

ZOOM HOW TOS & QUICK REFERENCE GUIDE



BEFORE ATTENDING THE HEARINGS OR CONVENTION:

1. You will need a computer, tablet, or smartphone with speaker and headphones to join and participate in the Hearings and Convention.
2. Make sure you have the most current version of Zoom by visiting [here](#).

TO JOIN:

1. Click on the link sent to your email
(*you can also join a meeting by going to join.zoom.us on any browser and entering the Meeting ID & Password*)

Convention Plenaries
October 30, 8:45am-4:00pm

Join the Zoom

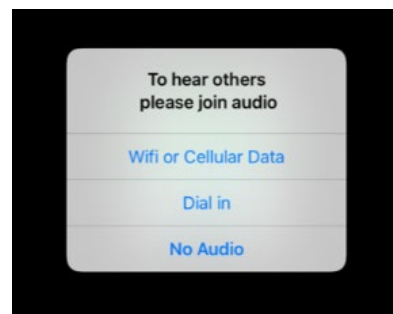
2. You'll have an opportunity to test your audio at this point, by clicking on "Test Speaker and Microphone" in the window that appears.

Once you're satisfied that your audio works, click on "Join with Computer Audio"



On a Smartphone:

If you're on a phone, you'll need to choose how you prefer to join audio



Additional "How-Tos":

"How to Join a Zoom Meeting" video and written instructions: [click here](#)

"Join and Configure Your Audio and Video" [click here](#) for a video

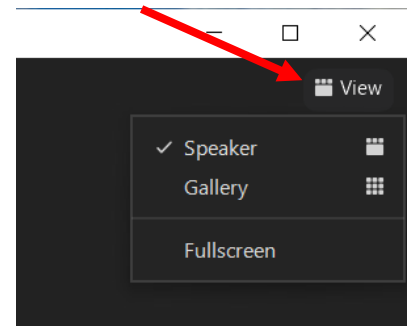
"Test Your Computer or Device Audio" [click here](#) for a video & written instructions

"Test Your Video": [click here](#) for written instructions

CHANGE WHAT YOU'RE SEEING:

On a Computer:

- In the upper right hand corner of your screen, click on "View"
- "Speaker" = will make whomever is speaking appear large on your screen
- "Gallery" = lets you see small thumbnails of participants in a grid pattern



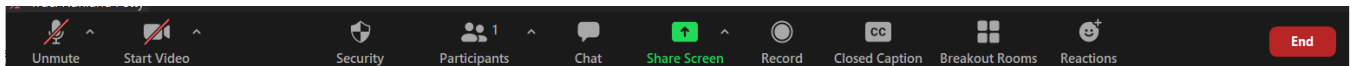
On a Smartphone:

- It usually defaults to active Speaker view.
- To switch to Gallery view, swipe left (to view more participants, keep swiping left)
- To get back to active Speaker view, swipe right until you reach that first screen

PARTICIPANT CONTROLS OVERVIEW:

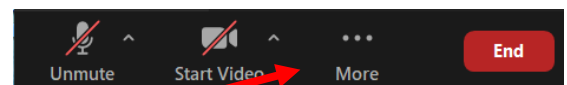
On a Computer:

- Controls can be found at the bottom of your Zoom video

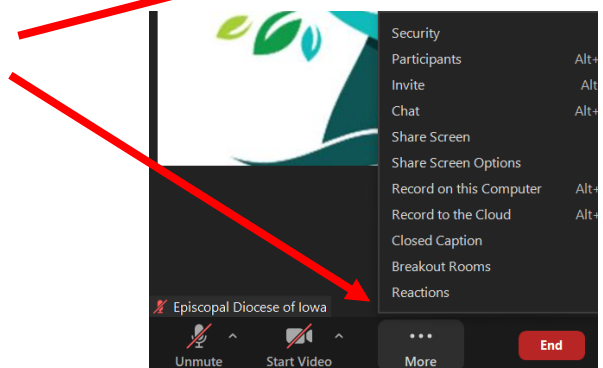


On a Smartphone:

- You may need to tap your screen to bring up the participant controls



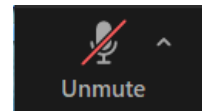
TIP: If you're looking for something (for example, "Reactions" so you can raise your hand) and don't see it, look for 3 dots with "More" below it – if you click on it, additional options should appear



PARTICIPANT CONTROLS – INDIVIDUAL BUTTONS:

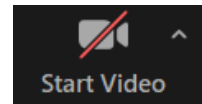
UNMUTE:

- Everyone will be muted until called upon to speak
- You will not be able to unmute yourself until invited to do so
- Our team sees your names in the order your hands are raised, and when it is your turn, a host will invite you to unmute



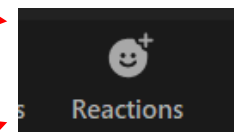
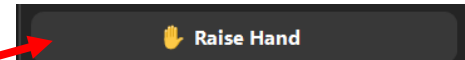
START VIDEO:

- The red line through it means your video is off *(we won't be able to see you)*
- To turn your video on, click on "Start Video" *(once it's on, if you want to turn it off click on "Stop Video")*



RAISE HAND:

- To speak to a resolution or to make a motion, use the "Raise Hand" feature, found by clicking on "Reactions"
- To speak, you must be a delegate or have been granted voice
- When it is your turn, state your name and church



YES/NO:

- Click on the "Reactions" button to show these
- Yes = check mark inside of a green circle
- No = 'x' inside of a red circle
- Delegates will use the "Yes" and "No" Reactions to vote on simple motions *(ie. when moderator asks those in favor or against to mark "yes" or "no")*
- After the vote has been announced, convention staff will remove all reactions

