



EVANGELICAL LUTHERAN CHURCH IN CANADA

## MANITOBA/NORTHWESTERN ONTARIO SYNOD

Empowered by God, shepherding the church,  
serving the world.

### ATTENDEE GUIDE TO ZOOM

Attending an online meeting can seem intimidating if you are unfamiliar with technology. But with some preparation, you will be able to take part and engage in the ministry your congregation is planning for the coming year.

#### Getting Ready

Before connecting to the meeting, decide which device you are going to use. You need something that has a camera and microphone. That includes: a smartphone; iPad or other mobile tablet; most laptops; or a desktop computer with an attached webcam.

With the device you will use, visit <https://zoom.us/download> and select "Zoom Client for Meetings" for a computer, or the appropriate button under "Zoom Mobile Apps" for a mobile device. If you don't do this now, your device will automatically do this when you connect to a Zoom meeting for the first time. Downloading in advance will save some time (and anxiety).

***You do not need to sign up for an account with Zoom in order to join a meeting.***

#### Connecting to the Meeting

Shortly before the start time of the meeting, click on the meeting link (*you should receive an email with the link from your chairperson or church office*). A dialogue box may appear asking if you want to allow this page to open "zoom.us". Click "Allow".

Hi there,

is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android <https://.zoom.us/j/>

Or iPhone one-tap :

US: [+16468769923](tel:+16468769923), or [+16699006833](tel:+16699006833).

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

Do you want to allow this page to open "zoom.us"?

Cancel Allow

#### SECURITY

Videoconferencing solutions (including Zoom) have excellent security that eliminates any risk to your computer/device.

If you're still uncomfortable with connecting, or your internet connection won't allow it, you can connect by audio only through your regular phone line.

You will then either be taken directly into the meeting, or have a message appear that the host will admit you soon. If you receive a message saying “Waiting for the host to start the meeting,” just wait until the host logs in and you will then be admitted. If you are prompted for audio options, click the button that says “Join With Computer Audio”

**To join the meeting by phone:** Dial the number included in the email invitation. When prompted, enter the meeting ID, followed by #. When prompted for a host ID, press #. When prompted, enter the passcode, followed by #

## The Meeting Environment

Depending on the device you use, the meeting environment will look slightly different. To access the meeting controls on a mobile device, tap the screen once. On a computer or laptop, the meeting controls will appear when you move your mouse to the top or bottom of the screen.

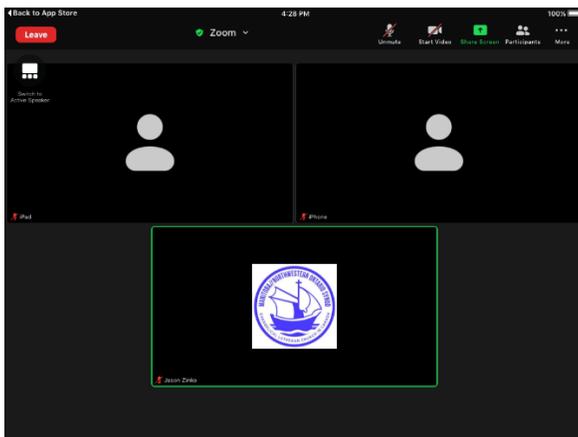


Figure 1 - Meeting environment on iPad

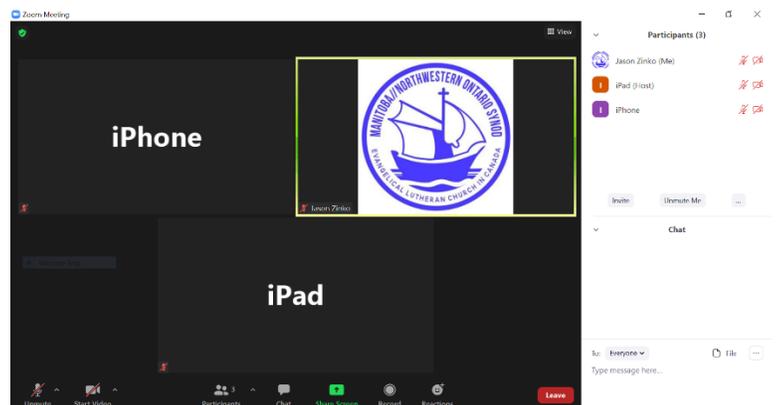


Figure 2 - Meeting environment on PC/Mac

**“Mute/Unmute”** button – turns your microphone on or off

**“Start Video/Stop Video”** – turns your camera on or off (*please note that muting your video does NOT automatically mute your microphone*)

**“Participants”** button – will open a sidebar that will allow you to see the names of people in the meeting and give you access to common actions in the meeting (mute/unmute, raise your hand, etc.)

**“Chat”** button – will open a sidebar that will allow you to type responses and communicate with everyone in the meeting. You can also have private chats by selecting a specific participant in the “to” drop down list. *(please note that if the host is saving the meeting chat, even private chats will be recorded)*

**“Share Screen”** – If enabled, this will allow you to share a document that you have open on your computer.

**“Reactions”** – Symbols for quick visual reactions – thumbs up, clapping hands, etc.

**“More (...)”** – Depending on your screen size, there may be more options available here.

**“Leave”** button – press this when you want to leave the meeting.

## Changing Your View

You can switch how participants are displayed on your screen. On a laptop or computer, move your mouse to the top right of your screen and click the “view” button. On an iPad, tap your screen once, then select the button on the left side of your screen that says “Switch to... view”. There are two common layouts for viewing participants:

**Gallery view** allows you to see multiple people at the same time. On a computer or laptop you will see either 25 or 49 people at once (depending on your settings). On an iPad or other tablet, you will be able to see 16 people. If there are more participants than will fit on a single screen, additional screens are added and can be accessed by clicking/pressing the arrow keys on the side of the screen (< or >).

**Active Speaker** View will show the person speaking in a larger window, and will automatically switch when someone else is speaking.



Figure 3 - Active Speaker View

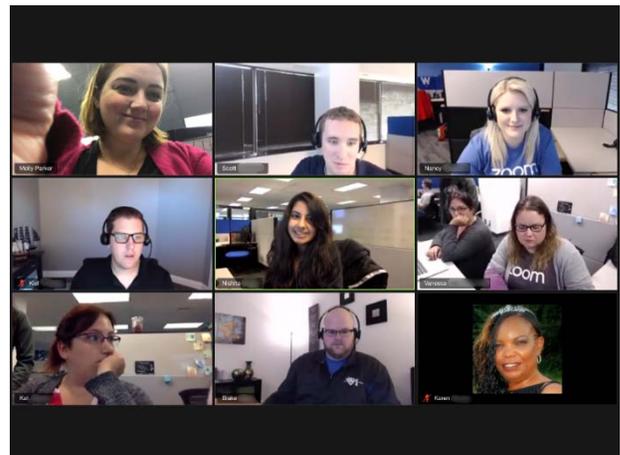


Figure 4 - Gallery View

## **Telephone Users**

If you are joining the meeting by telephone, you can mute/unmute yourself by pressing **\*6**.

If you want to let the chairperson know you want to say something, you can 'raise your hand' by pressing **\*9**

## **Best Practices for Participants**

1. If you are new to Zoom, sign in to the meeting 5-10 minutes early so that you can troubleshoot any problems and make sure everything works as it should.
2. Always keep your microphone muted during the meeting when you are not speaking. It keeps background noise down and makes it easier for everyone to hear the meeting.
3. Make sure to use your proper name when signing in. This will help your council verify which voting members are present, and will ensure everyone knows who is in the meeting. Your name should appear in the bottom left hand corner of your image on the screen. If you need to change your name, click the "participants" button to open the sidebar. Find your name in the participant list, click on your name, click "more", and select "rename".
4. Secure voting through this platform only allows one vote per device. If you have multiple people in your home who are voting members, you will each need to sign into the meeting to cast votes.
5. 'Virtual Backgrounds' use more resources. Avoid using these so that everyone has a smoother meeting experience.