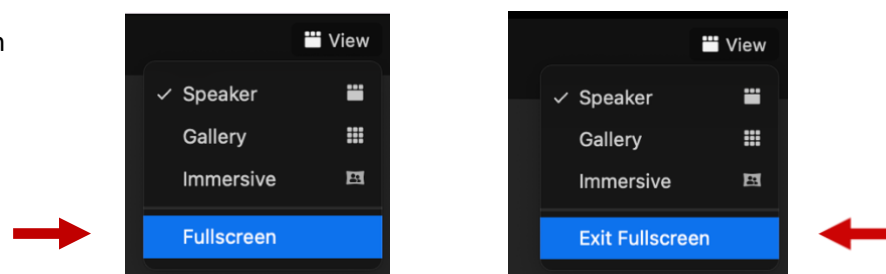
In Gallery view, you will see all participants (up to 25 or 49 on one screen) in the same size frames. The frame of the person speaking will be highlighted. You can scroll to see additional participants beyond 25.



Selecting/Exiting Full Screen

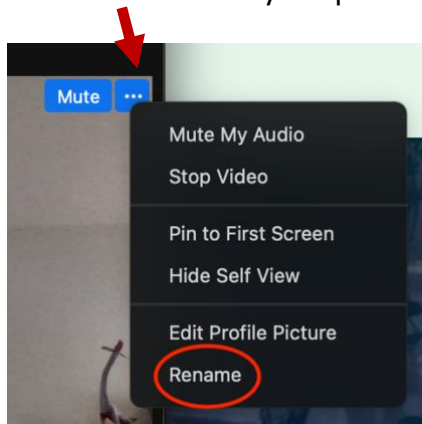
From the **View** option, you can also choose whether to see the ZOOM session in Fullscreen:

* 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 name (the name displayed at the bottom of your frame).

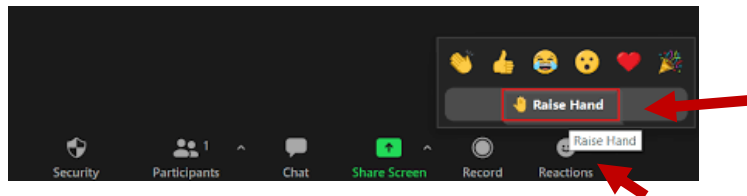
Please change it to your name, your church, and your location.

III. Voting and Indicating Approval during Synod ZOOM Meeting

1. 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.

The easiest way for the speaker or host to see your indication is to use the **Reactions** option on the ZOOM menu to **raise your hand**.



Doing so will display a raised hand in the top corner of your ZOOM frame that can be easily seen. It will remain there until you or the host lowers it.

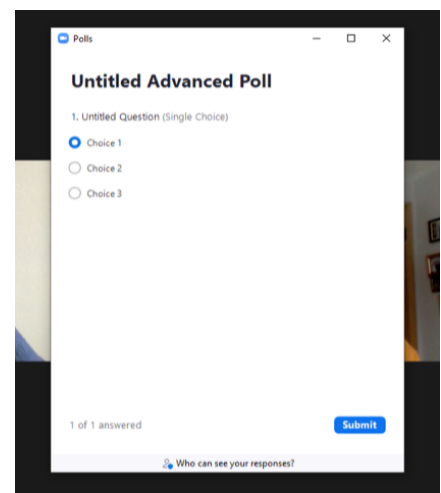
2. Voting – ZOOM Polls

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

Click on the circle next to the vote you wish to cast.

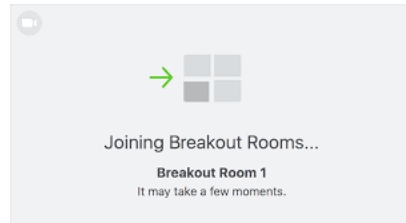
Then click the blue **Submit** button.

NOTE: Non-voting participants should close the pop-up. (To do so, click the red button on the top left of the pop-up window.)



IV. Breakout Rooms

During the meeting, you may break into smaller discussion groups. In such cases, the host will divide participants into several breakout rooms and you will automatically be sent into these. When this happens you will see a notification similar to this:



** If you happen to see a blue button labelled **Join**, click it.*

Once in your breakout room, you will want to have your video on and unmute. You will be alerted 60 seconds before the breakout rooms close. You do not need to do anything. You will automatically be re-joined to the main meeting when the breakout rooms close.

V. Other Applications and Windows – and Relevant Documents for the Meeting

Closing any applications you don't need for the session will improve the quality of 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.*

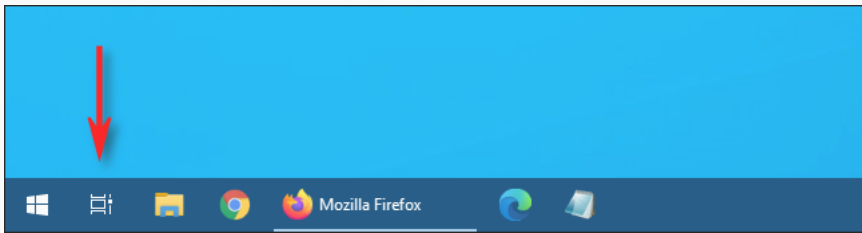
Below are some tips for managing windows on Windows and Mac computers.

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 key

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.

