ZOOM INSTRUCTIONS

Registration for the meeting is required

by the deadline of 5:00 PM on Tuesday, December 1st.

No registrations will be accepted after this time so that Presbytery staff and volunteer leadership can focus on other responsibilities in preparing for the meeting. Each attendee must register and connect separately.

After registration closes, you will receive a confirmation email with a personalized Zoom link to access the meeting. If you have not received your confirmation email by 1:00 PM on Wednesday, December 2nd, please contact Tammy Stepka (tammy@gracepresbytery.org) for assistance.

The Zoom meeting will open at 8:55 AM on the morning of the meeting. Please log in early to check your audio and video connections, and in case you need to download any necessary updates. ***Do not share your link, as each link will only work for one connection. Only one person will be shown as attending per Zoom link, and only one vote will be given.***

To join the meeting, click the link in your confirmation email and allow Zoom to open on your device. You must use your personalized link in your confirmation email to access the meeting. If you share it with someone else, only one of you will be able to access the meeting. Choose your audio input setting if you are prompted to do so—select computer audio if you are unsure.

ZOOM ICONS TO LOOK FOR DURING THE MEETING:

 Raise Hand

 React

INSTRUCTIONS FOR THE MEETING:

- You will be muted upon entering the meeting. Please keep your audio on mute. You will not be able to unmute yourself.
- If you have a question or comment, use the Raise Hand feature under the React button to let the Moderator and meeting leaders know that you would like to speak.
- When the Moderator calls on you, the host will unmute you so that you can speak. Please mute yourself when you have finished speaking.
- Please be aware that the chat feature will only allow you to send messages to the hosts of the meeting. The main chat will be read-only. Verbal participation ensures we listen to one person at a time and take turns.
- Please leave your video feed on whenever possible to indicate your full participation in the meeting. If you need to step away from the meeting for a few moments, please turn your video feed off.
    - You can turn your video off by clicking the video feature in the bottom left-hand corner of your screen, or by clicking the “be right back” option under the React button. If your video feed is off for an extended period, the host may ask you to reactivate it to ensure that you are still present.
- Votes will be completed using the Yes ☑ and No ✖ buttons on the React button at the bottom of your screen. We will have a test vote at the beginning of the meeting to give you an opportunity to become familiar with this feature. The host will clear all feedback when the voting is complete.

If you have a problem during the meeting, please use the chat feature to message Pepa Paniagua or Kat Studley in the Zoom meeting or send an email to Kat at kat@gracepresbytery.org