

A Zoom Tutorial

Zoom is a video conferencing program that we will use for our upcoming congregational meetings. Here are a few tips to make it easier to use.

You will receive an email invitation to attend the meeting, like this:



Notification of Special Meeting of Plymouth Congregational Church

You must register for this meeting in order to attend. Registration to attend via Zoom is available **through this link.**

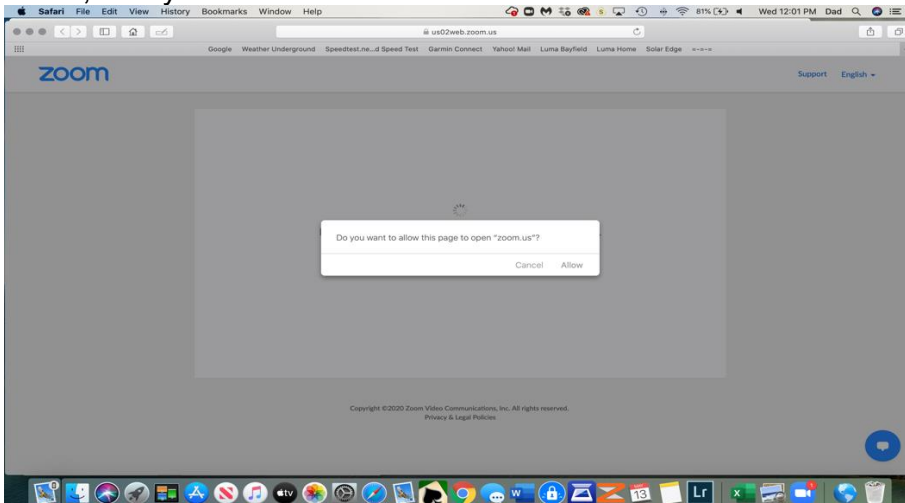
Click on this link

This will take you to a registration page, which you should complete. You will need an email address unique to you to register.

To participate in the meeting, especially to vote, you must be on a device unique to you. This is how we provide security for the vote.

Once you register, you will receive a confirmation email along with reminder emails the week before the meeting.

On the day of the meeting, click on the link in the reminder email 5 or 10 minutes before the meeting starts, and you will see a screen that looks like this:



Click "allow" and you will enter the meeting.

Once the meeting has started, you will see the presenter along with several controls on the bottom of the screen that will allow you to participate in the meeting. Unlike other Zoom meetings, you won't be on video during the meeting.

Here is how you may communicate during the meeting

The screenshot shows a Zoom meeting interface with a dark background. At the top, there are icons for 'Recording' and 'Exit Full Screen'. In the center, a white 'Q&A' window is open, displaying a 'Welcome' message and a text input field labeled 'Type your question here...'. At the bottom, a control bar contains icons for 'Mute', 'Chat', 'Lower Hand', and 'Q&A'. Three callout boxes with arrows point to these buttons: 'Use the "Chat" button for technical questions' points to the Chat icon; 'Use "Q&A" for motions, seconding motions and discussion of motions' points to the Q&A icon; and 'Use "Raise Hand" "to be unmuted and speak directly to the assembly"' points to the Lower Hand icon.

When it comes time to vote on a motion, you will see a screen that looks like this

The screenshot shows a Zoom meeting with a video feed of a person in the background. A 'Quick Poll' window is overlaid in the center. The poll question is '1. Which do you prefer' with two radio button options: 'coffee' and 'tea'. A 'Submit' button is at the bottom of the poll window. At the top of the meeting window, a status bar indicates 'Brian Siska is talking...'. The top left corner shows 'Recording'.

Enter your vote and press "Submit". After sufficient time has expired, the vote will be tabulated.