Helpful Tips for Using Zoom

We suggest using a laptop rather than a smartphone – just click on the link that is emailed to you (you should not be asked for a code). You will have to download the Zoom app if accessing by smartphone (see instructions at end of this document).

You can join the Zoom meeting either by your computer audio or calling in with your phone – we suggest using your computer audio. This option is given to you when connecting to the meeting

We suggest viewing the meeting in "Gallery" mode rather than "Speaker" mode. This will allow you to see everyone on the call and not just the person currently talking.

You can rename yourself by clicking on the "Participant" button on the bottom of the screen. When the box containing the list of participants comes up, hover over your name with the cursor and then click the "More>" button. Click "Rename" change to what you want and click "OK" – X out of Participants box.

If a participant would like to get a lay leader's attention, they can either send a message through the "Chat" feature or use one of the images in the "Reaction" icon – both of these are found at the bottom of the page.

Chat with private messaging could be an option for partnering up, although it would be more tedious than being able to speak to one another.
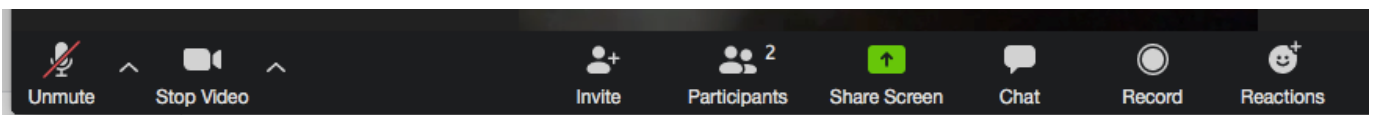
Controls During the Workshop

Here are the different controls you should know about to participate in the workshop once you are in:
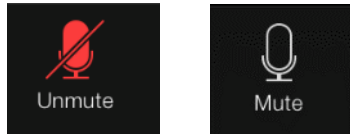
On Mobile Devices or Tablets:
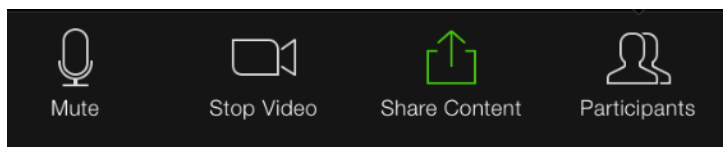
On laptop or desktop:

Mute & Unmute: This function is incredibly important. All participants will be muted by the facilitators. However, you can unmute yourself to talk. You can toggle between muting and unmuting by clicking or tapping the mute symbol on the bottom of your screen.
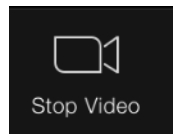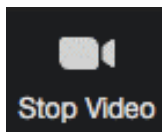
On Tablets or Mobile Devices:

On Laptop/Desktop:

Stop Video: We want to encourage everyone to utilize their video function if at all possible; however, if for some reason you need to turn off your video, you can turn your camera on and off clicking or tapping the camera symbol.
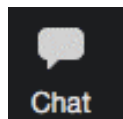
On Tablets or Mobile Devices:

On Laptop/Desktop:

Chat Function: If you have questions that come up when the facilitators have your microphone muted, or if you feel more comfortable typing in your questions or participation, feel free to click/tap on the chat icon. This will open up a chat box, and you can type in your question. You can also click/tap on the chat box to see what other participants are writing. On your mobile device or tablet, you will have to tap "More" and then tap "Chat"

On Laptop/Desktop:

On Tablets or Mobile Devices:
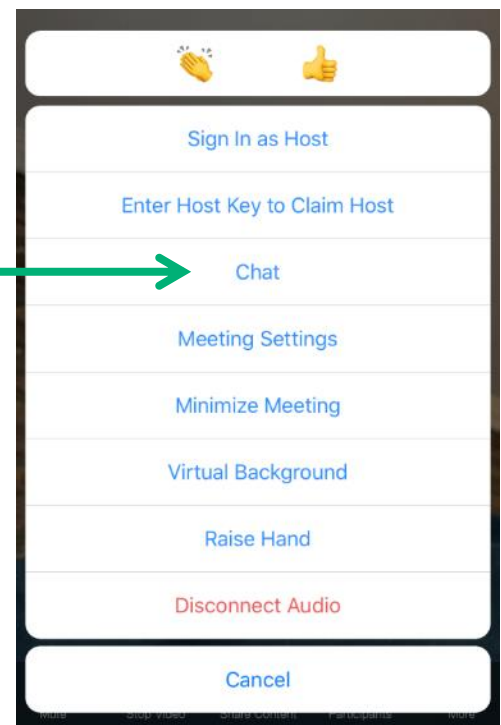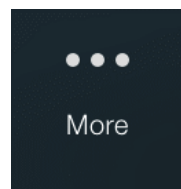
Different Views:

On Your Laptop or Desktop Computer

The Default Setting will always show the video of whoever is speaking. If multiple people are speaking at the same time, the video will show whoever may be speaking louder. If you would like to switch to see everyone's video, select "Gallery View" in the top right.

On Your Tablet or Mobile Device

You can swipe left and right to change your views. The first window will show the video of whoever is speaking. The second window will show a grid of up to four participants at a time.

Downloading the *Zoom* App on smartphone or tablet

Option 1: From a tablet or smartphone (simplest and recommended)

1. Find and Download the Zoom Application to your phone

   a. On Apple products, you will do this from the App Store.

   b. On Android or other products, you will download apps from Google Play.

The icon for the app should look like this:

2. Confirm the app has downloaded

   - If you open the app before the workshop, the app will ask for permission to utilize your microphone and camera. Allow the application access to both.

   - *Zoom* will only access your microphone and camera when you are actively in a *Zoom* meeting and give it permission to do so.

3. You are done! The application has been installed on your device. When it's time for the workshop, you simply click on the link in your email or type that link into the browser, and the app will launch.