

Instructions for Participating in Synod Assembly

1. Download Zoom (If you have not already done so)

Before joining a Zoom meeting on a computer or device, you can download the Zoom app for free from <https://zoom.us/download>. This link will take you to the Zoom Download Center – click on DOWNLOAD under “Zoom Desktop Client” or “Zoom Mobile Apps” depending on what you are using. This is NOT a Zoom account and you do not need a Zoom account to join the Synod Assembly. Once downloaded, you are set to begin.

2. Joining a Meeting

Here is the link to join the Assembly on Saturday (*Please do not try to enter this meeting now, but wait until Saturday*).

Join Zoom Meeting

<https://us02web.zoom.us/j/88498687132?pwd=RVhPOGIFS1phbktpV3FTSnpaLOVRQT09>

Meeting ID: 884 9868 7132

Passcode: 550489

To join a meeting, simply click on the Join Zoom meeting link and follow the prompts. We suggest that you sign in a few minutes early to address any problems that might arise. *Please remember not to share this information with anyone.*

For more information, watch this video on signing into a Zoom meeting:

https://www.youtube.com/watch?v=pAMDxH_H_Cs

3. When You Have Joined a Zoom Meeting

When you join a Zoom meeting hosted by another user, you are considered an attendee.

The attendee controls may appear at the bottom or top of your screen depending on your computer or device. Attendees have access to these controls from left to right. To see the tool bar, click on the screen

Mute/Unmute: Mute and unmute your microphone – click on this icon to unmute to talk, mute to silence your microphone. ***Please keep yourself muted and only unmute if you are asked to talk.***

Start Video/Stop Video: Turns your camera on or off - this means that if you want, you can turn your video off if you don't want people to see you or on if you wish for people to see you. *With such a large*

number of people on Zoom at the same time, it is probably best for you to have your camera off during the Assembly.

Participants: See who's currently in the meeting. Click on the icon and a list of participants will appear on the right side of the screen.

Share Screen: You will not need this during the Assembly.

Chat: Access the chat window to submit questions or make motions by sending a private message to the user named "Motions." Click on the chat icon. Chat will open. Go to the bottom and see – type message – and hit enter.

Record: You will not have access to this function.

Leave: You can leave the meeting at any time even while it continues for the other participants. To do so, click on LEAVE and follow the prompts. Only the host can end the meeting.

For more information, you can watch this video:

<https://www.youtube.com/watch?v=02UmBR4UK58&t=20s>

One more important feature

At the top right of your screen you will be able to select Gallery View or Speaker view from a dropdown list when you click on the word "View."

Gallery view – your screen will be filled with participants at the meeting

Speaker view – your screen will be filled by the person who is presenting. ***This is the preferred view for the Assembly.***

For a video that explains this, go to

https://www.youtube.com/watch?v=k58nUIRJY0k&embeds_referring_euri=https%3A%2F%2Fwww.google.com%2F&source_ve_path=MzY4NDIsMjg2NjY&feature=emb_logo

We look forward to having you join us on Saturday!