

Welcome to the first Virtual Presbytery Gathering for the Presbytery of Giddings-Lovejoy



Reference Guide to Participating in Virtual Presbytery Gatherings

(1) First time users of Zoom [not your first time, skip to (5)]

Don't have a Zoom Account yet? Create one:

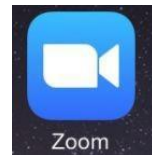
- Go to the Zoom website: <https://zoom.us/>.
- Find the red button at mid-left of the page, click "Sign up, It's Free."
- Enter your personal email to be associated with the Zoom account. A confirmation email will be sent to that address with an "Activate Account" link. Follow the steps to finish setting up the account.

Download the app to a computer for faster sign in

- On the Zoom website (<https://zoom.us/>) scroll to the very bottom of the webpage.
- The program will then ask you to download the Zoom app to your computer. Please follow those prompts.
- Sign in using the previously created account information once the app is installed.

Download the app to a smartphone:

- In the App Store (for iPhones) or Google Play Apps (for Android) search "Zoom." The results may call it "Zoom" or "Zoom Cloud Meeting."
- Download the app. (The app icon can be seen to the right.)
- Enter your personal email to be associated with the Zoom account. A confirmation email will be sent to that address with an "Activate Account" link. Follow the steps to finish setting up the account.
- Once you have verified the account, sign into the app, and save your settings.



(2) *Already have an account. Join a meeting using a Meeting ID:*

- From the home window of the Zoom app, both on your computer or mobile device click on the "Join" icon (outlined in red on the right).
- A screen that looks like this will open →
- Enter the Meeting ID number provided by the host.
- Click "Join" to enter the meeting.

(3) *If you don't plan to join future meetings, and this will be the only one you will be attending? Join a meeting without the Zoom app or account:*

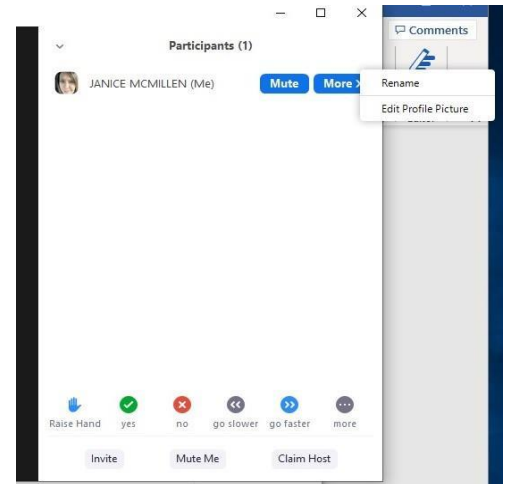
- Go to the Zoom website <https://zoom.us/>
- In the upper right-hand corner of the webpage, click on the "Join a Meeting" button.
- Enter the Meeting ID number generated by the host of the meeting. (This ID number can be found in the full content of the Zoom invitation.)

(4) Attending by phone

- If you are calling in, please call 312-626-6799, when prompted enter meeting number 821 2137 0907, followed by the # sign.

(5) Now that you are signed in - a couple of things would help us greatly.

- At the bottom of your screen you will see the button called “Participants” Please click that button and a screen will appear like this one.
- Hover to the right of your name, where the mute button is and an additional screen with pop up that says “rename” – Click that button.
- Change your name by identifying yourself and what church you are affiliated with, by changing your name in the Zoom room.
 - **NOTE** if you are a Commissioner (voting member representing your church) Place an (*) asterisk **BEFORE** your name and church affiliation, for quick identification.
- Mute yourself during the meeting unless there is a time for question/answers. This will keep background noise from interfering with audio.
 - On a phone, *6 will mute or unmute
- Encourage your fellow congregants to join us at this meeting, and any Gathering of the Presbytery. All visions and voices are welcome! The voting is restricted to Commissioners.



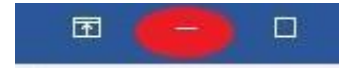
Cheat Sheet of Display and use can be found on the next page. Print it out for reference during the pre-gathering trainings and the Presbytery Gathering itself.

Questions can always be sent to communication@glpby.org and you are also welcome to text 573.578.3960 for support.

Quick Reference Screen Guides Cheat Sheet

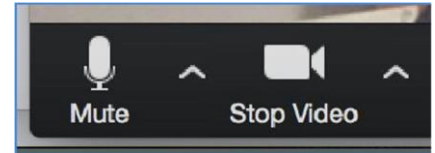
For Visual Display

- If asked to minimize your screen, please click the “-” at the top right of your screen. (seen at right)
- To escape the Minimized view, click the “Expand view” icon on the video window (seen at right).



To Control video and audio settings:

- “Mute” and “Stop Video” controls are located along the bottom left of the meeting window.
- Clicking on the feature once will disable it; clicking it again will turn it back on.

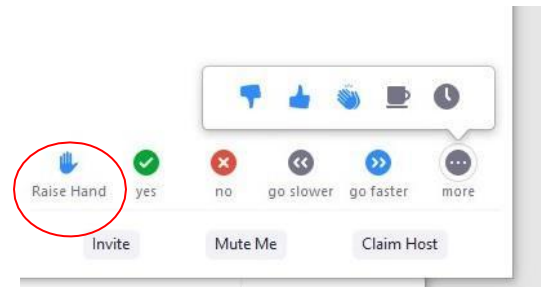


Raising your hand

We will recognize “raising your hand” for questions, as well as voting. Once you have been recognized and/or voted, please repeat the raising your hand function to lower your hand.

❖ *On a computer*

- Click on the “Participants” tab at the bottom of your screen
 - You will now notice additional button options at the bottom of your screen.
 - Raising your hand will indicate that you have a question. Please wait to be identified before speaking to your question.



❖ *On a mobile device*

- Controls will be to the left, rather than bottom of the screen

❖ *On the phone*

- *9 will raise and lower your hand

To Chat

- The “Chat” function is found on the bottom right of the meeting window.
- Clicking the Chat icon will open a side window where participants can type messages to the whole group or to individuals.
- If you are asking a question during the meeting, for clarity or to raise a question, please “raise” your hand, and wait to be recognized. It would also be helpful if you would privately chat your question to either Chat Room facilitators, Junie Ewing or Janice McMillen

