

ZOOM TRAINING FOR ANNUAL MEETING OF THE CONVENTION

Desktop/Laptop



HOUSEKEEPING

- **PLEASE MUTE YOUR MICROPHONE, STOP YOUR VIDEO, AND BE IN SPEAKER VIEW. IF YOU DO NOT KNOW HOW TO DO THIS, DON'T WORRY, WE WILL COVER THIS IN LATER SLIDES.**
- **THIS MEETING IS BEING RECORDED AND A LINK TO THE RECORDING WILL BE ON THE DIOCESE'S 53RD CONVENTION WEBPAGE.**
- **WE WILL ANSWER AS MANY QUESTIONS AS POSSIBLE IN THE TIME ALLOTTED**
- **HOPEFULLY, YOU WERE ABLE TO DOWNLOAD THE ZOOM APP TO YOUR DEVICE**

ZOOM



AND



- Be mindful of your background setting.
- Close doors behind you,
- Dress appropriately top and bottom
- Alert your family that you have the camera “live,”
- Silence all the noisemakers in your space and
- Sit with light in front of you, not behind you.
- Turn off your microphone
- Turn off your video
- Be in speaker mode
- Use headset/earpods that can plug in

- Avoid munching and background noises
- Large movements
- Having the camera below you
- Having the camera too high
- Use an iPhone unless not possible

ZOOM – LOGGING INTO THE MEETING

- **CLICK ON THE LINK PROVIDED IN YOUR CONFIRMATION EMAIL**

Hello Rae Costa- DSC,

Thank you for registering for 2021 Annual Meeting (Virtual). You can find information about this meeting below.

2021 Annual Meeting (Virtual)

Date & Time	Oct 23, 2021 07:30 AM Hawaii
Meeting ID	869 5893 1725
Passcode	659093

A REMINDER EMAIL WITH YOUR LOGIN INFORMATION WILL BE SENT OUT THE DAY BEFORE.

Please submit any questions to: rcosta@episcopalhawaii.org.

You can [cancel](#) your registration at any time.

WAYS TO JOIN ZOOM

1. Join from PC, Mac, iPad, or Android

Join Meeting



If the button above does not work, paste this into your browser:

<https://us02web.zoom.us/j/86958931725?>

[tk=2sxoAr2gVS1zqqSVjm9SDVur5sE08V9KzR1JEkAKHEc.DQMAAAUPyf_DRZoZHIY0pBVFF0bVdBLWdCa1h2MDRBAA&pwd=RGVkJzdyMW](https://us02web.zoom.us/j/86958931725?tk=2sxoAr2gVS1zqqSVjm9SDVur5sE08V9KzR1JEkAKHEc.DQMAAAUPyf_DRZoZHIY0pBVFF0bVdBLWdCa1h2MDRBAA&pwd=RGVkJzdyMW)

To keep this meeting secure, do not share this link publicly.

[Add to Calendar\(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)



Zoom



Once your credentials are verified, you will be admitted into the meeting. Mahalo!

Please wait, your credentials are being verified.

2021 Annual Meeting (Virtual)

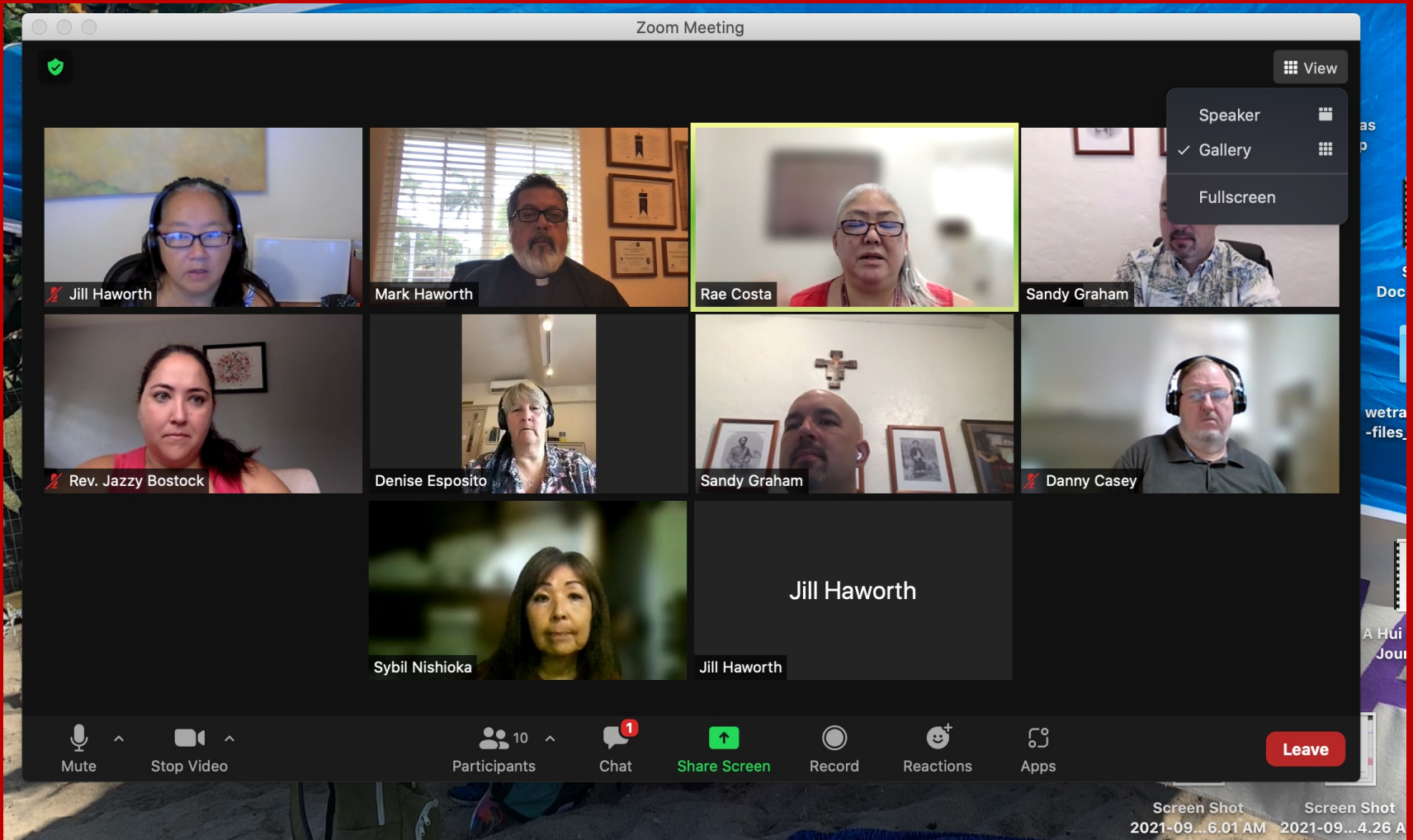
Macbook view

Macbook pro
view

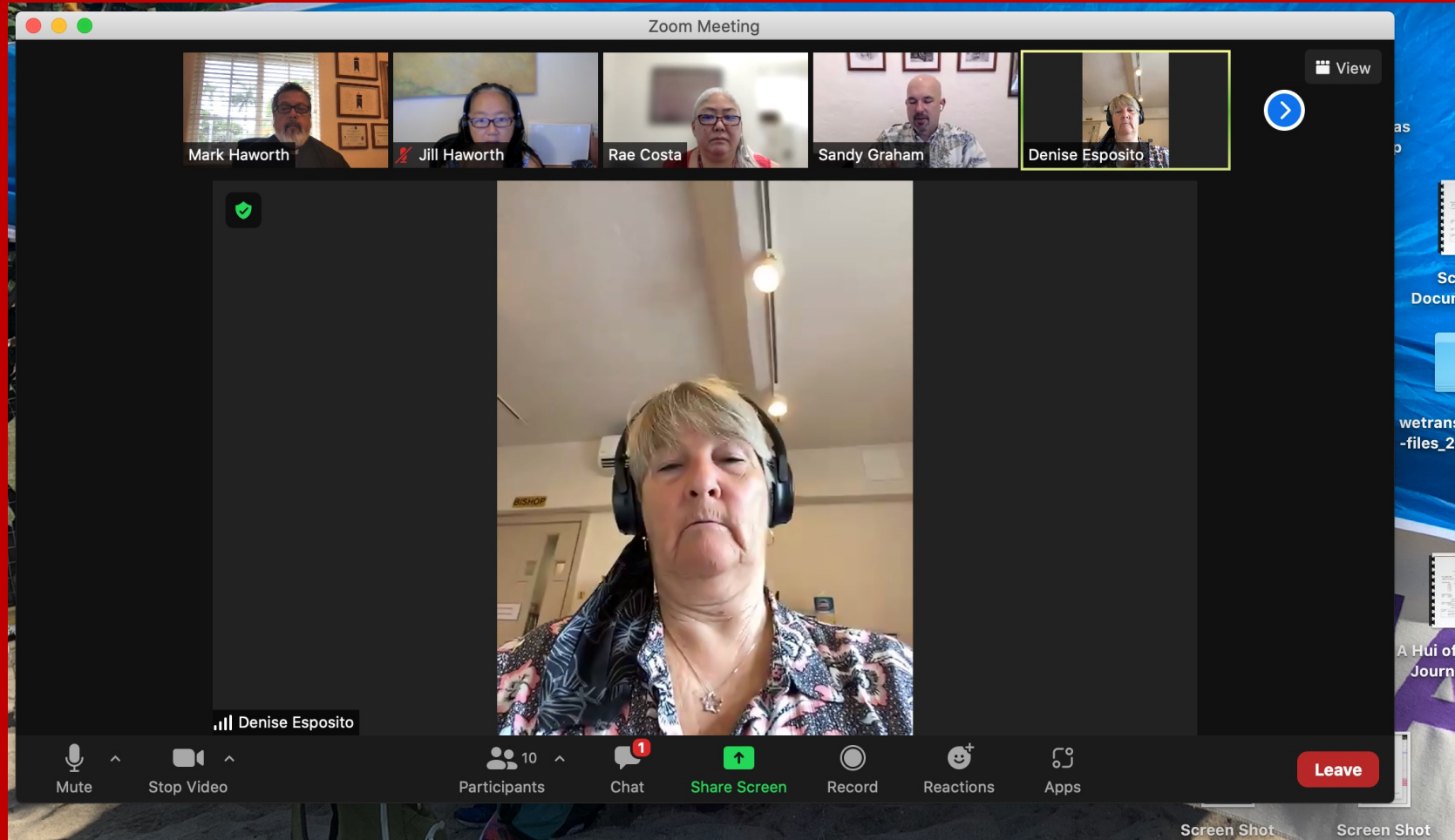
Microphone
unmuted
Video on



Macbook
pro
GALLERY
view



Macbook SPEAKER view



How to raise your VIRTUAL hand Macbook view

1. Click on Reactions

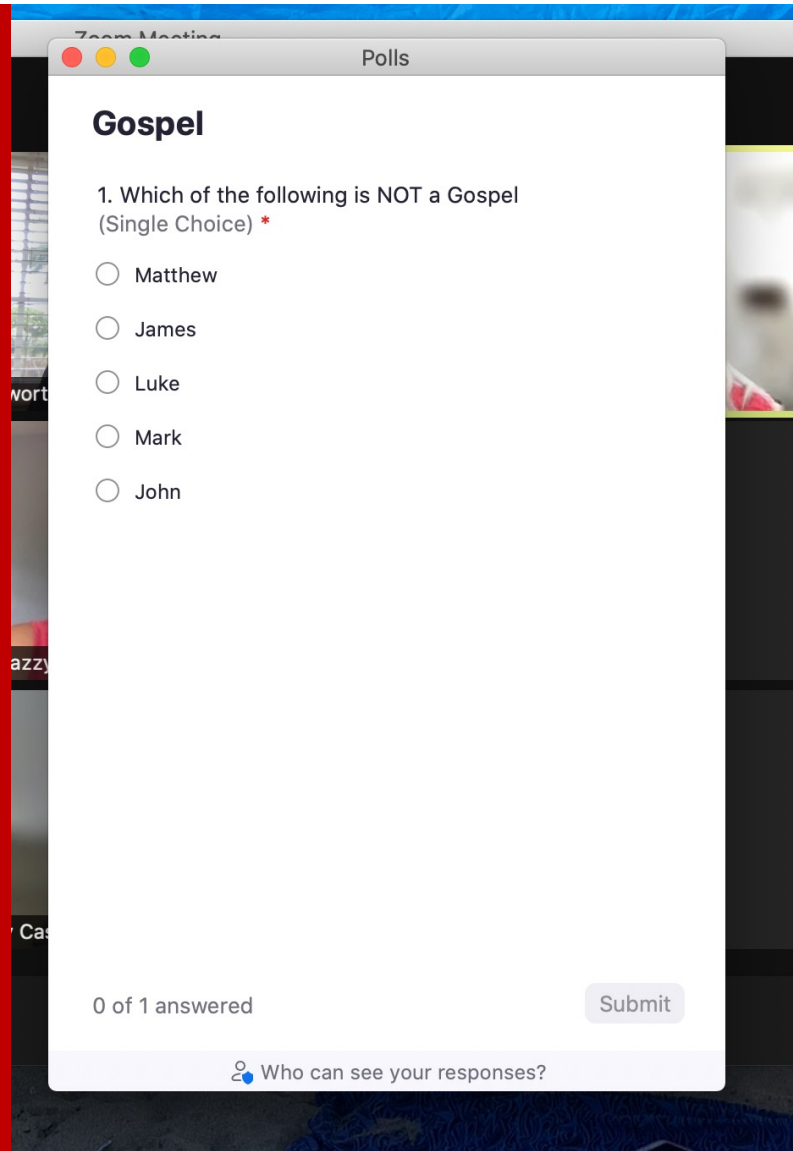
2. Click on Raise Hand



Voting using Poll feature in Zoom

No selection has been made so the submit button is grey and you cannot click on submit.

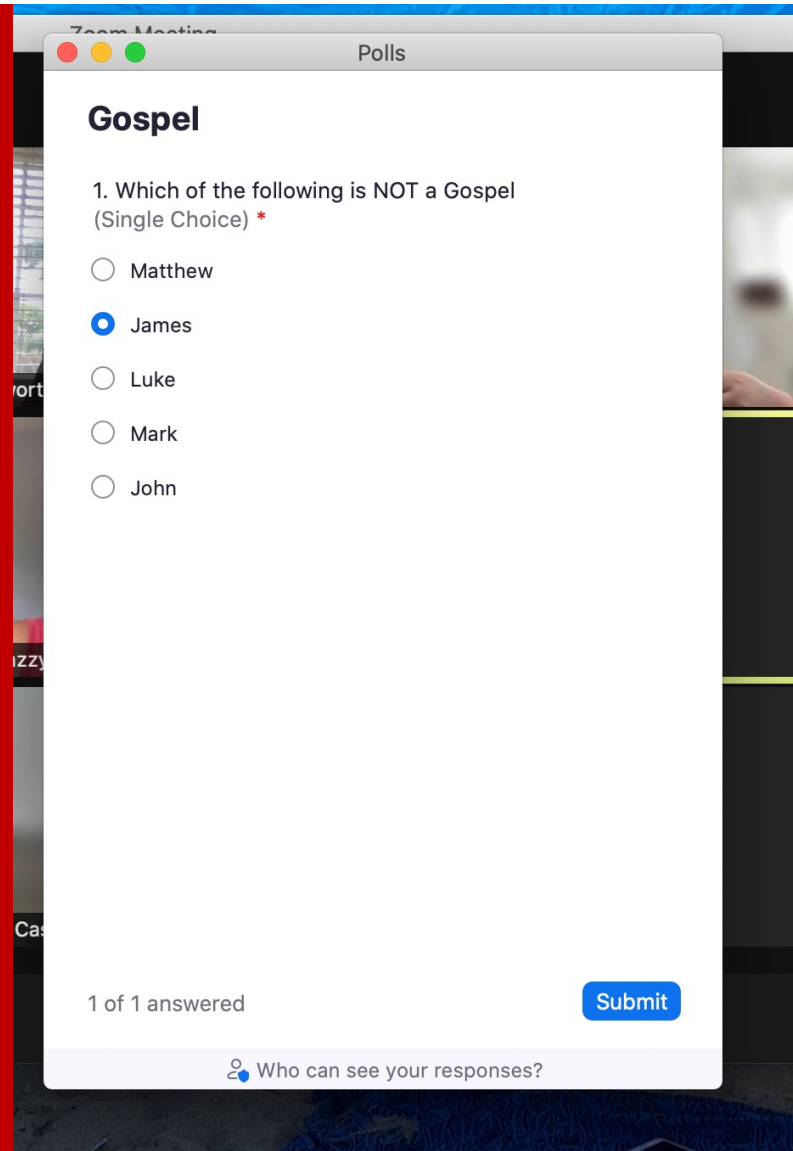
If there are multiple questions, you will need to make a selection for each question before you can click on submit.



Voting using Poll feature in Zoom

When you have made a selection for all of the questions, the Submit button will turn blue.

You can change your answers at any time before clicking on Submit.

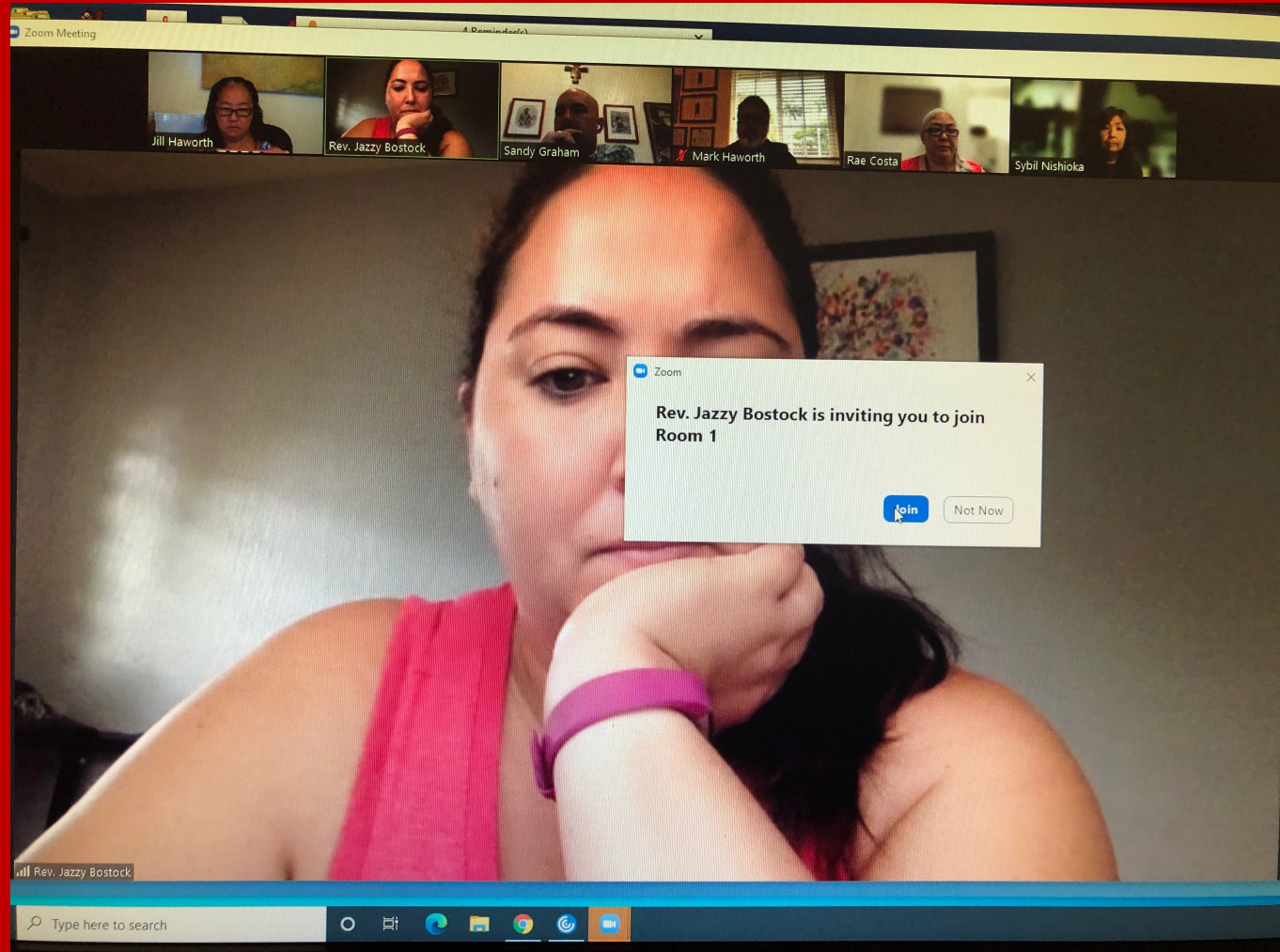


Breakout rooms feature in Zoom

During Education Day there will be breakout room for small group discussions.

You should see an invitation to join a breakout room that looks like this.

If you don't see it, your hosts will put you in a room.



Breakout rooms feature in Zoom

If you don't see it, your hosts will put you in a room.

Or, you can click on the Breakout Rooms icon at the bottom of the screen.

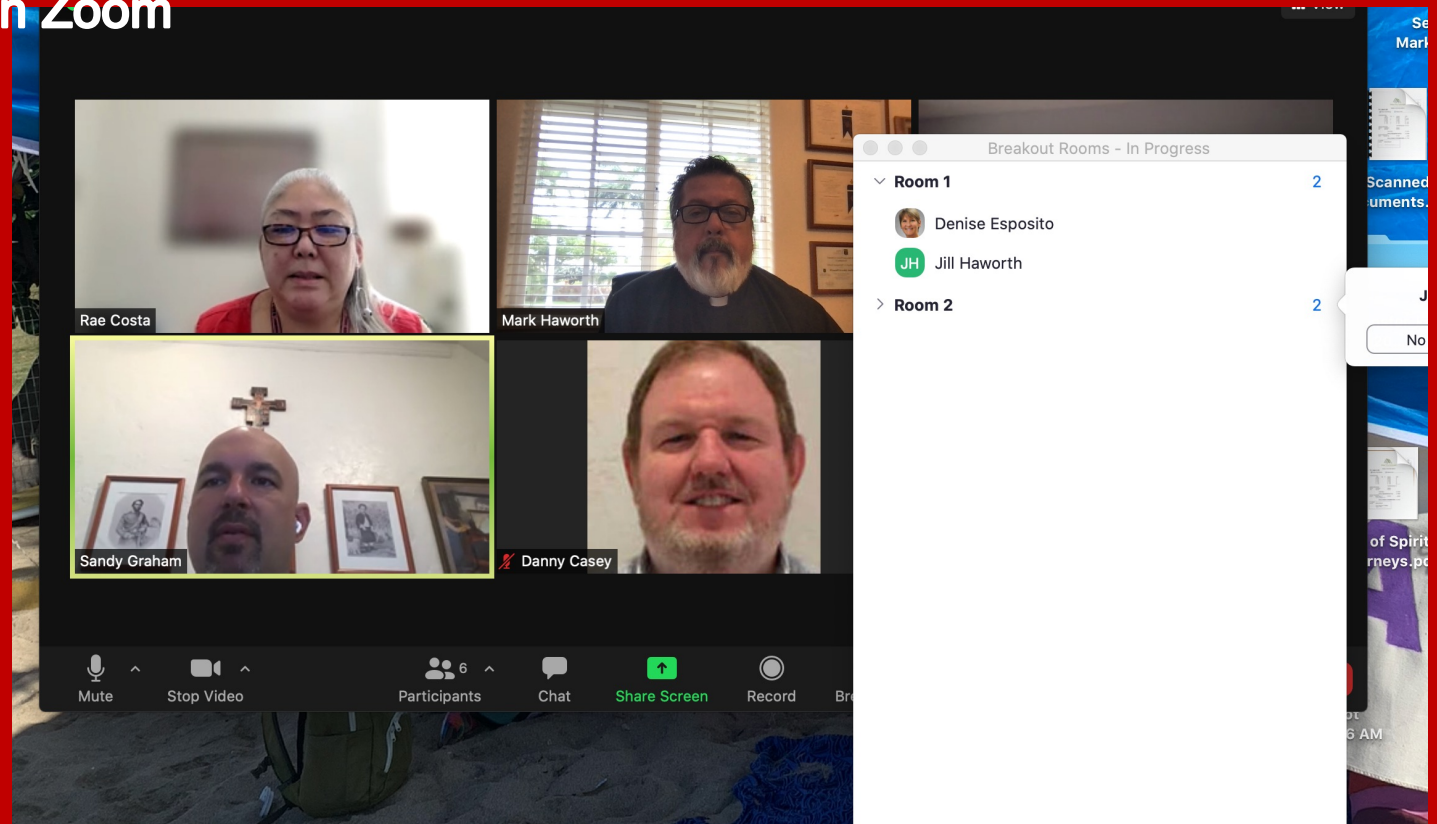


Breakout rooms feature in Zoom

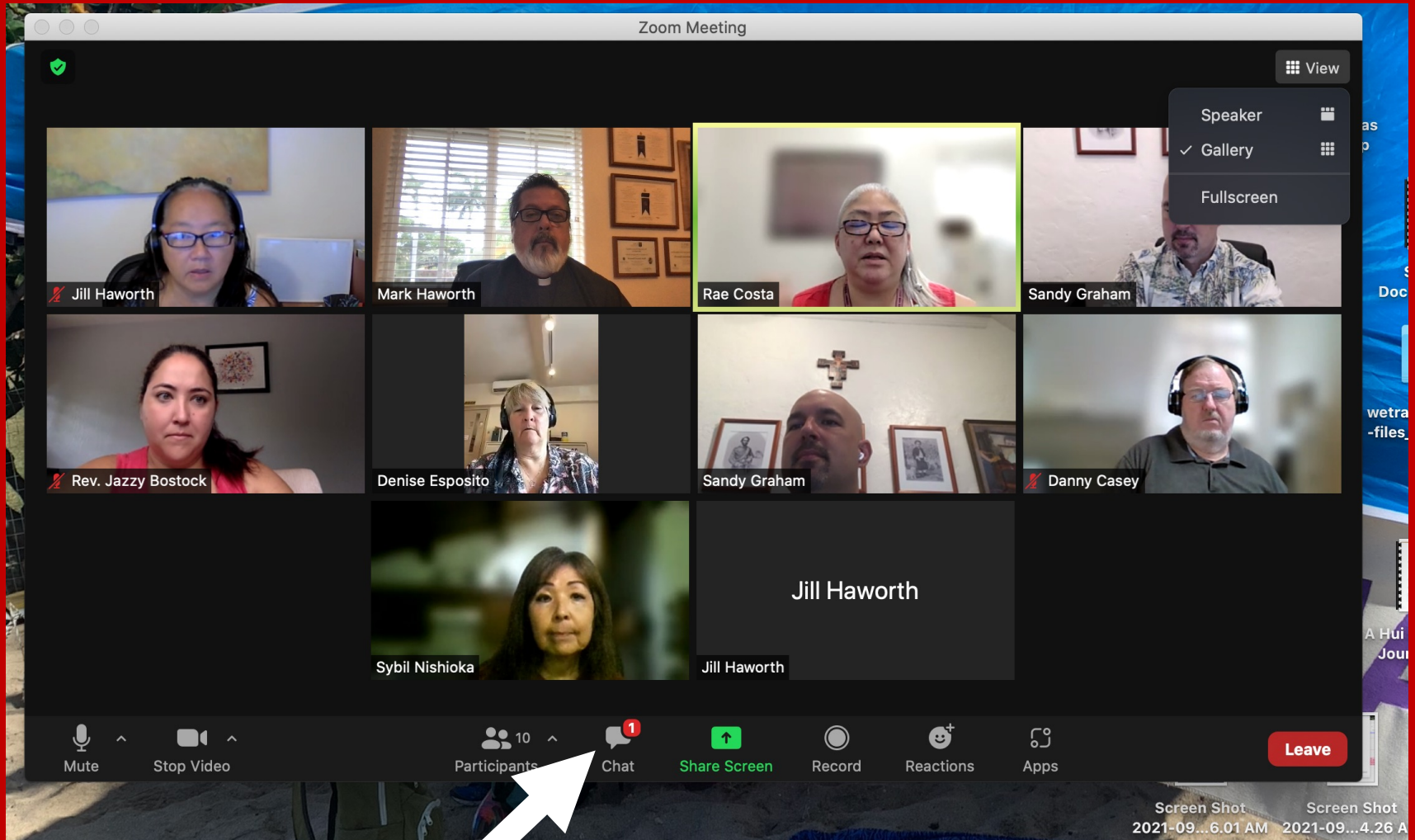
During the Annual Meeting, there will be breakout rooms during the breaks for people to interact with each other or space to pray.

You can select a room you want to join if you want to.

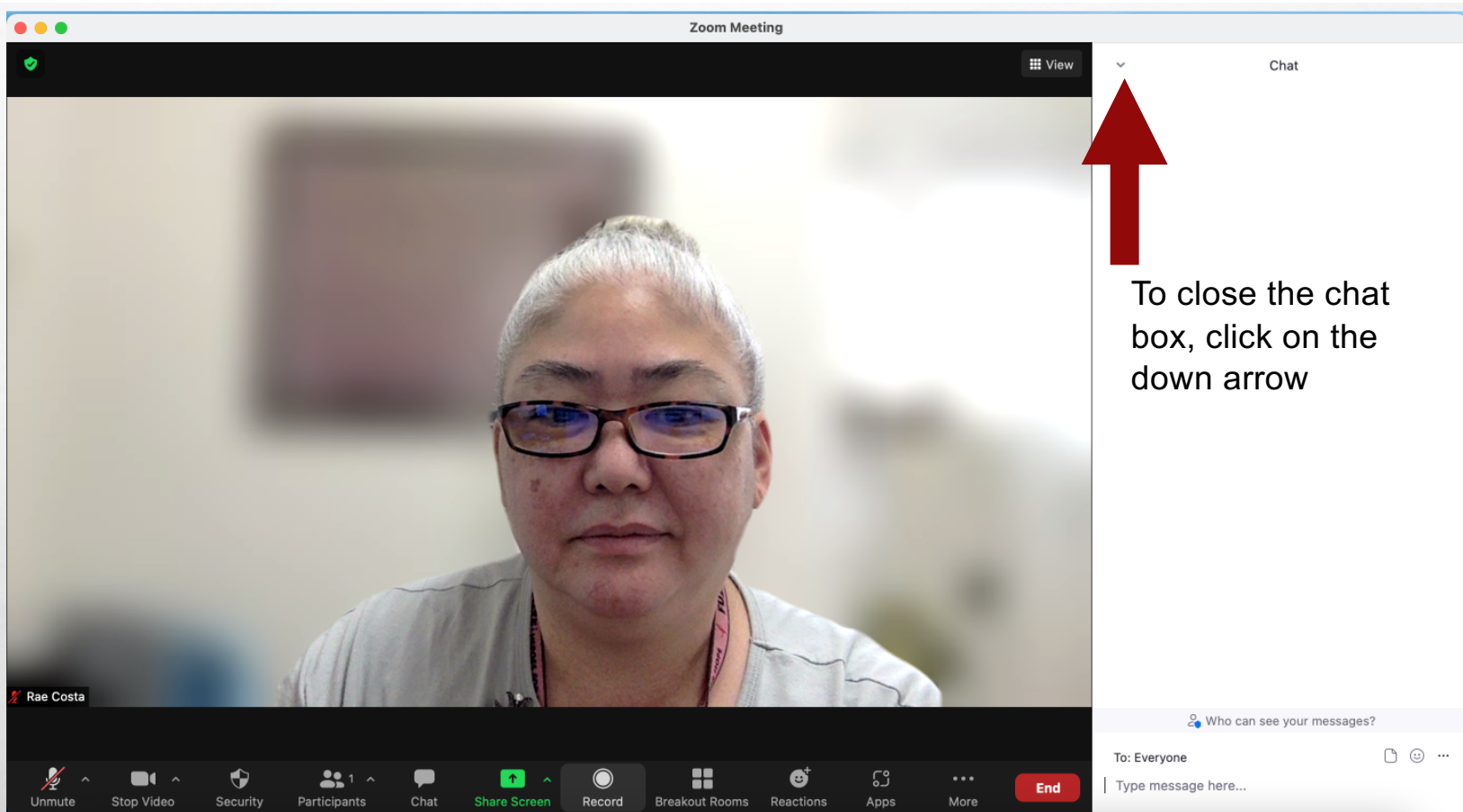
Click on the blue number to the right of the room name to enter.



Macbook
pro Open
Chat Box



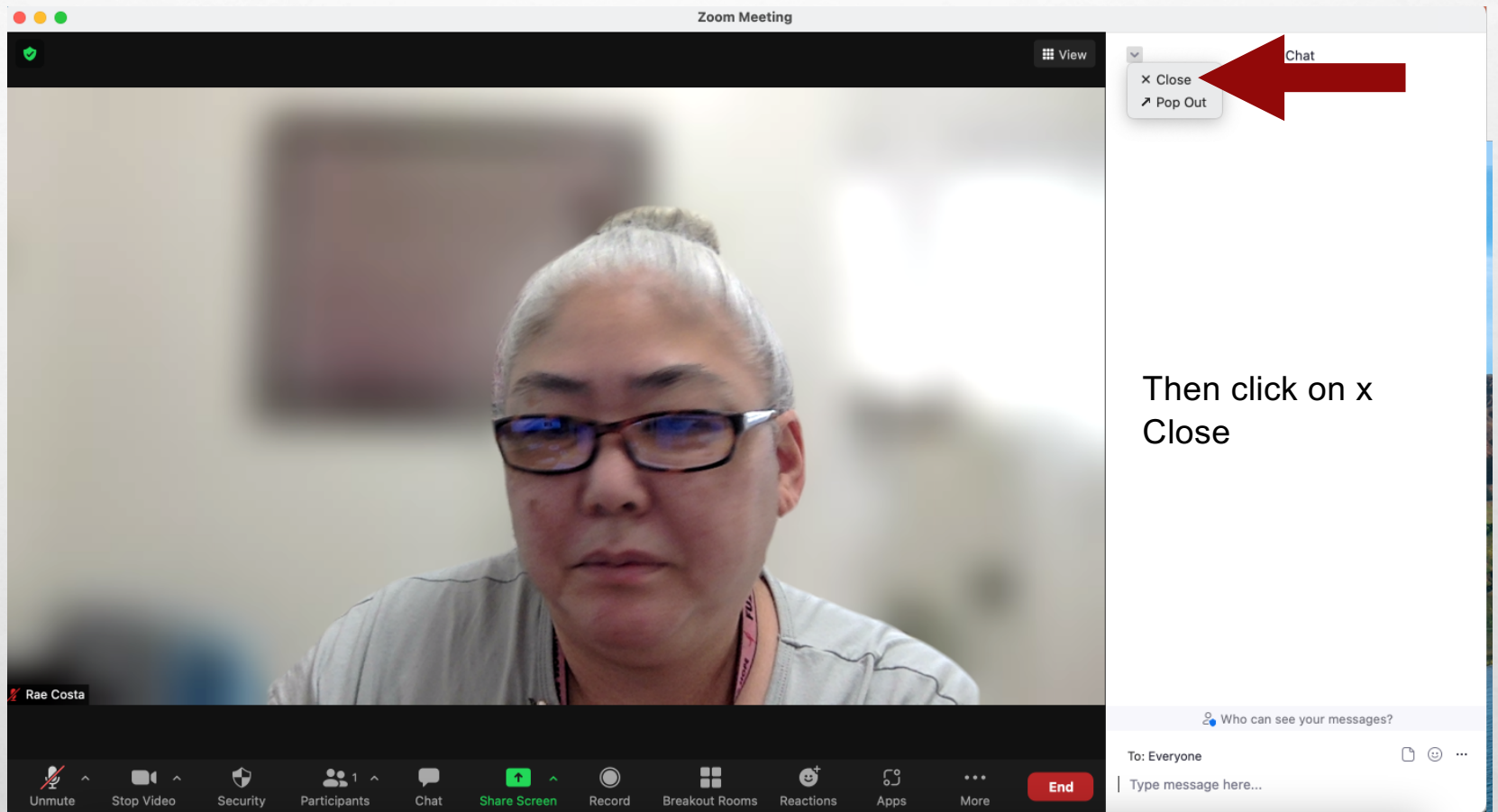
Chat box will open to the right of the video



To close the chat box, click on the down arrow

Zoom Meeting

View



Rae Costa

Unmute Stop Video Security Participants Chat Share Screen Record Breakout Rooms Reactions Apps More End

Chat

X Close

Pop Out

Then click on x Close

Who can see your messages?

To: Everyone

Type message here...