



Episcopal Diocese of Alaska 45th Convention, Zoom Meeting

ZOOM Meeting: Best Practices

1. Delegates will receive an auto-generated email from Zoom providing the necessary information for you to join the meeting. Keep this email! For future reference, you may fill in your login information below to save for later:

Username: _____

Password: _____

2. You will need a computer, tablet, or smartphone with speaker and/or headphones. You will have an opportunity to test your audio immediately upon joining the meeting. The meeting can also be joined by phone only (including landline phones).
3. Zoom meetings can be joined from a Web Browser, however, this document will refer for practices to use while operating within the Zoom application on your computer. If you haven't downloaded Zoom on your computer yet, use the Zoom website to create an account and download Zoom: <https://zoom.us/>. Check out this short video (with written instructions) on how to join a Zoom Meeting: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting>
 - At the start time of Convention, or a few minutes before, click on the link in your invitation to join via computer, tablet, or smartphone. You may be instructed to download the Zoom application. If you DO NOT have a webcam or your audio settings are not working, you can still join a call using your computer to see the additional members or presentation, but you must also dial in to the call so you can be heard (please see notes on joining the call as a participant via a telephone)

NOTE: These instructions are designed to assist with Zoom practices in general. Some of the functions may appear differently on your computer as this document drew from icons on a Zoom Pro account.

PARTICIPANTS:

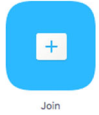
1. Joining a meeting

Note: If you are joining a meeting either by phone or computer, it is helpful to mute yourself (located at the bottom of the screen or on the call screen of your phone).

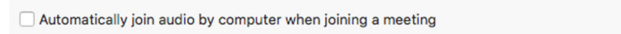
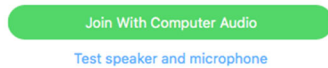
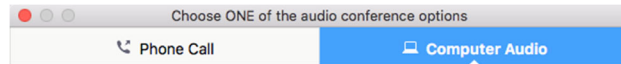
- a. Video Conference on a Computer, iPad, Phone, Tablet, or other handheld device)

There are 2 options for joining:

- i. Click the link provided to you by the meeting host in the email or calendar invite
- ii. In your Zoom application, click “Join” and type in the Meeting ID & Passcode



When joining the video conference on your computer, make sure you select the option to “Join With Computer Audio”. Here, you may also test your speaker and microphone.

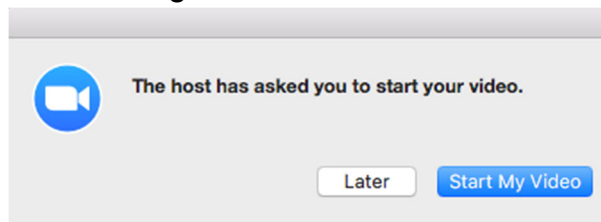


When joining the meeting, your video may not automatically turn on. Navigate to the video camera icon at the bottom left of the screen, if there is a red slash through it, your video is off. Click the icon to turn it on. We ask that your webcam/video is turned off during session presentations.

- iii.



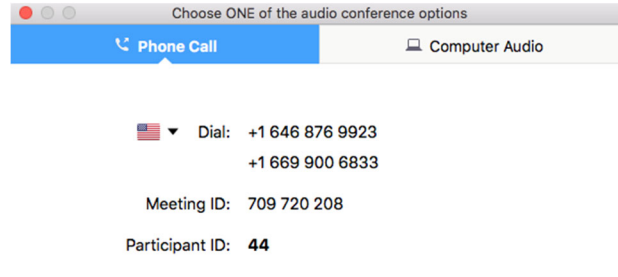
- I. The host can also ask you to turn on your video. Click “Start my video” to begin the video



NOTE: Video refers to the ability for you to be seen during the call. This is NOT the same as the “record” function, which will record the meeting.

b. Join by Telephone

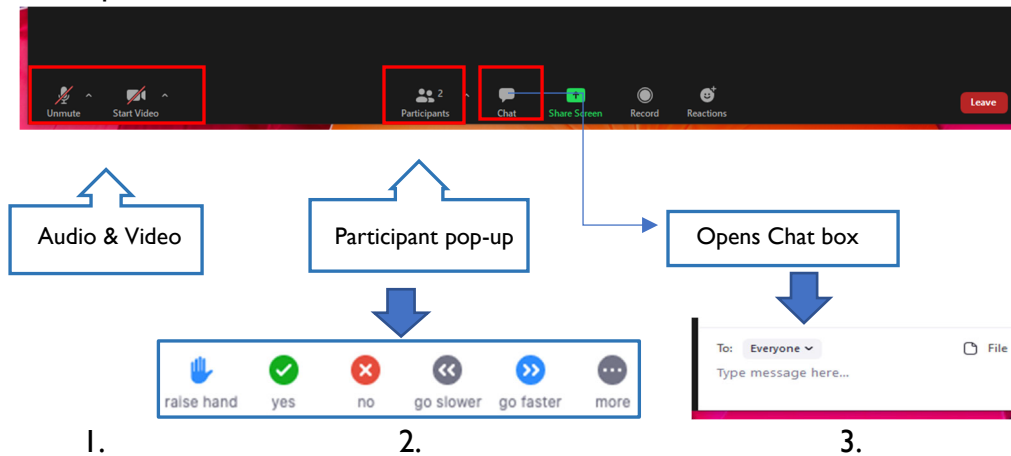
- i. Dial the phone number provided by the host in the email or calendar invite, 800# are available.
- ii. Enter Meeting ID, followed by #
 - I. You will be prompted to enter you Participant ID, which can be found when you use the instructions above to join the meeting online, but instead of joining with computer audio, you will choose the “Phone Call” tab



2. If you cannot locate your Participant ID, press # again
- iii. You will hear a message if the meeting has not started, wait on the line until the host begins the meeting

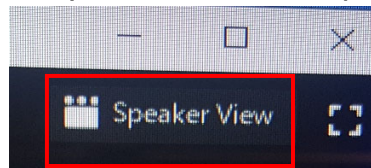
2. Additional practices to keep in mind

Participant controls in the lower left corner or across the bottom of the Zoom screen:



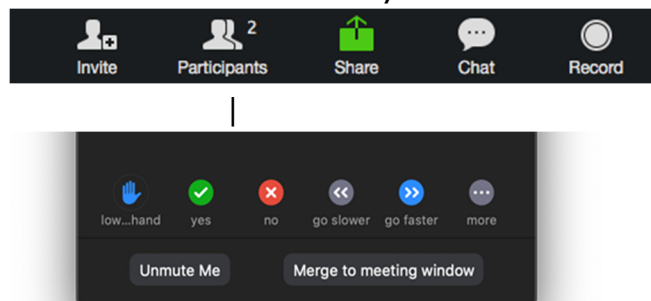
- I. Using the icons in the lower left corner of the Zoom screen, you can:
 - a. Mute/Unmute your microphone (far left)
 - i. Phone participants can use the phone’s dial pad while in the Zoom meeting - *6 Toggle mute/unmute
 - b. Turn on/off camera (“Start/Stop Video”)
2. In the Center of bottom of the Zoom screen you can:
 - a. View Participant list – opens a pop-out screen that includes a “Raised Hand” icon that may be used to raise a virtual hand

- i. Phone participants can use the phone's dial pad while in the Zoom meeting - *9 – Raise hand
 - b. Change your screen name that is seen in the participant list and video window, please use your name & church in the screen name, so we can recognize delegates and where they are from
3. In the Center Right of the bottom of the Zoom screen you can:
 - a. Enter written comments in the Chat window.
 - i. Use the Chat window to submit a question or alert the host or Chat Operator that you are having trouble accessing the Zoom
 - ii. Chat window can be used to provide a written comment.
 - iii. Chat window Click on the icon w/ three dots to see more ways to respond in the chat
 - iv. Written comments can be sent to Everyone or Privately (only that person you selected see the comment)
4. Somewhere on your Zoom screen, often in top right-hand corner, you will see a choice to toggle between “Speaker” and “Gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants. Depending on how many participants are on the Zoom meeting, you may have to scroll multiple pages to see everyone.



Virtual Convention Norms:

- During Convention we will use the “raise hand” for ya or na vote and to be recognized by the Bishop to address convention. We ask that during general sessions you remain muted unless recognized by the Bishop.
 - On you bottom tool bar, click “Participants” to be able to “Raise Your Hand” to alert the host that you have a question to ask. Once your question has been addressed, be sure to lower your hand.



- Webcams/Video
 - Feel free to turn on your webcam/video during networking and breakout rooms.
 - Turn off your webcam/video during session presentations.
 - Select “Speaker View” during Zoom presentations to help with your bandwidth usage.
 - Be aware that your location can affect the quality of your video image, close window blinds or adjust your lighting to avoid glare.
- Audio
 - Keep your audio on “Mute” at all times during session presentations
 - “Unmute” only when recognized by the Bishop or Host, to ask a question or make a comment during Q&A periods
 - Use the Zoom “Chat” panel for written questions and comments
 - It may be helpful to use headphones to decrease the amount of background noise
- General Tips
 - In the event that you can’t hear the other person on the call, here are a few ways to troubleshoot:
 - Ensure the volume is up on your computer or device
 - Check with the individual to see if they have muted themselves
 - Invite them to “leave the meeting” and rejoin, but ensure that they select “Join With Computer Audio”
 - Check your setting (location may vary depending on your device) to ensure that you have enabled the microphone
 - In the event that you are disconnected from a call, rejoin the call using the link provided by the host or click “Join” in the Zoom app and type in the Meeting ID

For more information, the Zoom Training Link:
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>