

Web Meeting Participant Orientation

Joining a Web Meeting

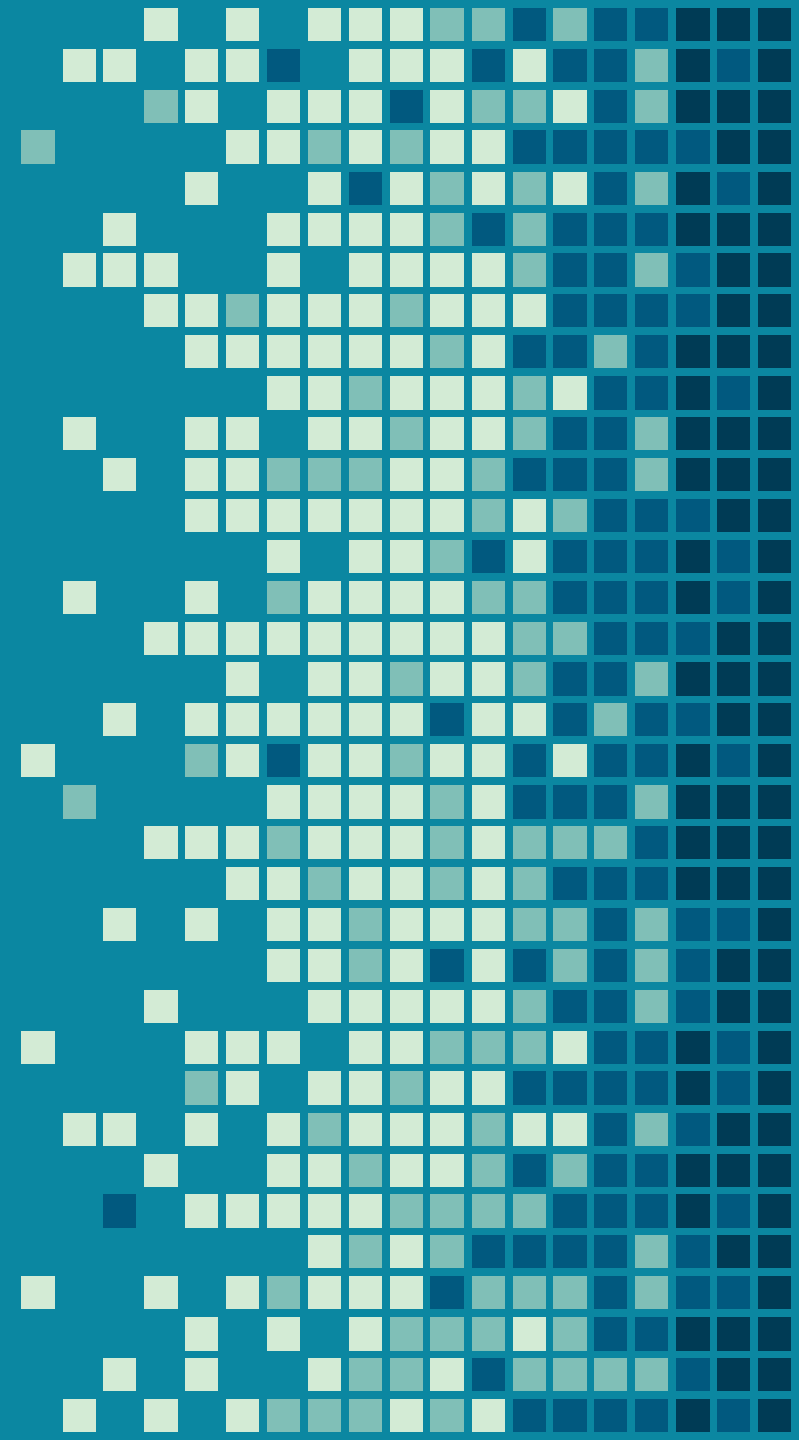
1. Please pay particular attention to the time of the meeting in relation to your time zone.
2. Please plan to log in early if at all possible so connection issues can be dealt with before the meeting starts.
3. Free Wi-Fi networks in coffee shops and other locations are usually not suitable for web meetings due to signal strength.
4. Join the meeting by clicking the Zoom link sent to you via email prior to the meeting and follow the on-screen instructions. Zoom tutorials, including a one-minute video on getting started with Zoom, can be found online here <https://zoom.us/> under the FAQ tab.
5. If you already have Zoom downloaded on your computer **we strongly suggest** checking for updates on the day of the meeting by clicking on the “Where Do I Download the Latest Version?” link here <https://zoom.us/> Failure to do this may prevent you fully participating in the meeting.
6. If you are able to connect using a computer or tablet, that is preferable. There is a Zoom app for smart phones, but it is easier to participate with a larger screen.
7. Select the “Join Audio Conference by Computer” option.
8. Please try to minimize distractions and background noise. There is a mute button on the tool bar at the bottom of the screen.
9. Attendees will be asked to do a sound check before the meeting. Please note: Zoom may sometimes take a minute or two to fully connect to both audio and video.
10. Click on the “Start Video” icon on the bottom left of the screen if your video does not connect.
11. You may also choose to join the meeting by phone from the outset by selecting the “Phone Call” option when asked how you want to join the audio conference. **This may be advisable if you do not have a strong internet connection, but otherwise shouldn't be necessary.** Phone numbers for this will show on your screen with options for different countries in the drop down menu. Toll free numbers for the US only are also available - +1 855 880 1246 and +1 877 369 0926. **Please be sure to enter your participant ID when prompted.** If you enter the meeting without inputting your participant ID this will create two separate boxes on the screen for you; one for video and one for your phone connection. If this happens please follow these steps:
 - Find your participant ID number by clicking the ^ next to the microphone or headphone icon on the left side of the tool bar and selecting “Audio Options” from the pop-up menu
 - Select the “Phone Call” tab where your two digit participant ID will be displayed
 - Dial # (your two digit ID) # on your phone to combine your two boxes
12. If you are not able to access the internet it is possible to join the audio portion of the meeting via a phone. The US numbers for this are:
+1 669 900 6833 or +1 646 558 8656
or +1 877 853 5247 or +1 877 369 0926 (toll free)
International numbers are available here [numbers are not available for every country]:
<https://zoom.us/j/qQ37oUzx>

During the Meeting

1. All participants, except for facilitators, will be muted initially to minimize background noise. Everyone has the ability to unmute themselves.
2. The meeting will be recorded so that we can capture all of the ideas. We will not be posting the recordings afterward so take notes if there are things you want to be sure to capture or remember.
3. Participants have the ability to raise their hand by opening the “Participants” box on the toolbar at the bottom of the screen and clicking the “raise hand” button on the bottom of the box. If connecting by an iPhone or iPad the button can be found under the “more” option.
4. You can rename yourself by right-clicking on your picture if needed. **Please enter your first name, service position, and service body name.**
5. Meeting facilitators have the ability to share their computer screens to show meeting notes, a discussion queue, and any other relevant resources.
6. There is a chat function available by clicking the button at the bottom of the screen.
7. If breakout rooms are utilized participants will be assigned to a room and asked to join it by clicking on the appropriate button.

Using our technology:

*Instruction and practice
for
raising hands.*




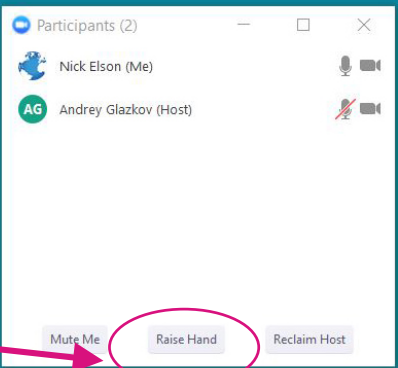

Using a **PC** or a **Mac**, find the toolbar at the bottom of the Zoom screen by moving your mouse to the lower portion of your Zoom window, select “Participants.” That will display the Participants List.



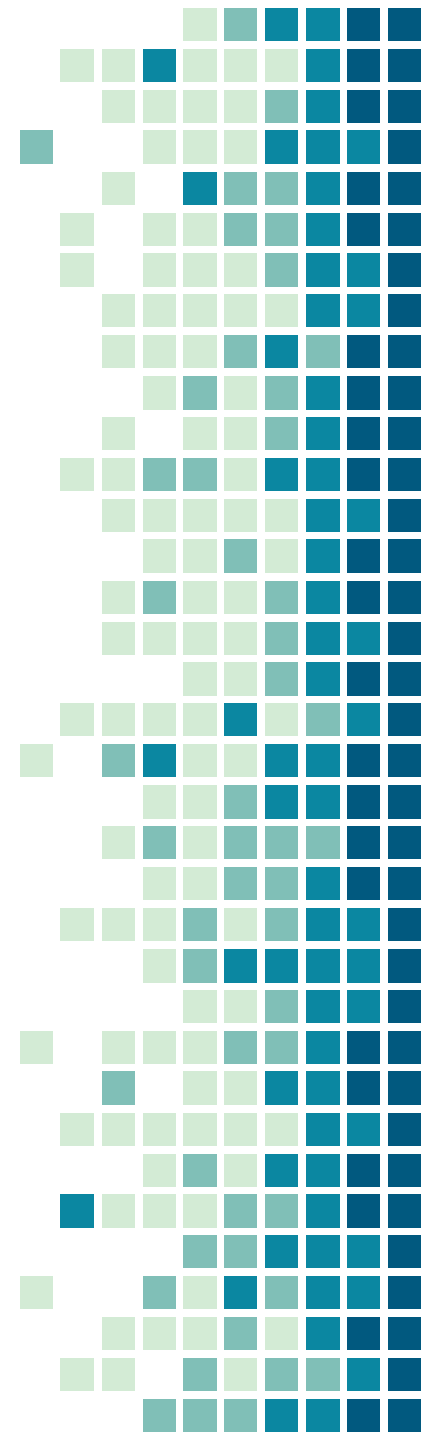
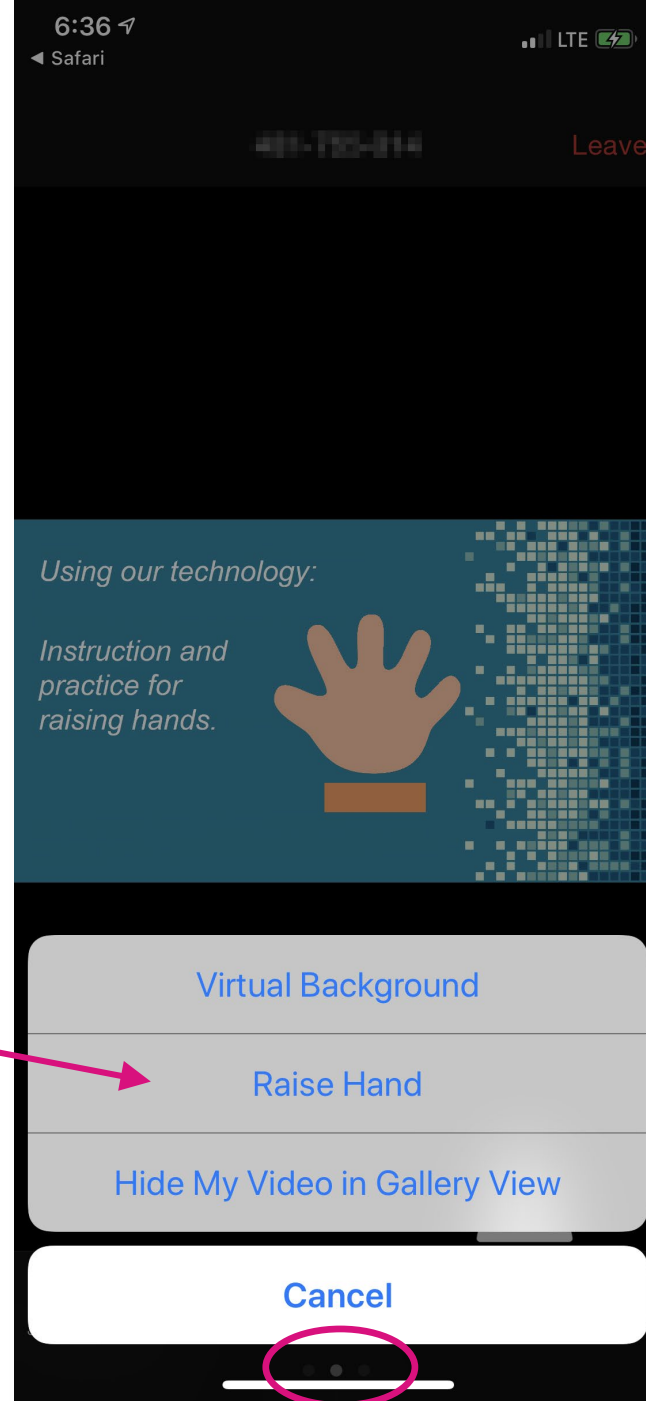
At the bottom of the Participants List, you will have the option to raise and lower your hand.

Using our technology:

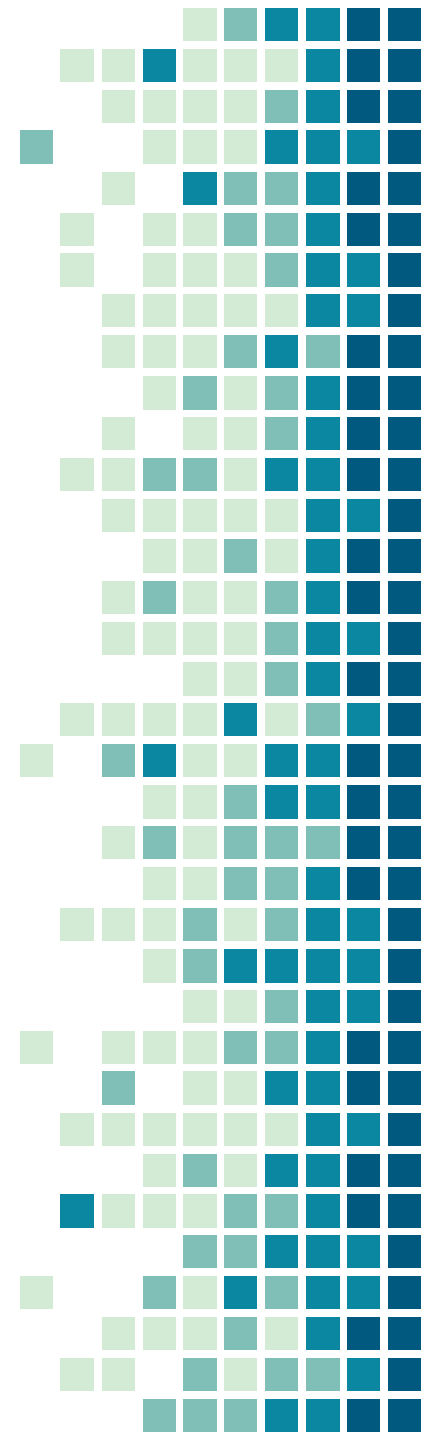
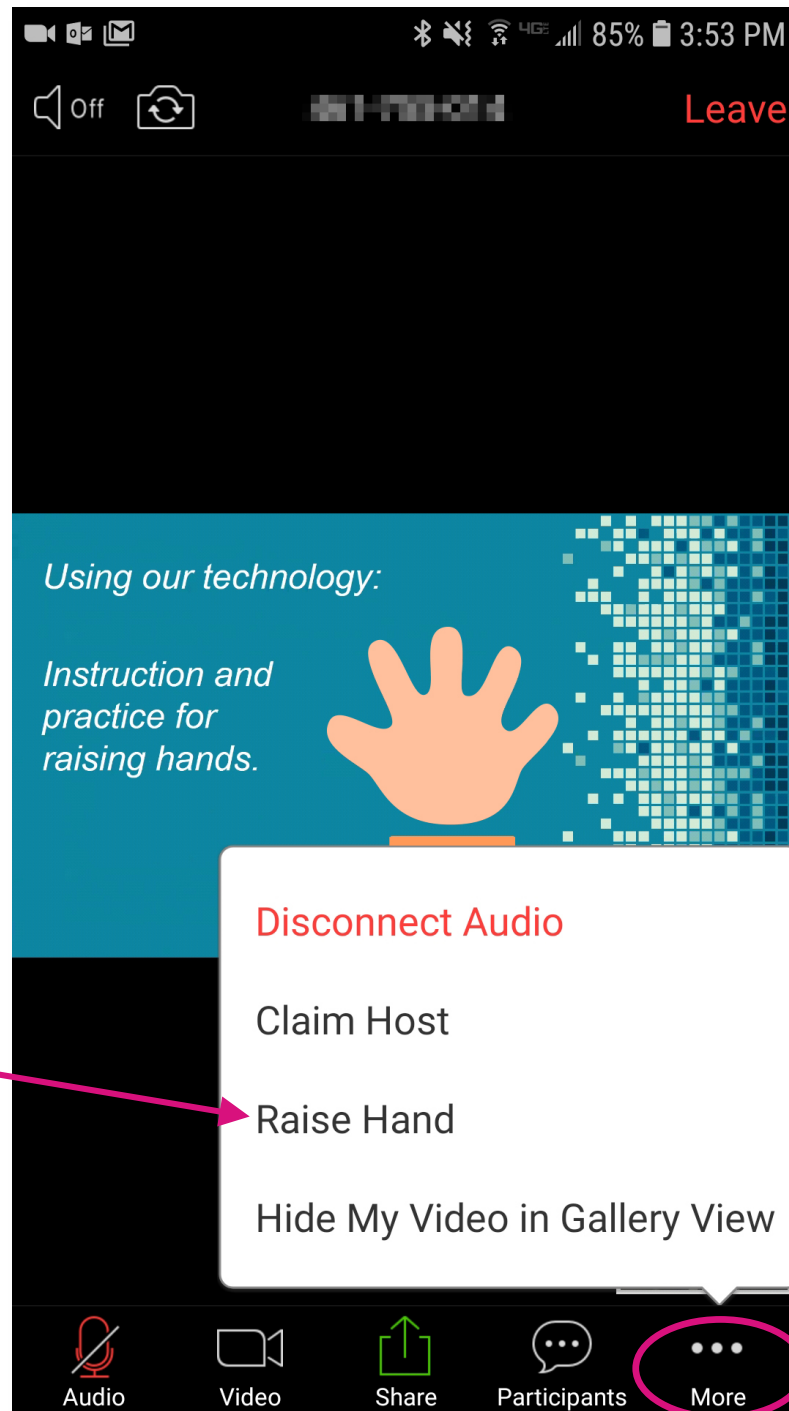
Instruction and practice for raising hands.



On an **iPhone**, touch the dot at the bottom center of your screen; that will display the option to raise and lower your hand.



On an **Android**, select the More option from the toolbar at the bottom of the screen; that will display the option to raise and lower your hand.



Using an iPad, find the Zoom toolbar at the top right of the screen; select the More option; that will display the option to raise and lower your hand.



Dialing in from a **phone** for an “audio only” connection, press *9 to raise your hand.

