

Screen Shots for features we will be using at our 52nd Annual Meeting

- ▶ These screen shots are from a laptop.
 - ▶ Your screen may look a little different if you are using a PC, tablet, or smart phone
 - ▶ The placement of the icons may be different, but the icons will look the same (except for the View icon on a tablet)
- ▶ These are for features in Zoom and Election Runner
- ▶ Sign up for one or more of our Zoom Training Sessions in September and our Voting Training Sessions in October by visiting our 52nd convention webpage at <https://www.episcopalhawaii.org/52nd-diocesan-convention.html>
- ▶ If you have any questions, contact Rae Costa by using her contact form <https://form.jotform.com/200280497866160>

How to mute your microphone

1. Move cursor towards the bottom of the screen until the meeting control icons appear and if the microphone has a red line through it, you are muted
2. If there is no red line, click on the icon and a red line will appear to let you know you are now muted.



Denise Esposito

Rae Costa

Sybil

Rev. Mark Haworth

Sybil Nishioka

View

Desktop view

HE LANAKILA
MA KE KE'A

1

Mute

Stop Video

Participants 5

Chat

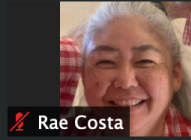
Share Screen

Record

Leave

No red line means your microphone is on.

Click on the icon and a red line will appear.



There is a red line through the microphone, so your microphone is now muted.



Rae Costa

Unmute Start Video

Security

Participants 2

Chat

Share Screen

Record

Reactions

Leave

How to turn off your video

1. Move cursor towards the bottom of the screen until the meeting control icons appear and if the video camera icon has a red line through it, your video is off
2. If there is no red line, click on the icon and a red line will appear to let you know that your video is off.

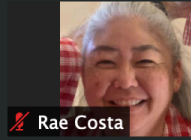




No red line means your video camera is on.

Click on the icon and a red line will appear.

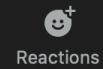
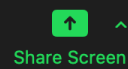
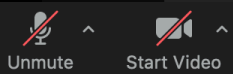




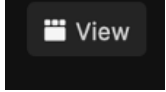
There is a red line through the video camera, so your video camera is now off.



Rae Costa



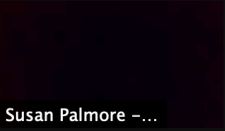
How to enable Speaker View

1. Click on the View icon () in the top right corner of your screen (top left on a tablet)
2. Select Speaker View





William Nalle - S...



Susan Palmore - ...



Denise Esposito...



Kawika+ Jackson...



Linda+ Lundgre...

View



Rae Costa

Participants (6)

- Rae Costa (Host, me)
- Denise E... (Co-host, Guest)
- Kawika+ Jackson... (Guest)
- LL Linda+ Lundgren - ... (Guest)
- SP Susan Palmore - S... (Guest)
- WN William Nalle - St... (Guest)

yes
 no
 go...wer
 go...ster
 more
 clear all

Chat

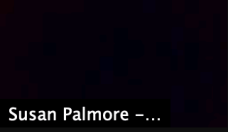
[diocesan-convention.html](#)

Zoom's video tutorial webpage
<https://support.zoom.us/hc/en-us>

Any questions? Please email Rae Costa at
rcosta@episcopalhawaii.org

To:

Type message here...



View

- ✓ Speaker
- Gallery
- Fullscreen

2

Participants (6)

- (Host, me)
- Denise E... (Co-host, Guest)
- SP Susan Palmore - S... (Guest)
- WN William Nalle - St... (Guest)
- Kawika+ Jackson... (Guest)
- LL Linda+ Lundgren -... (Guest)

- yes
- no
- go...wer
- go...ster
- more
- clear all

Invite Mute All More

Chat

[diocesan-convention.html](#)

Zoom's video tutorial webpage
<https://support.zoom.us/hc/en-us>

Any questions? Please email Rae Costa at
rcosta@episcopalhawaii.org

To: Everyone

Type message here...

Remove Pin Recording...




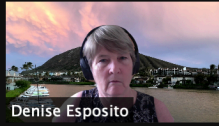
Rae Costa

Mute Stop Video Security Participants 6 Chat Share Screen Polling Pause/Stop Recording Breakout Rooms More End

How to raise your virtual hand



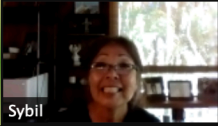
1. Move cursor towards the bottom of the screen until the meeting control icons appear and then click on Participants and a window will open to the right
2. At the bottom of that window you will see a raised hand icon.  click on the raised hand icon



Denise Esposito



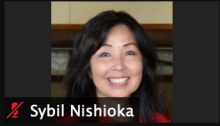
Rae Costa



Sybil



Rev. Mark Haworth



Sybil Nishioka

View



Desktop view



Rae Costa

Mute Stop Video

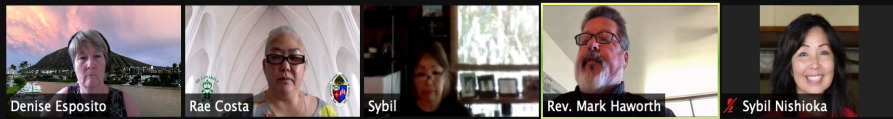
Participants 5

Chat

Share Screen

Record

Leave



Participants (5)

- Denise Esposito (me)
- Rae Costa (Host)
- Rev. Mark Haworth
- Sybil
- Sybil Nishioka

2

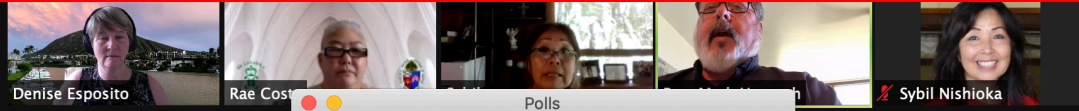
raise hand yes no go slower go faster more

Invite Mute Me

Leave

How to “voice” vote using polling

1. A poll question will pop up on your screen automatically.
2. Use your cursor to click on the answer you want and then click submit.
3. When voting is done, the results may be displayed.



comics

1. DC or Marvel?

DC

Marvel

1. Click on the answer you want, then 2. click on Submit below.

2

Submit

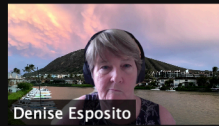
Desktop view

Rev. Mark Haworth

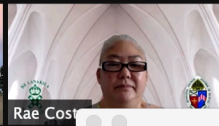
Mute Stop Video

Participants 5 Chat Share Screen Polling Record

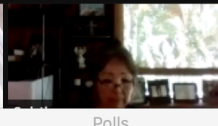
Leave



Denise Esposito



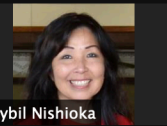
Rae Cost



Polls



Sybil Nishioka



View

Host is sharing poll results

1. DC or Marvel?

DC	25%
Marvel	75%

3. This is what the poll results window will look like. You can click on the Close button below to close the window.

Close

Desktop view

Rev. Mark Haworth

Mute Stop Video

Participants 5

Chat

Share Screen

Polling

Record

Leave

How to “voice” vote using the





yes

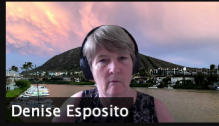
and



no

icons

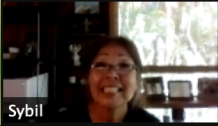
1. Open your Participants window if it is not already open.
2. At the bottom of that window you will see a  and a  icon, click on the icon you want



Denise Esposito



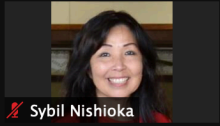
Rae Costa



Sybil



Rev. Mark Haworth



Sybil Nishioka

View



Desktop view



Rae Costa

Mute Stop Video

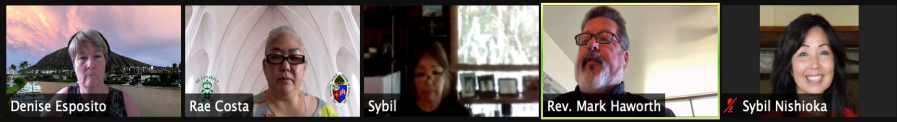
Participants 5

Chat

Share Screen

Record

Leave



Participants (5)

- Denise Esposito (me)
- Rae Costa (Host)
- Rev. Mark Haworth
- Sybil
- Sybil Nishioka

2 2

raise hand yes no go slower go faster more

Invite Mute Me

Mute Stop Video

Participants 5 Chat Share Screen Record

Leave

Diocesan Support

David Akana

Code of s Model Policy 16E IV

Election Runner

e-ballots for voting for office positions

- ▶ Each voter will need their own **UNIQUE** email address
- ▶ You will need to access your email during the meeting
 - ▶ Keep the Zoom meeting going. Open your email when instructed
 - ▶ Have another device (smartphones will work) to check your email
- ▶ The email will have a link that will take you to your personal ballot.
- ▶ If you try to access the ballot from a different email address, you will have to manually enter your voter ID and voter key.

Tuesday, September 1, 2020 at 15:54:30 Hawaii-Aleutian Standard Time

Subject: Your Invitation to Vote in the Election: test run
Date: Wednesday, August 12, 2020 at 1:25:10 PM Hawaii-Aleutian Standard Time
From: Rae Costa
To: Rae Costa

Email
invitation to
vote with link
to the ballot

The Episcopal Church in Hawaii

Hi Rae Costa,
This is a test run for Election Runner.
Please vote.
Mahalo!

Login Information:

Voter ID:	64ZET47L
Voter Key:	XYVFAQ8L

[Click Here to Vote](#)



(Clicking the above link will automatically log you in to vote)



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Test ballot for screen shots 2020-08-28

Diocesan Council Clergy at-large

INSTRUCTIONS

Select **1** option from the list below.

The Rev. Donald Duck

The Rev. Mickey Mouse

The Rev. Minnie Mouse

Diocesan Council lay at-large

INSTRUCTIONS

Select **1** option from the list below.

Goofy

Pluto

9 of 9 Selected

- ✓ Chancellor: Iron Man
- ✓ Vice Chancellor: Thor
- ✓ Historiographer: Phil Coulson
- ✓ Registrar: Captain America
- ✓ COM: Cl
- ✓ COM: La
- ✓ Disciplin
- ✓ Disciplin
- ✓ Disciplinary Board lay 2-yr: Black Panther



Are you sure that you want to submit your ballot?

Cancel

Yes

Submit Ballot

Test ballot for screen shots 2020-08-28

Thank you for voting in this election!

[Download Receipt](#)

Ballot Receipt



(Right-click and select Save Image As)

Ballot Receipt

Test ballot for screen
shots 2020-08-28

You Voted On:
2020-08-29T17:13:49+00:00

Receipt ID:
KTG35AVN-9-FP