Zoom Tip Sheet for Participants: Living Skies RC regional gathering 2020

JOINING THE MEETING:
- Your link to the meeting was emailed to you after you registered, and will be resent the day before the meeting.
- Sign in to the meeting no later than 6:45pm or earlier, to ensure you have time to get set up. If you want to test your connection we will have the meeting room open by 6:15 pm.
- Check that your name appears correctly in the participant list (click "Participants" at the bottom of your screen to open this list) so that your voting credentials can be verified and your name is correct in the minutes. If you are not a voting member, pleas put a "z" at the beginning of your name to help the scrutineers. **For more help with the important task of renaming yourself, see page 2.**

AUDIO:
- When you join the meeting, you will be asked about **connecting audio**. It is easiest to join by computer audio unless your computer does not have speakers.
- If your computer audio does not work, you can still connect by phone as per the telephone numbers in your confirming email.
- Keep the phone number(s) and your personalized connection link handy in case you need to reconnect (this would likely be if you are having sound or bandwidth issues).
- Procedures for voting will be outlined during the session.
- If you wish to speak, please raise your hand by choosing the hand icon at the bottom of the participant list. When you are recognized by the Convenor your microphone will be unmuted.
- In the event there is an issue with sound, you may type in the chat box.
- If you use a cordless phone, please be sure it has enough charge to last the duration of the meeting.

VIDEO:
- During the meetings you may not need to use your own video (webcam) unless you are going to speak; at the beginning of the meeting it may be nice to "see" everyone, but once the meeting is underway it's not necessary to have your video on.
- For best viewing, please choose "Speaker View" and/or "Side by Side" (options at top of the video pod).

VOTING:
- Only Ministry Personnel and Elected Representatives will be voting at this meeting.
- We will be voting using "non-verbal feedback" options: the yes and no icons can be found at the bottom of your participants list (click on "Participants" in the Zoom menu at the bottom of your Zoom window).
- Note: When the host **shares their screen** (i.e., with the agenda or a proposal), the program will put you into full screen mode and you will lose the chat and participant pods. To get these back, click "Chat" and "Participant" again (they will reappear in the centre of your screen but you can move them to the side by clicking on the top of the pod and dragging), or move out of full screen by clicking the four-arrow icon in the top right corner (see image at right).
- To raise a point of order or make a procedural motion, raise your hand, and type "POINT OF ORDER" or "PROCEDURAL MOTION," in the chat, so that the Convenor can adjust the speakers' order accordingly.

For photos showing you how to rename yourself, go to page 2. Remember: we need your full name for the Record of Proceeding/ minutes. Allowing your name to remain as "Joe" or "Grandma" or "iPad007" is not helpful! And, if you are NOT a voting delegate, put a Z in front of your name. Example: Z Bugs Bunny.

1

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.

Invite   Participants 2   Share Screen

Can't see this option? Hold your mouse or finger over the bottom of the screen. Sometimes the Zoom "toolbar" is on the upper right, especially for tablets. Next:

Participants (1)

RB   Ryan B... (Host, me)   Mute   Rename

2

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

Rename   ✕

Enter a new screen name:

Ryan B.

OK   Cancel
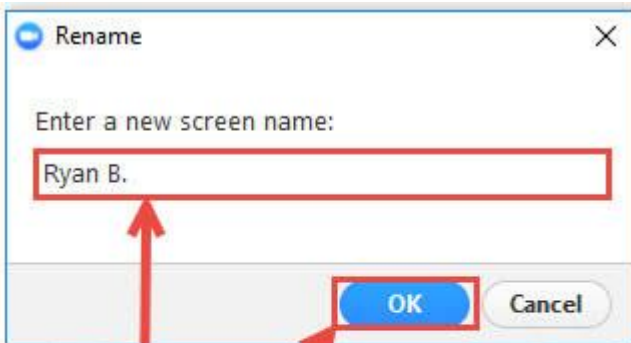
3

Type in the display name you'd like to appear in the meeting and click on "OK".