

# Zoom Meeting Tips – Presbytery Meeting

Please join at 9:15 for 9:30 meeting

## **BEFORE the meeting To-Do List:**

- If you haven't already, learn Zoom skills listed below on your own or get coaching from someone, like Staci Percy ([spercy@presbylh.org](mailto:spercy@presbylh.org))
- Determine which device you will be using (computer, tablet, smart phone, regular phone)
- Know how to join a Zoom conference
- Check your device – is there audio so that you can hear what is going on
- Check your device – is there a microphone so that you can be heard if you wish to speak
- Check your device—is there a camera (optional, but nice)
- Practice how to mute and unmute your microphone  
*Please keep it muted unless you are called on to speak*
- Practice how to name and identify yourself as a participant

### **Everyone will need to “rename” themselves for a Presbytery meeting so that we know:**

- Your first and last name
- Church/entity you represent

Most people will be clicking on a link by computer or another device (including smart phones)

However, if you are **DIALING in** (not clicking a link),

please email [spercy@presbylh.org](mailto:spercy@presbylh.org) ahead and she will get you “named”

- Learn how to use Chat function  
During the meeting you can request to speak (have the floor) by using the Chat function
- Learn how to use Raise Hand function (and Lower Hand)  
Go to participant list and see option for raising hand  
**If you are DIALING in** you will give your answer by voice
- Learn to toggle between Speaker View and Gallery View  
Speaker goes with the audio of who is speaking (yellow box around person, too)  
Gallery helps you see more people, but doesn't zero in on who's speaking  
(swipe to see all pages of “Brady Bunch” faces)
- Consider how you will access documents during the meeting  
Will you have them printed out? Will you be using more than one device?

## **Find the Zoom link 20 minutes before the meeting... 9:10 AM**

so that you are ready to join 15 minutes before the meeting since there will be many participants

***Zoom links are notoriously difficult to find right before meetings***

## **During the meeting**

**If you need Zoom assistance getting on board or anything, contact Will Westerfield at 989-577-0591**

**Join the meeting**, name yourself, be muted, enjoy!

**If you wish to speak**

- Signal your desire by using the raise hand function
- Will Westerfield will be monitoring this and will let Moderator know
- The moderator will recognize you, then:  
Remember to unmute  
Say your name and the entity you represent  
Then share

## **Voting**

Use the raise hand function described above. If you have DIALED in you will be giving a voice vote.