Using Zoom for St Laurence's Parishioners' Open Meeting

1. What you need
2. Setting up Zoom
3. Joining the Zoom meeting
4. How we will run the Open Meeting via Zoom

Part 1 – What you need

The best set up for Zoom is to use a device with a camera and audio (speaker and microphone). A desktop PC may not have these connected; a laptop or tablet / phone will usually have them built in. If you have a choice of devices, you will find it easiest to use the one with the largest screen.

If you do not have access to a camera, it is still possible to join the meeting without being visible. If you do not have audio on your computer, it is still possible to join via phone. But, in all cases, you will still need to ensure that Zoom is set up on your device.

When you join the meeting, you will be using the Zoom basic service. You do not need to pay for this, and you do not need to have an account with Zoom in order to join.

Part 2 – Setting up Zoom (in advance of the meeting)

If this is the first time you have used Zoom, you will need to install it on your device in advance of the meeting. We recommend doing this at least 15 minutes before the meeting. **To install, simply click on the meeting invitation link and follow the steps on your screen.** It may take about 5 minutes to complete the process, depending on factors including the speed of internet connection.

Part 3 – Joining the meeting

You will be sent an invitation to join a meeting, with a link in it. Click on the link. You may see a pop up box where you can click "open link" (pictured, below left).
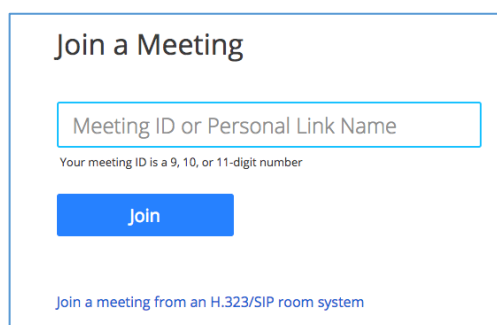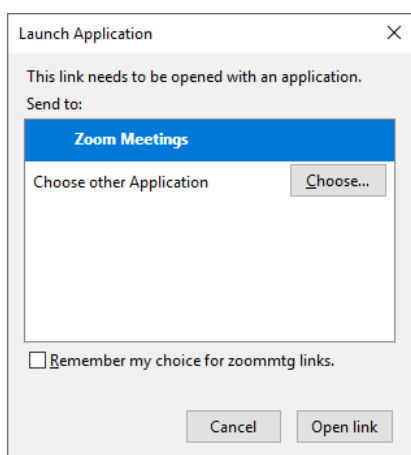
If the link does not work, you can also visit the Zoom website (https://zoom.us/) and clicking "Join a meeting" or open the Zoom App (above right). Then, simply enter the 'Meeting ID' from the invitation email and click "Join". You will be asked for the password from the invitation.

Once you have successfully joined the meeting, if it has yet to start, you'll see a box saying "please wait for the host".

When the meeting starts, your audio and video should be automatically enabled (although your microphone will be muted). You can also click on the relevant icons to switch them off/on.

If you have no camera connected, you will appear in the video portion of the meeting as a blank screen containing your name. You will be able to see other participants.

If you have problems using audio on your device and want to join by phone, do this as follows:

- Dial 0131 460 1196 and follow the instructions
- These will include inputting the 'Meeting ID' and 'Password' provided in the invitation email.

Part 4 – How we will run the meeting

Tips:

- **Plug yourself in!** As Zoom is picking up sound and picture, it will drain the battery of a portable device, so it is probably best to be plugged in.
- **Which view?** There are *Speaker* or *Gallery* views. On a computer, *Speaker* fills most of your screen with the person speaking; others are shown in a bar. *Gallery* puts everyone on the screen at the same time, highlighting the speaker. Switch between views using the icon at top right. *Gallery* is often easier with many participants but, depending on numbers, may push some faces onto a second page. Use the arrows at left or right to see everyone.
- **What's different on a smartphone?** Smartphones behave slightly differently. On joining a conference, the phone will be in *Speaker* view (a computer starts in *Gallery*). A phone also has a *Safe Driving Mode* which is unlikely to be useful to you. Swap between modes and pages of *Gallery* view by swiping sideways. Each *Gallery* page has up to four people visible.
- **Volume control** – next to the microphone (bottom left on a computer) there is an option to open "Audio settings". Ensure the microphone volume level is set highish so that others can hear you. You may find it useful to use headphones if your laptop speakers are not great.
- **Muting:** There is also a mute option so that you cannot be heard – more on that below!
- **Don't want to be seen?** You can also hide your picture using the video button next to the mute button. This will put your screen as blank.

Parishioners' Open Meeting etiquette:

- **Please mute yourself when not speaking:** As we hope to have quite a few participants, we want to avoid too much background noise or interruption. So we request that everyone mutes their microphones when not speaking. When you join the meeting, your microphone should be muted automatically. You can "unmute" yourself at any time.
- **Speaking:** Some portions of the meeting are reserved for discussion, questions, or comments. Here, we want to give as many people as possible opportunity to speak, while avoiding people talking over one another. If you wish to speak, please "raise your hand" electronically by clicking on participants (bottom middle) then selecting the "raise hand" icon. When the Chair calls on you to speak, please unmute yourself and speak.
- **Use the 'Chat' facility**: You can type a text message that is seen by other participants. Please use it to add comments or questions, particularly if you prefer not to speak, or don't get the chance. Use it to request to speak if you have problems with the "raise hand" facility.
- **Avoiding background noise:** Sometimes, attendees at a Zoom meeting generate background noise inadvertently, and this can make it difficult for other participants to hear. To avoid this, our meeting host will keep an ear out, and may mute participants if there is a problem.