

## Simple Zoom Tips

Some of you are very familiar with Zoom, others are still learning about it. Here are a few helpful tips.

- When you receive your Zoom invitation, you will see a log in link at the top and phone numbers underneath. There are three ways to log in:
  - You can just click the link and use your computer, tablet, or phone for both audio and visual.
  - You can click the link to use your computer for video and then use the number on your computer screen to call in for audio. (This option is particularly helpful if you have slow or unreliable internet.)
  - You can use one of the numbers on the invitation to call in for audio only.

If you click the link, please DO NOT then use one of the phone numbers from the invitation. This will create a loud **reverberation**. Instead, use the number on the computer screen.

- Try to log on early to any Zoom meeting. Sometimes Zoom rolls out mandatory updates that take a few minutes to install.
- Two people sitting in the same room, each logged into Zoom, will create a loud **reverberation**. Either one person can move to a different a room and close the door or you can sit close to each other and share one device.
- If you are having difficulty and decide to change devices, **leave the meeting** then log in again. If your internet is unreliable, it may be better to join just by dialing in on your phone, skipping the video entirely.
- Experiment with toggling between **Speaker View** and **Gallery View**. Each device type (computer, tablet, or phone) works differently on Zoom. Click on either **Speaker View** or **Gallery View** to change what you see on your screen. If there is a large attendance, you will need to scroll or swipe from right-to-left or left-to-right to catch glimpses of all your friends.
- If you have video (built into your laptop, tablet, or smart phone, or as a webcam sitting on top of your desktop monitor), other participants will be able to see you. Keep in mind that all your movements will be visible to others. Your video will be on during the entire event *even when you cannot see yourself* unless you click on 'Stop Video' on your Zoom screen. If you 'Stop Video', your full name will appear in place of your live video.
- Because all of your movements will be visible, you may want to consider what you are doing while you are on Zoom. If you walk around or jostle your phone, it can make people dizzy. If you eat during services, some people may be offended. Similarly, you may want to be thoughtful about what is behind you while you are on Zoom. Bright sun can make it hard for your friends to see you.

Virtual backgrounds, while fun, also lend themselves to interesting effects wherein your hands or ears disappear.

- We may sometimes use ‘**breakout**’ rooms. These are small groups where you will be able to visit or have a discussion with a few other people. **In the breakout room you will not be able to see all attendees.**
- **Chat** should be used judiciously. At some events, it may be fine to greet your friends in chat; at other events, we may ask you to reserve chat for questions to the speakers. We’ll let you know!
- Zoom has a different interface depending on whether you use a Mac or PC, a desktop, tablet, or phone. We will try to provide tech support if we can (please use chat for your questions), but we cannot be experts, given all the variations. If you can, ask your friends for help with Zoom or read some of the Zoom tutorials on their website.