

About Zoom Gatherings

We will be using the online platform called Zoom to gather. Zoom gatherings are fairly easy to navigate but do take some familiarity. You can use any computer, tablet or smart phone. ***One of the nice features about Zoom gatherings is that it can be accessed from any kind of phone, even landlines.***

Connecting

- To get the most out of the Zoom experience we recommend using a ***computer with a camera and microphone*** (most have them built in these days) or a ***smartphone***.
- However, if you have any difficulty with either of those methods simply ***call the number in the invitation***. Smartphones can use the OneTouch Dialing feature and do not need the Meeting ID. Traditional phones will require punching in the Meeting ID after dialing the number. The Meeting ID.

When you first use Zoom, you will be asked to download the Zoom software onto your computer. While this process is automatic, you may wish to do it in advance of your first gathering simply by clicking on the link to the gathering.

Zoom also has many video tutorials that can be found [here](#).

Tips for a Good Zoom Gathering:

1. Click the Zoom link early to familiarize yourself with the controls and iron out any kinks. This link is located under the *Join Zoom Meeting* heading in the invitation. The host of your meeting may have set the defaults for audio to mute when you join. Your video may or may not be started automatically. You can change these settings once you've joined the meeting by hovering over the bottom left corner of your screen and adjusting the settings.
2. If you have trouble with audio or video, you can always default to the conference call option.
3. Take care to mute yourself when you are not speaking. This cuts down on feedback and background noise. The hosts have the power to mute and will use it from time to time when appropriate. Also, be sure to unmute yourself when you speak.

4. Use the chat feature to ask questions. This cuts down on interruptions and helps the flow of the meeting. The chat function may also be used to gather prayers, share experiences, get help with trouble shooting etc...
5. Take note of the multiple ways you can switch screen views by hovering near the upper right part of your screen. You can choose between a "Brady Bunch" view of many people on your screen or a "presenter" view of the active speaker filling your screen. At times, the host may share their computer screens with you. If your Zoom window covers content, you should be able to click and drag it out of the way.
6. If you are alone, consider using a headset or earbuds for a better sound experience. Sometimes, the microphone on a laptop will pick up the sound coming out of the speakers and created an unpleasant echo. Using earbuds/headsets solves this problem
7. Sit in such a way that you are not backlit. If you have a lamp or window behind you, others on the call will only see your silhouette.
8. Remember that unless you turn off your video, others can always see you, even if you can't see yourself (for example, if you are watching in presenter mode – you will only see the presenter, but others may be watching in gallery mode (aka Brady Bunch mode) and will be able to see all participants). **Don't do anything you wouldn't do in public!**