

ZOOM FAQ for Annual Assembly - March 23, 2021

Using Zoom:

You can use Zoom from your computer, tablet, smartphone, or call in using your phone.

Device Selection:

Using the Zoom client on your computer allows for the easiest use of zoom functions, though use of video is dependent on webcam or laptop camera. You can use zoom via browser if necessary, but this is a very limited experience.

You can also use the zoom client on either your tablet or smartphone. This usually allows use of video but limits the use of some zoom functions.

Call-in. You can call in from a regular phone to a phone line to hear the meeting.

Latest Zoom Version:

If possible, take the time to update to the latest version of Zoom. This allows for more of Zoom's functionalities to be in use for you. On a tablet or smartphone, Zoom will display a notification when there is an update needed. If using Zoom Desktop Client (PC, Mac, or Linux), you may check for updates using the client (sign in, click on profile picture, and then check for updates); or can manually download the latest version by : Clicking on download from the link at <https://zoom.us>

Directly from one of the following links

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

<https://zoom.us/download>

<https://zoom.us/download2>

Note: <https://zoom.us/download> is hosted on cloudfront.net while <https://zoom.us/download2> is hosted on zoom.us

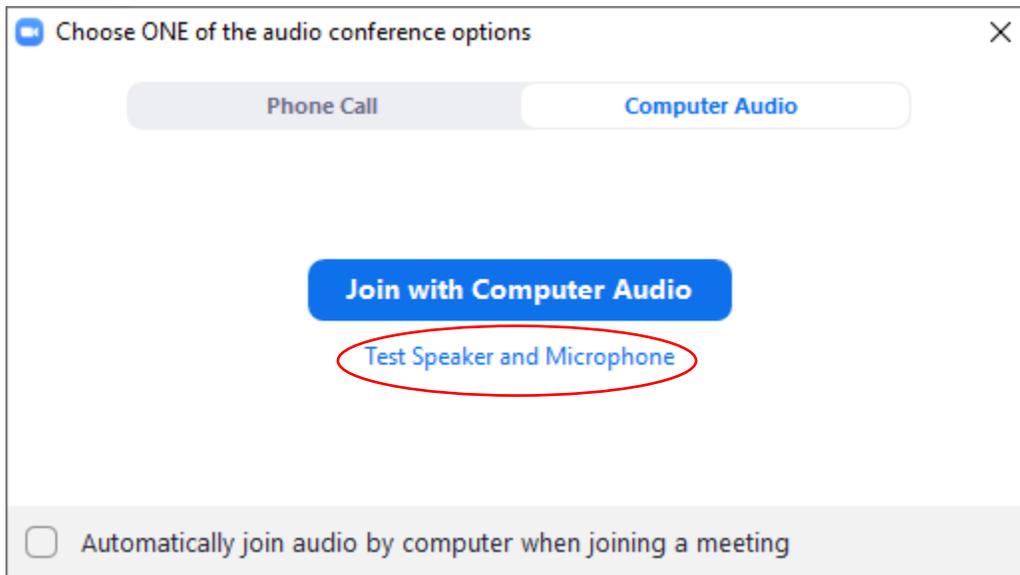
To Join the Meeting:

1. Click on the link in your invitation. You may be instructed to download the Zoom application if you don't have it installed already.
2. Or you could use the meeting ID or password either from the Zoom application or at <https://zoom.us/join>
3. Or to call in with a regular phone, dial the number and follow prompts to enter meeting ID, etc.

You'll find yourself in a waiting room before being let into the meeting itself.

Audio Options:

When you join the meeting, you'll see a box pop up with options for computer audio or phone call. This pop up also allows you to test your speaker and microphone.



Naming Yourself:

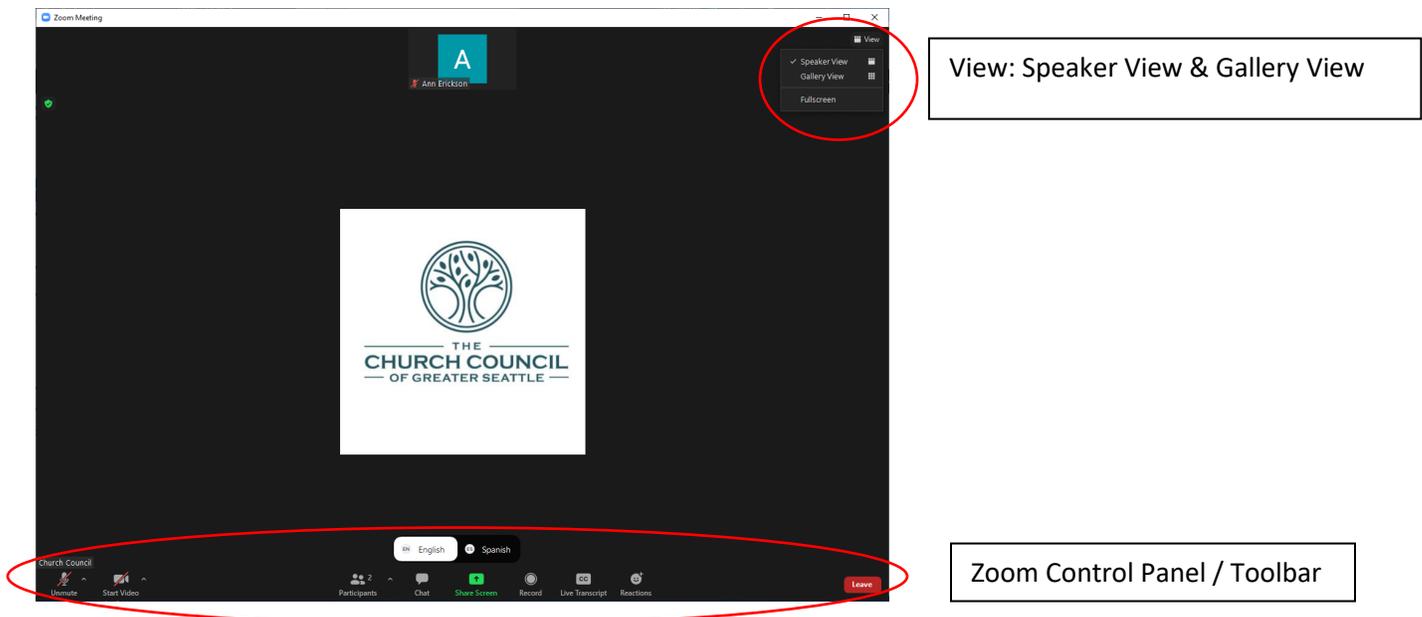
If possible, please include your name (pronouns) and church or city in your name.

e.g. Jane Doe (she/her) First UMC, Seattle

To name yourself, go to the upper right corner of your video box (where your image is seen if your video is on) and click on the three dots (. . .). Then select "rename." You can also rename yourself by going to the participants list, hovering over your name and clicking either "more" or the three dots next to your name (. . .) and selecting "rename."

During the Meeting:

Speaker/Gallery View: Located at the "View" in the upper right corner of the Zoom screen. "Speaker" view shows the active speaker. "Gallery View" tiles all of the meeting participants. Sometimes meeting participants will be "pinned" so they are more visible.



The **Zoom control panel** tends to be on the bottom of the screen. It could include the following options relevant for today's meeting (from left to right): Microphone, Video, Participants, Chat, CC Live Transcript, Reactions, Interpretation. A breakout rooms logo will also appear when time for breakout rooms.

Microphone: Please stay on mute (slash through the microphone) unless you are speaking to the whole assembly.

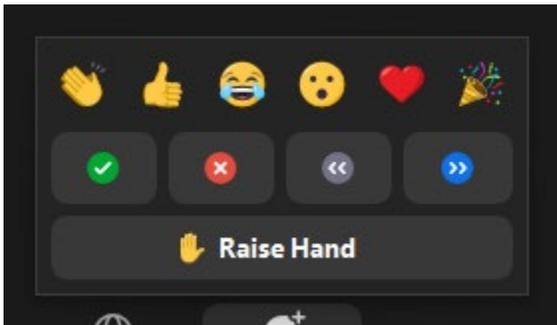
Video: You may be on screen, or not, according to your comfort level. It's helpful to have video on when in breakout rooms.

Participants: Look at all the participants! You can also rename yourself by selecting participants and then selecting the ". . ." next to your name and choosing rename.

Chat: Please limit use of chat during the program. Questions & Tech Support can be directed in chat to Ann Erickson.

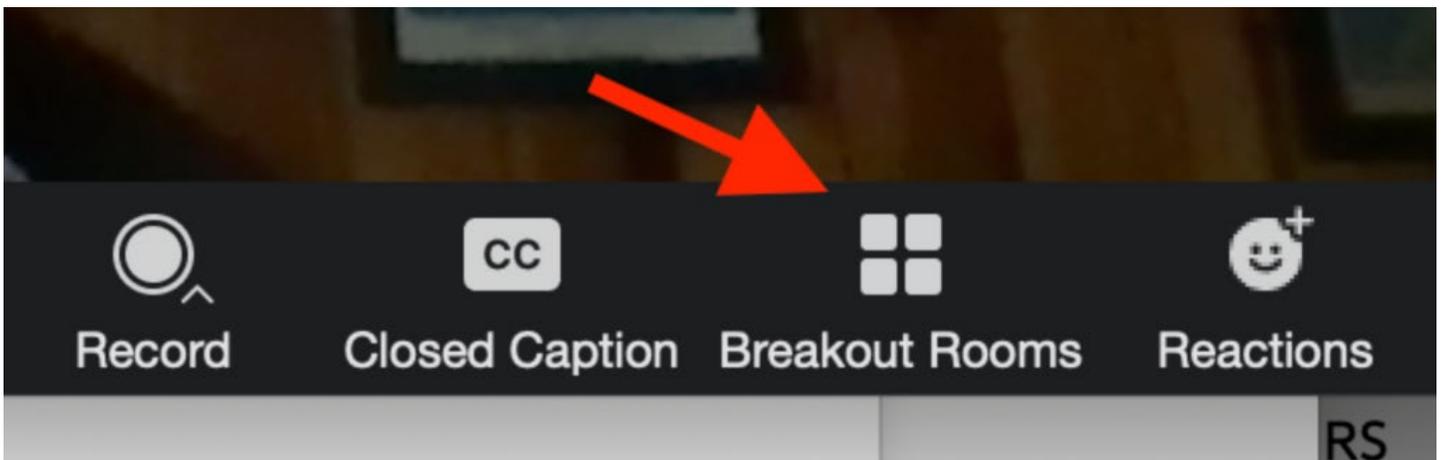
CC Live Transcript: Click this to see a menu for "show subtitle," "view full transcript," and "subtitle settings." Subtitles/transcript only available in English.

Reactions: Here is where you can raise your hand, give a thumbs up, clap, etc.



Globe - Interpretation: Click this icon to see a menu for "English," "Spanish," and "mute original audio." Interpretation may also show up as does in the above photo with a selection of English or Spanish above the usual toolbar.

Breakout Rooms: Select this icon to choose the breakout room you would like to attend. To get back to the main room, press leave and select leave breakout room.



Quick fixes for common problems:

Connectivity

If you are having trouble with your internet connection, try turning off your video. This can help limit the load on your internet connection.

Sound

If you are having trouble hearing, click on the caret (^) next to the microphone/mute. Here you can ensure you are using the microphone and speakers that you would like to use and you can test your speaker and microphone. You can also choose to switch to phone audio, in which case you'll receive a participant code to match the phone audio with your visual.

Other questions?

Message Ann Erickson in Zoom, email her at aerickson@thechurchcouncil.org or call/text her at 206-486-5027.