



Hello and welcome to the Zoom training session for the Annual Meeting of the Convention!

We hope everyone is safe and taking care during these stressful times.

One of the blessings of forced physical separation has been the opportunity to be creative and learn new ways of communicating and staying socially connected despite having to physically separate. Zoom has proven to be a great tool!

This training is designed to help with certain features of Zoom that will be used during our Annual Meeting in October.

- Turning on and off your microphone
- Turning on and off your video
- Gallery view vs. Speaker view
- Raising your virtual hand

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 IS IN LATER SLIDES.**
- **THIS MEETING IS BEING RECORDED AND A LINK TO THE RECORDING WILL BE ON THE DIOCESE'S 52ND 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**

- 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.
 - **Muting yourself will prevent background noises from interrupting the presentation.**
 - **Stopping your video and being in speaker view will reduce bandwidth and allow for smoother streaming.**
- This meeting is being recorded and a link to the recording will be on the diocese's 52nd 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/pods 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

Here is a list of dos and don'ts for virtual meetings that we have compiled from our collective experience of using Zoom these past few months.

Read from the list on the screen.



And just to keep things light, here is a cartoon we saw in the paper a while back that summarizes things.

TIMETABLE FOR THE ANNUAL MEETING

- **8:30 AM – 9:45 AM: CREDENTIALS (CHECK-IN)**
- **10:00 AM – 11:00 AM: SESSION #1**
- **11:00 AM – 11:15 AM: BREAK**
- **11:15 AM – 12:15 PM: SESSION #2**
- **12:15 PM – 1:00 PM: LUNCH BREAK**
- **1:00 PM – 2:00 PM: SESSION #3**

Here is a tentative timetable for the Annual Meeting

8:30 am – 9:45 am: credentials (check-in)

10:00 am – 11:00 am: session #1

11:00 am – 11:15 am: break

11:15 am – 12:15 pm: session #2

12:15 pm – 1:00 pm: Lunch break

1:00 pm – 2:00 pm: session #3

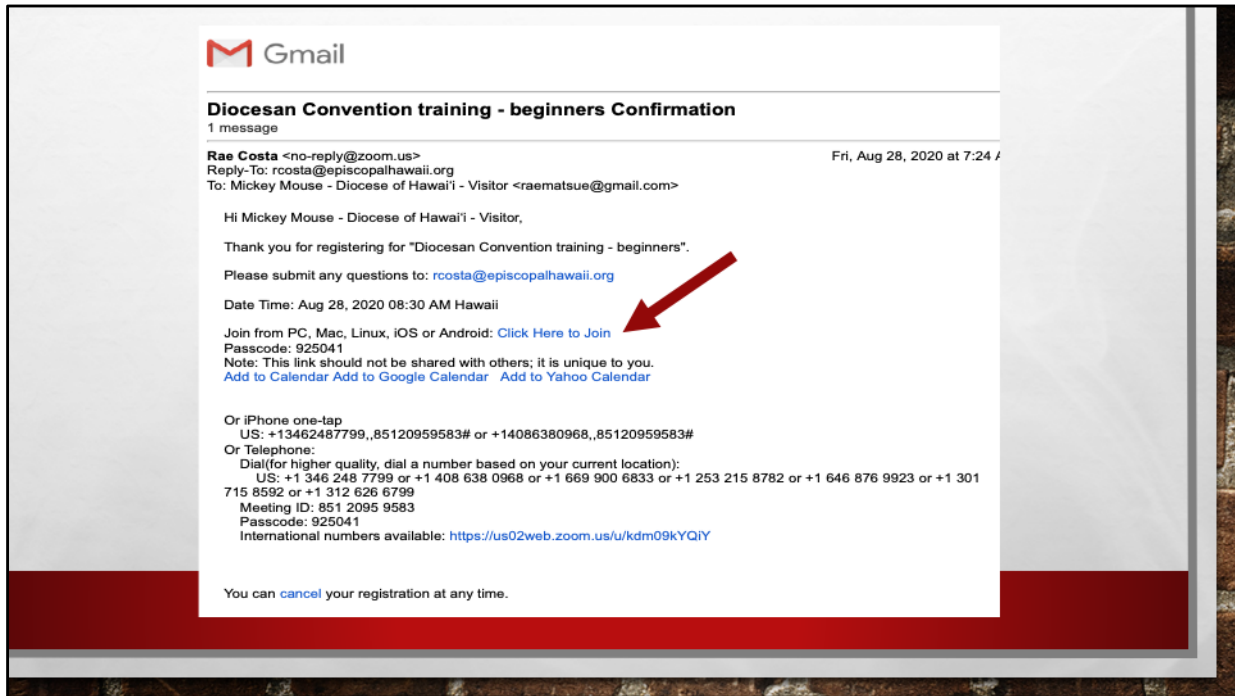
You will notice that it is significantly shorter than past meetings. This is to help avoid Zoom fatigue!

ZOOM – LOGGING INTO THE MEETING

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

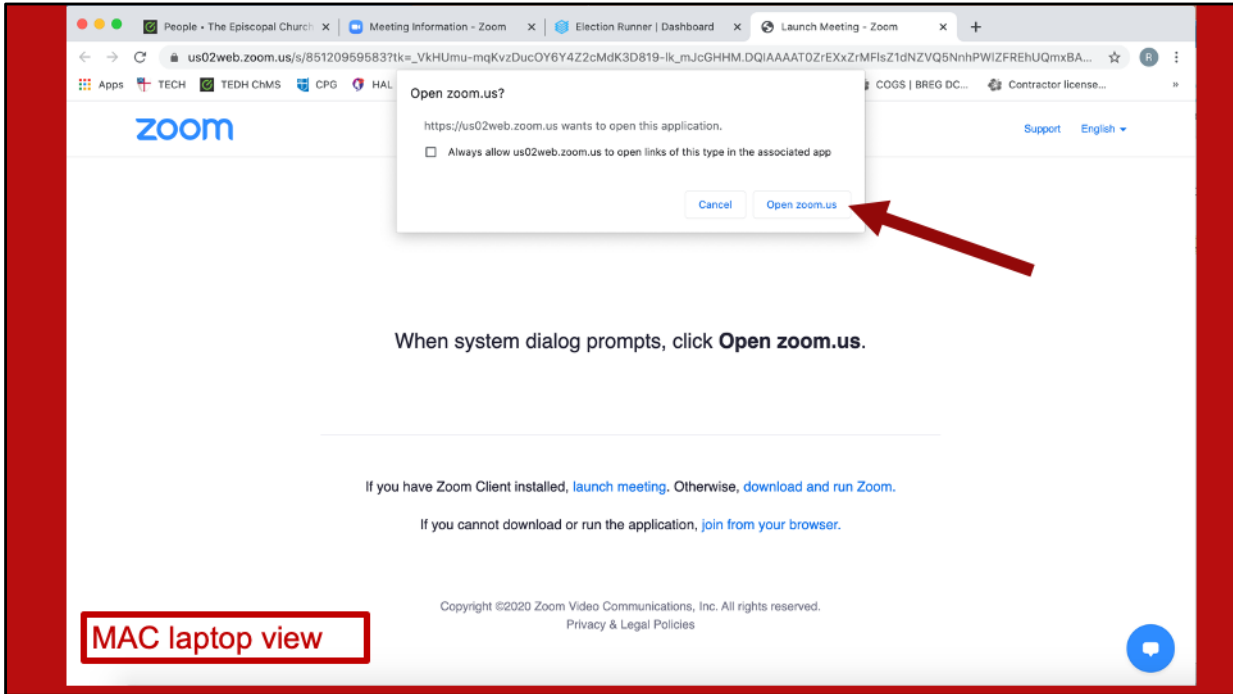
Since you are in this meeting, you have successfully navigated the first few slides of this presentation. But because this is being recorded and posted to the 52nd Annual Convention webpage and you may use a different device in future meetings, we wanted to have a start to finish slide presentation. Please visit our 52nd Annual Convention webpage. There is a link in the chat box. We will show you how to open the chat box in a later slide.

<https://www.episcopalhawaii.org/52nd-diocesan-convention.html>

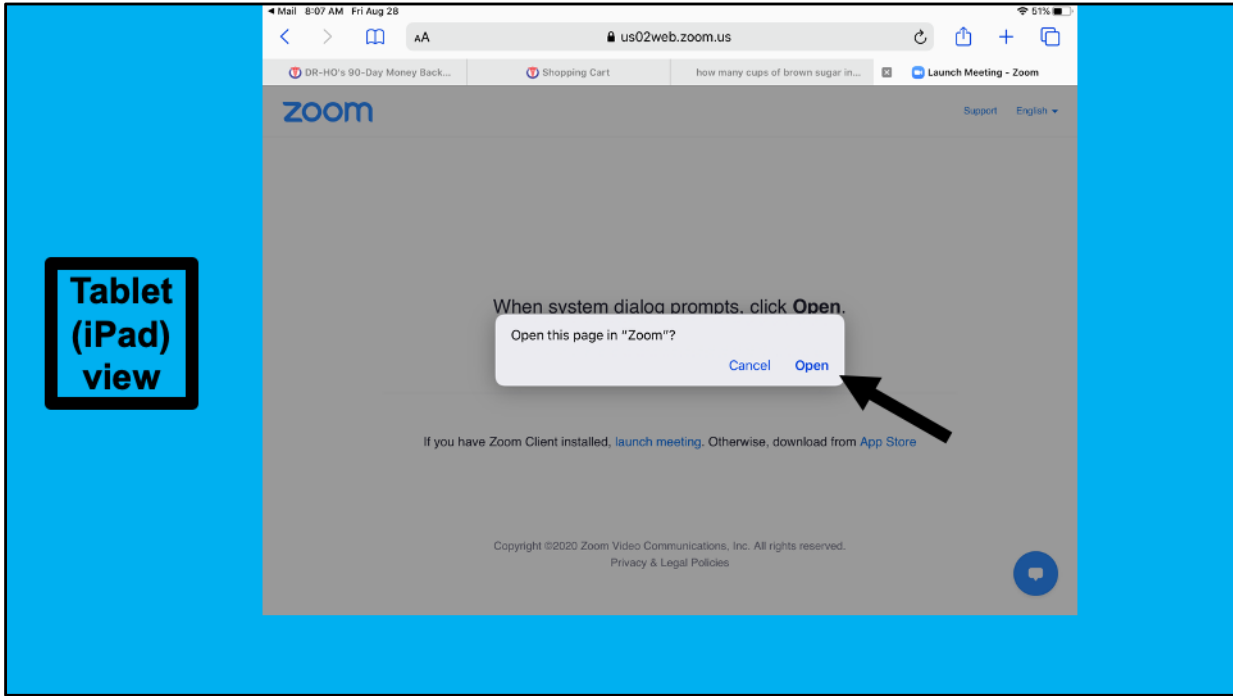


You will receive an email confirmation of your registration that looks like this. You will click on the link that says Click Here to Join. This link is unique to your email address and will not work from another email, so it is important that each attendee have their own unique email address. A unique email address is also required to vote.

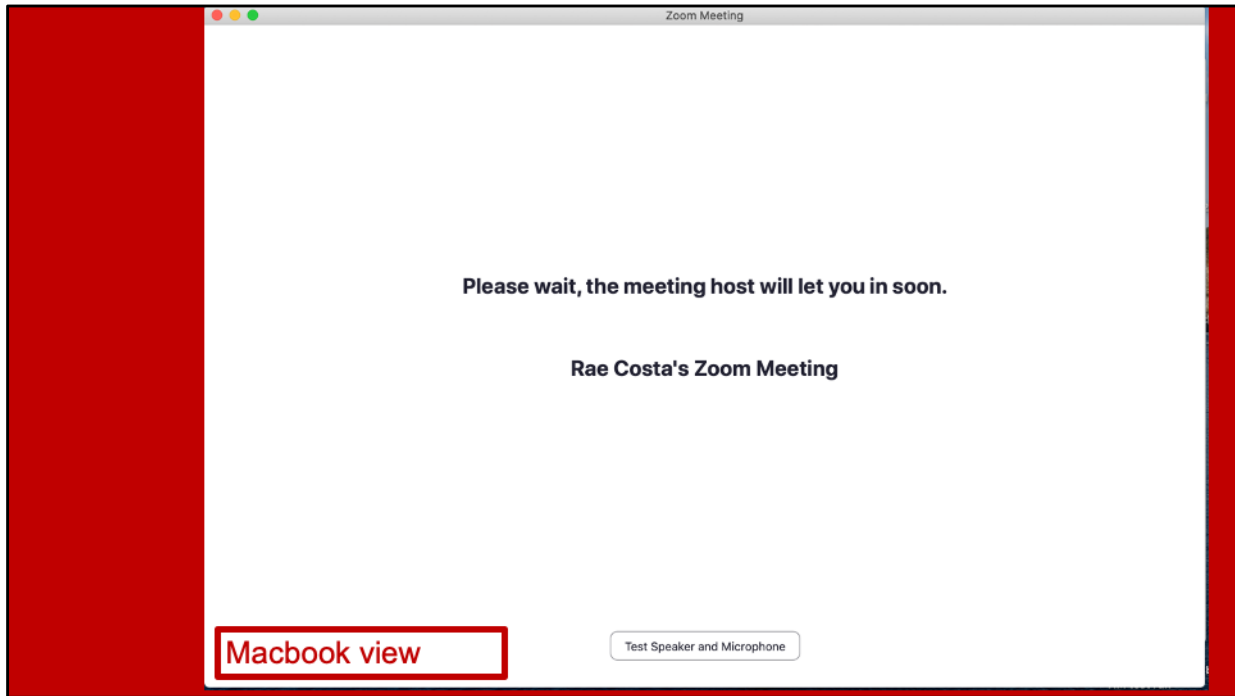
Please do not open the Zoom app and then manually enter the Meeting ID and the Passcode - that will take you to the Zoom registration page instead of the meeting. Use the Meeting ID and the Passcode ONLY if you are calling into the meeting using just your telephone.



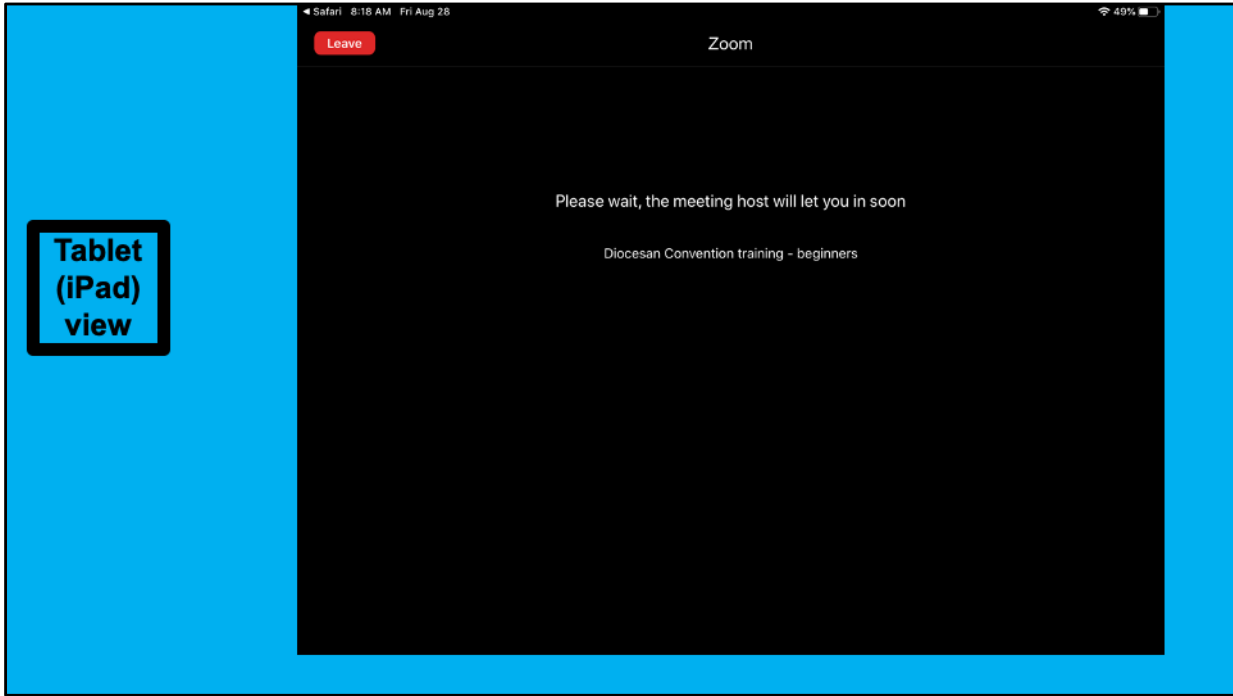
If you are using a laptop or a desktop, a popup window will appear. Click on Open zoom.us



If you are on a tablet, you will see this pop up window and click on Open



From a laptop or desktop, you will then be directed to the Zoom waiting room. You may be here for a while because this is where the Credentials team will check-in the attendees. So, just like you have to wait in line when you check-in at an in-person annual meeting, you will have to wait in line for the virtual meeting.

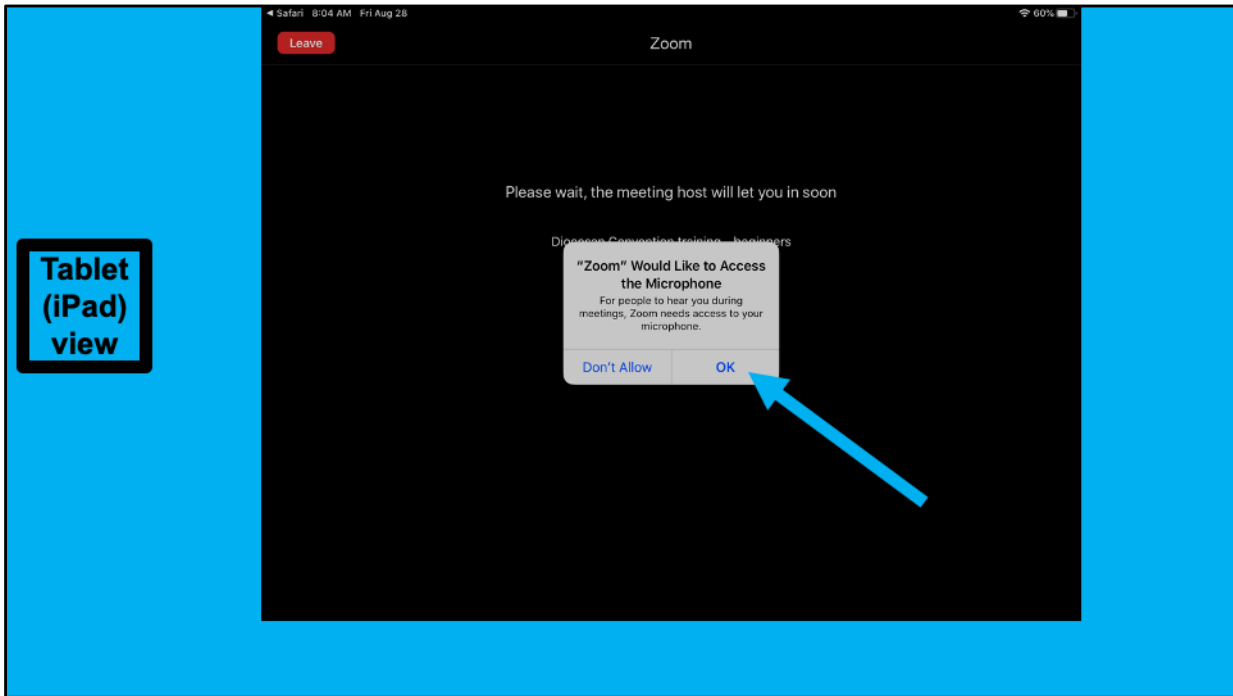


On a tablet, the waiting room will look like this.

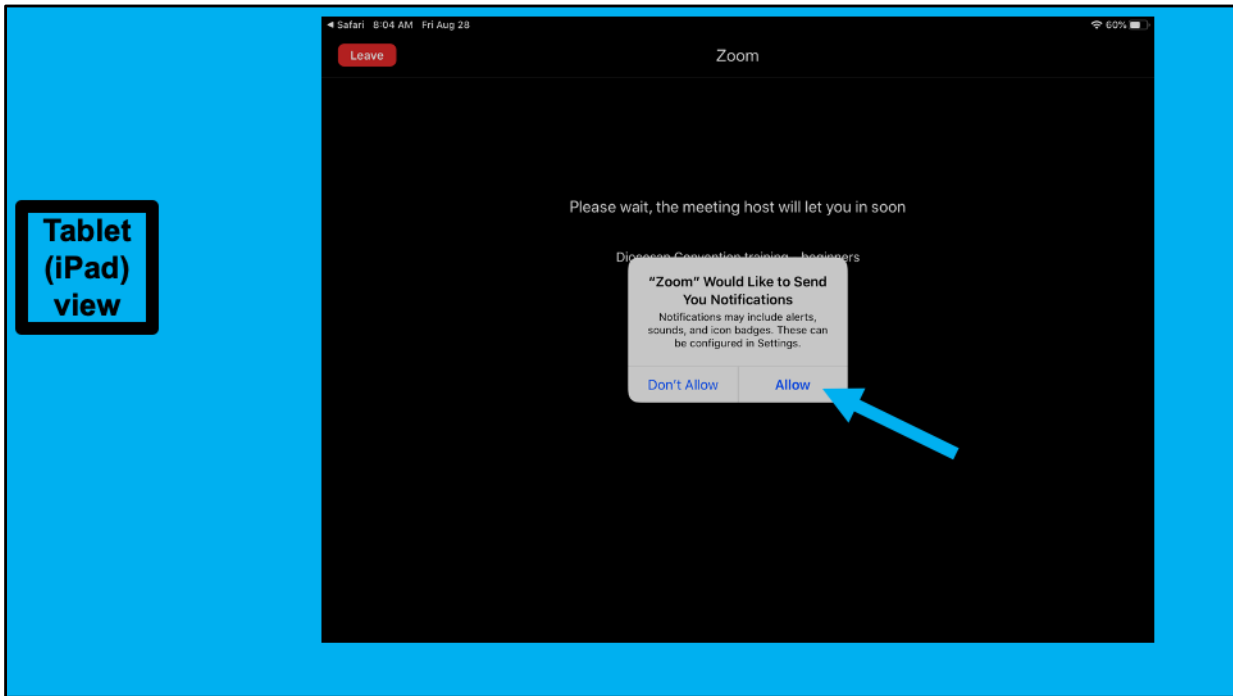
In case you are prompted by Macbook to update privacy settings

1. Open System Preferences
2. Click on Security & Privacy
3. Click on Privacy tab
4. Click on Camera
5. Check box next to Zoom
6. Repeat the process for Microphone

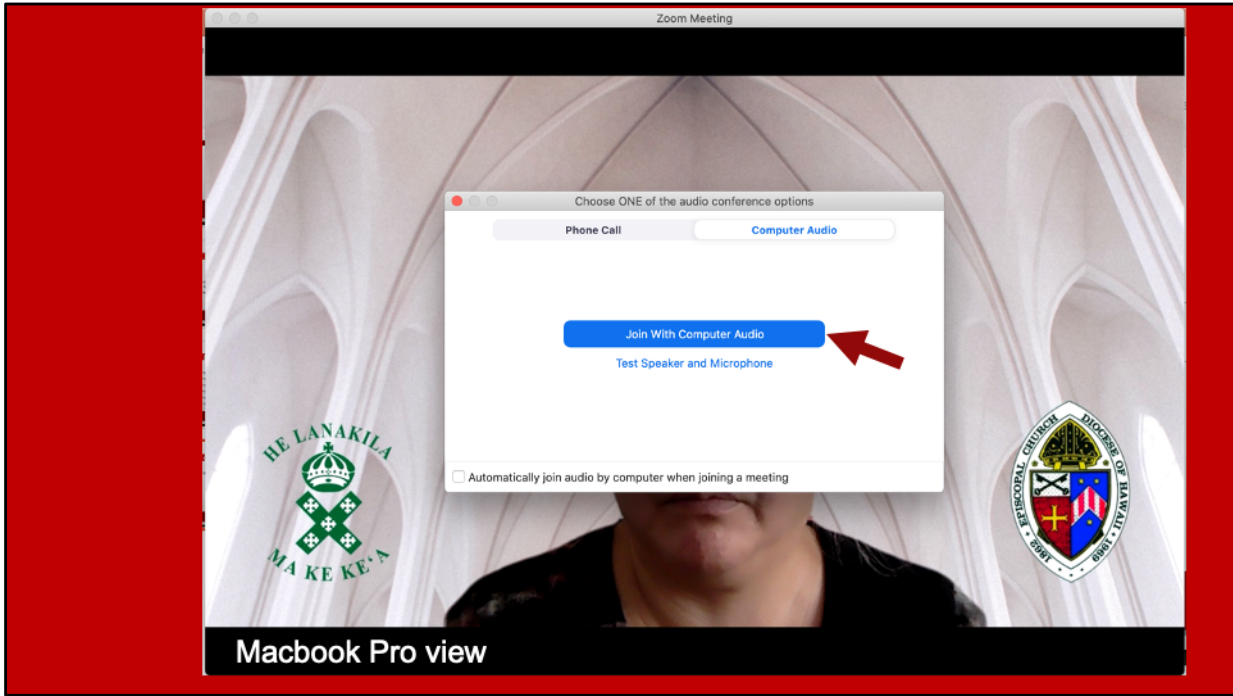
Your laptop or desktop may ask you to update your privacy settings to allow Zoom to use your camera and microphone. Here are the instructions if you are using a Mac. PCs instructions will be similar, but we do not have screen shots for that. If you are using a PC and encounter difficulties, please send an email to Rae Costa at rcosta@episcopalhawaii.org and she will have someone contact you to help you.



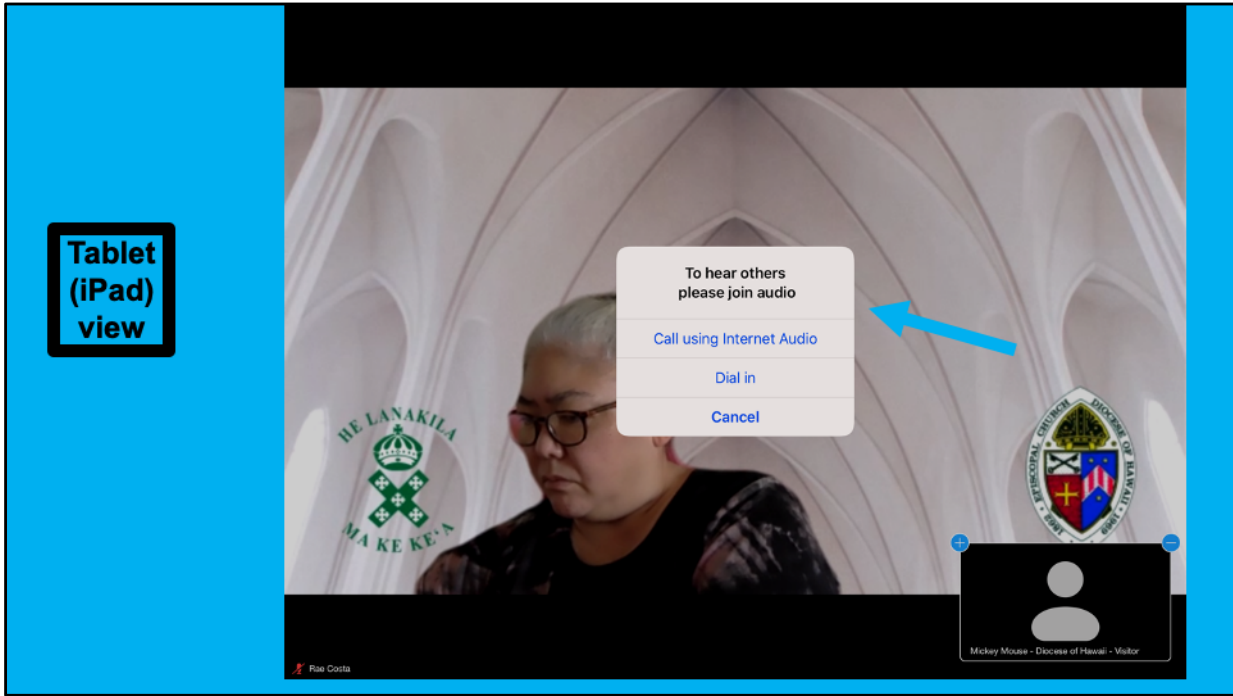
On a tablet, the process is a little easier. It will ask you if you want to Zoom to access your microphone. Tap on OK.



It might then ask you if Zoom can send you notifications. I would tap Allow because if you have a Zoom meeting in your calendar, your tablet will send you a notification when it is time to join the meeting.



The next pop up window on a laptop or desktop will be this screen shot. Click on Join With Computer Audio.



On a tablet, you will tap on Call using Internet Audio.



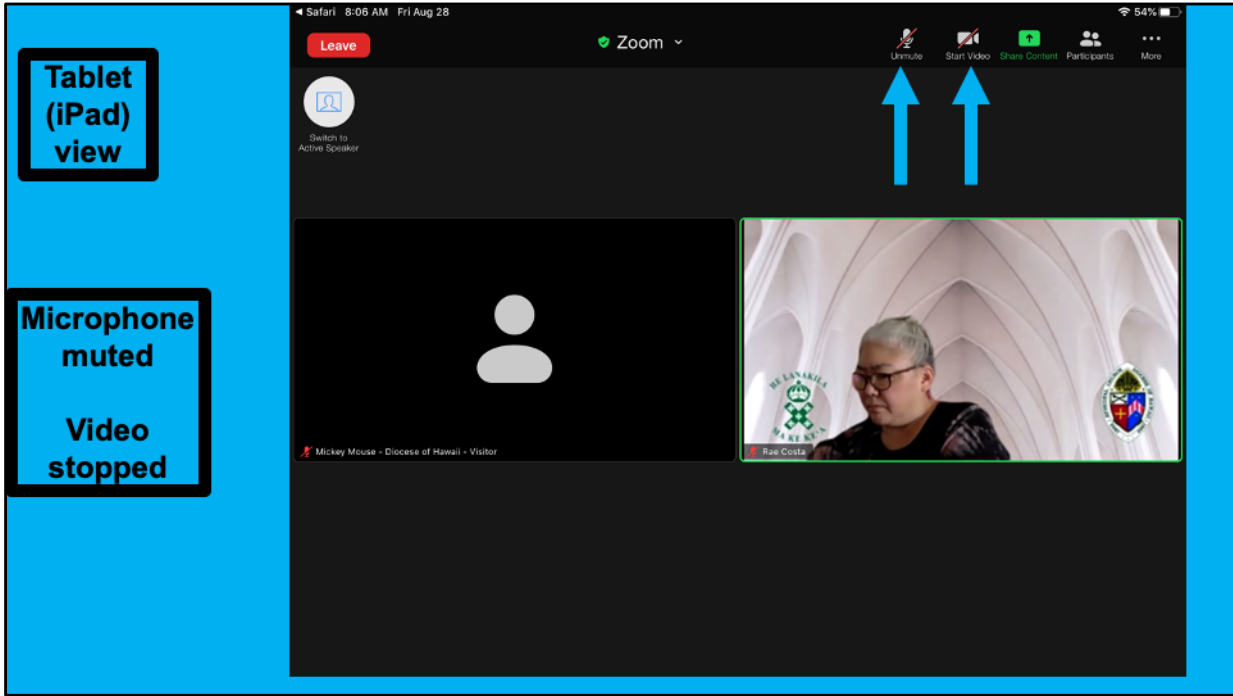
How to turn off your microphone and your video.

If you are using a laptop or desktop, the microphone and video controls are on the bottom left of your screen.

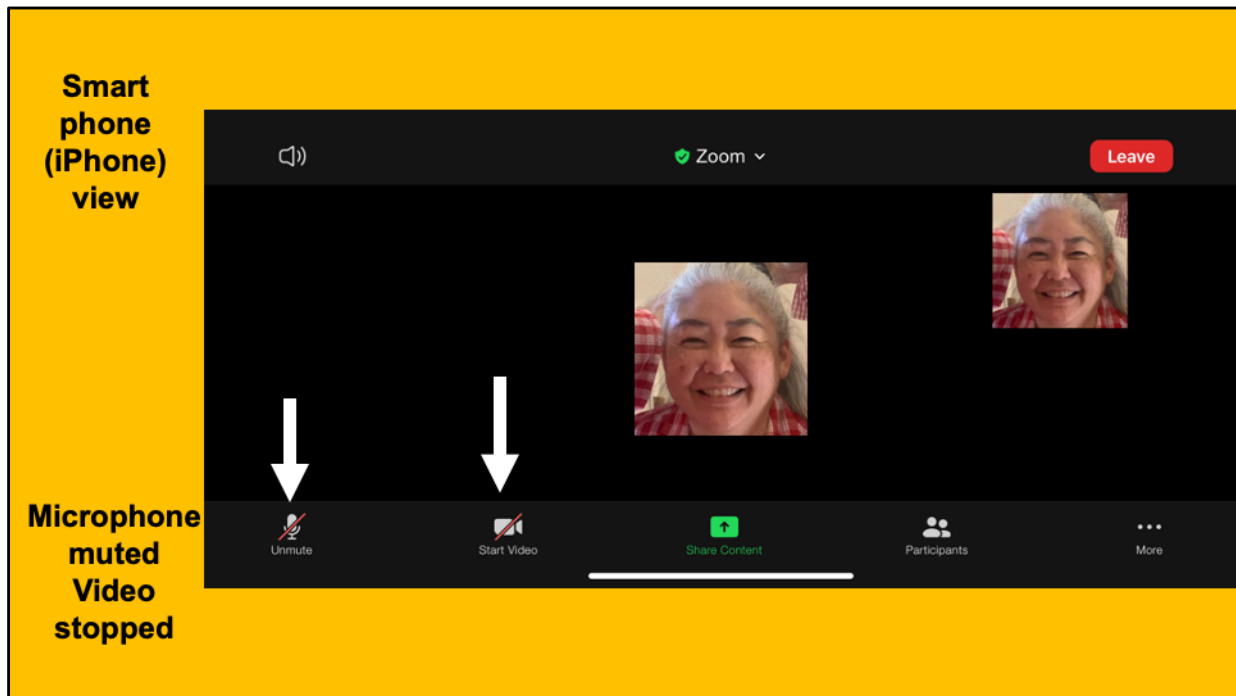
The microphone will have a red line through it if your microphone is muted (off).

The video camera will have a red line through it if your video is off.

Earlier I mentioned the chat box. To open the chat box, click or tap on the Chat icon located next to the participants icon at the bottom of the screen.



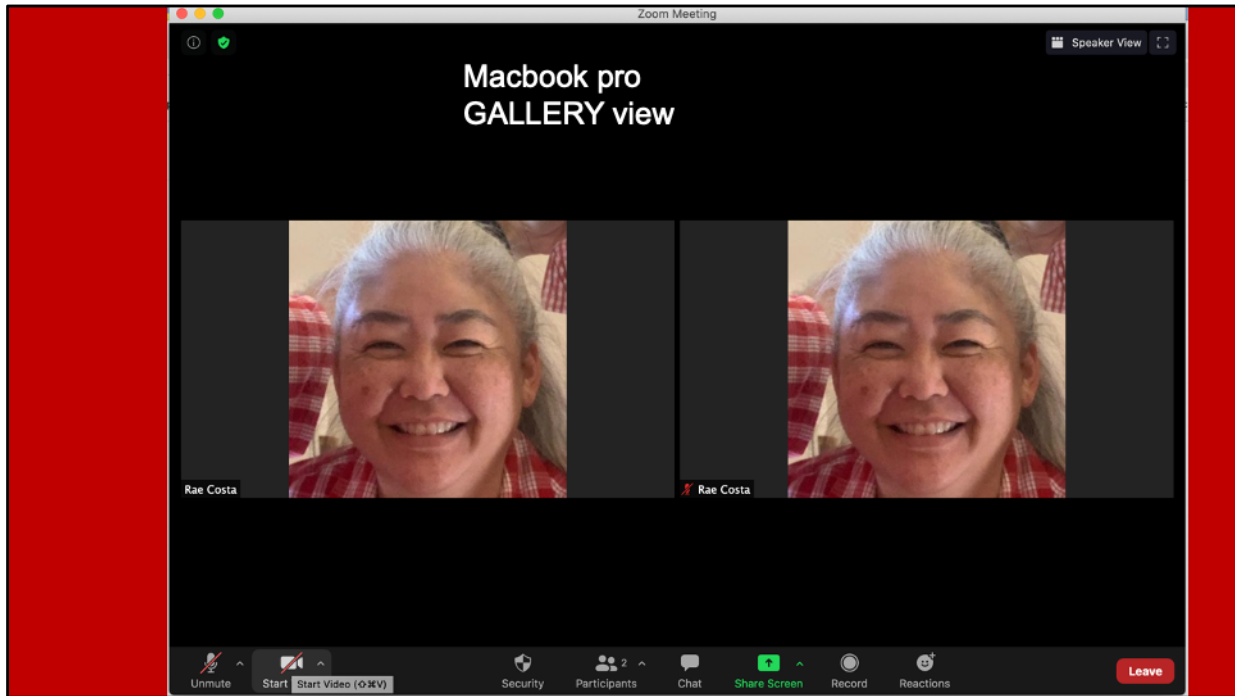
On a tablet, the controls are in the top left of the screen.



If you are on a smartphone in landscape mode, it will be on the bottom left.

Let's all practice using these features. I am going to mute everyone. Everyone should be muted right now. Click or tap the microphone to unmute yourself. *[make a note of anyone who has not done this - we can work with them one-on-one later if necessary]*
Okay, now everyone mute yourselves.

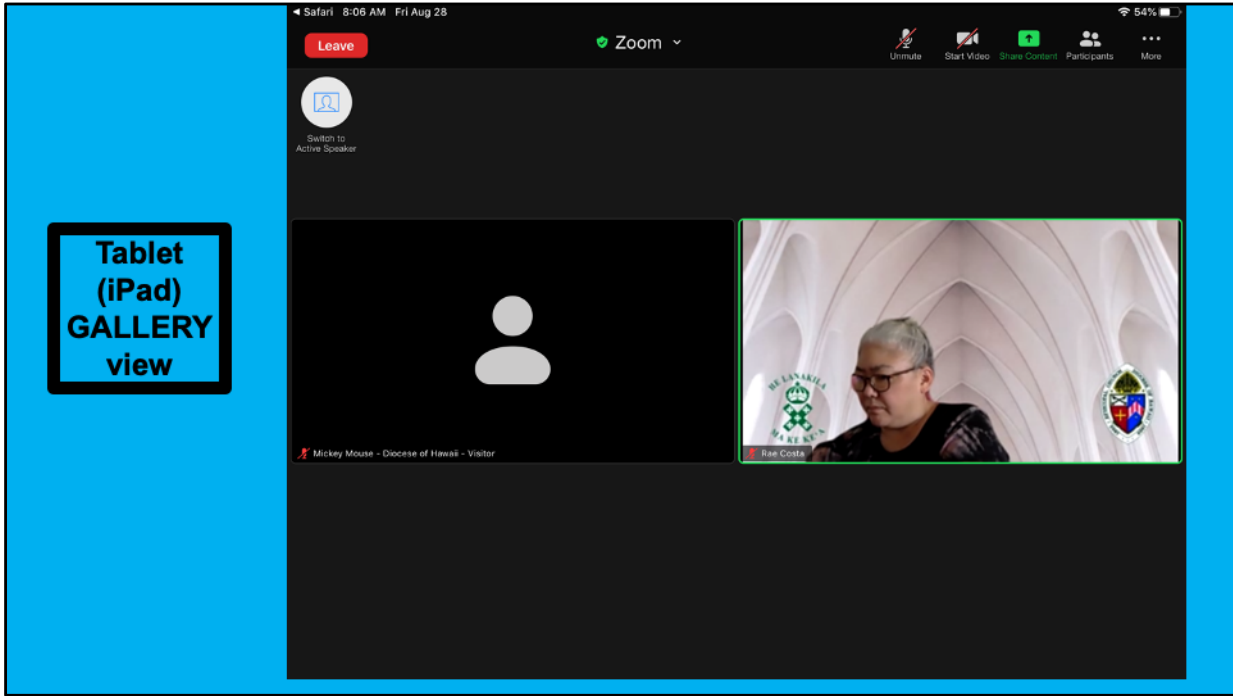
If you did not stop your video earlier, please do so now. Everyone's video should be off. Tap on the camera to start your video. *[make a note of anyone who has not done this - we can work with them one-on-one later if necessary]*
Okay, now everyone stop your video.



Gallery view vs. speaker view

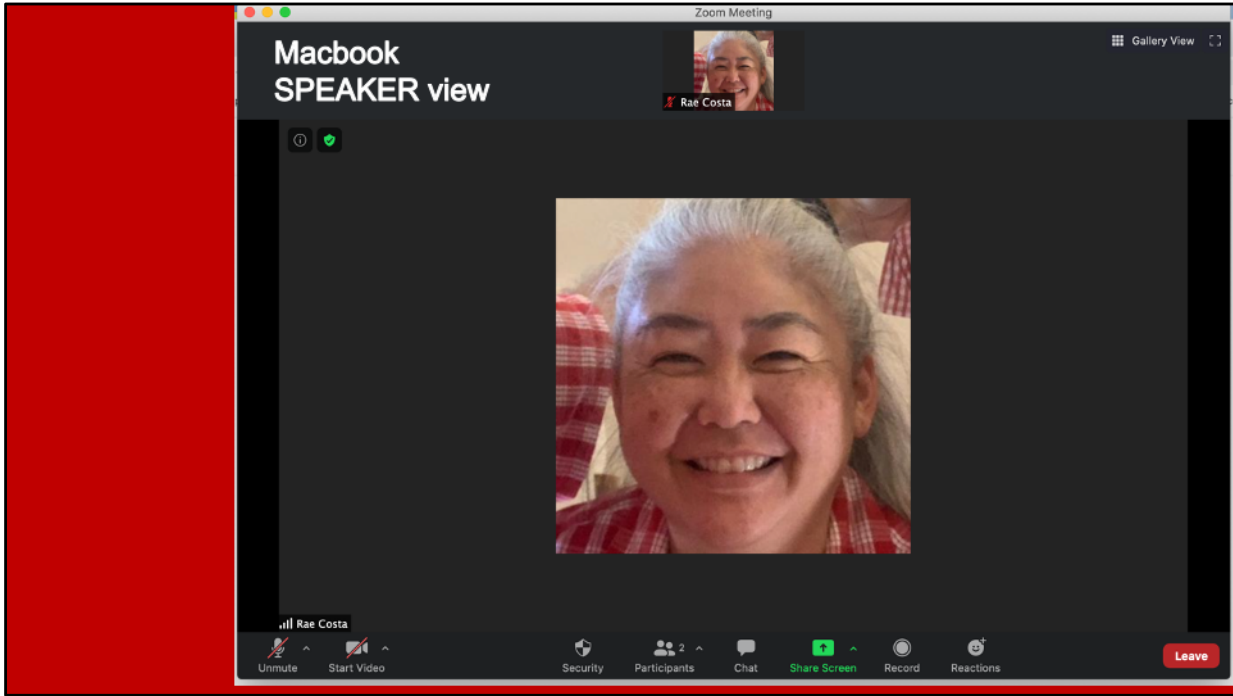
Gallery view is like the old game show, Hollywood Squares or for those who grew up in the 70s, The Brady Bunch. It is thumbnail views of everyone in the meeting as shown in this slide.

The icon to switch between gallery view and speaker view on a laptop or desktop is located in the top right hand corner. Switching views only affects your device, it does not change the views for anyone else.

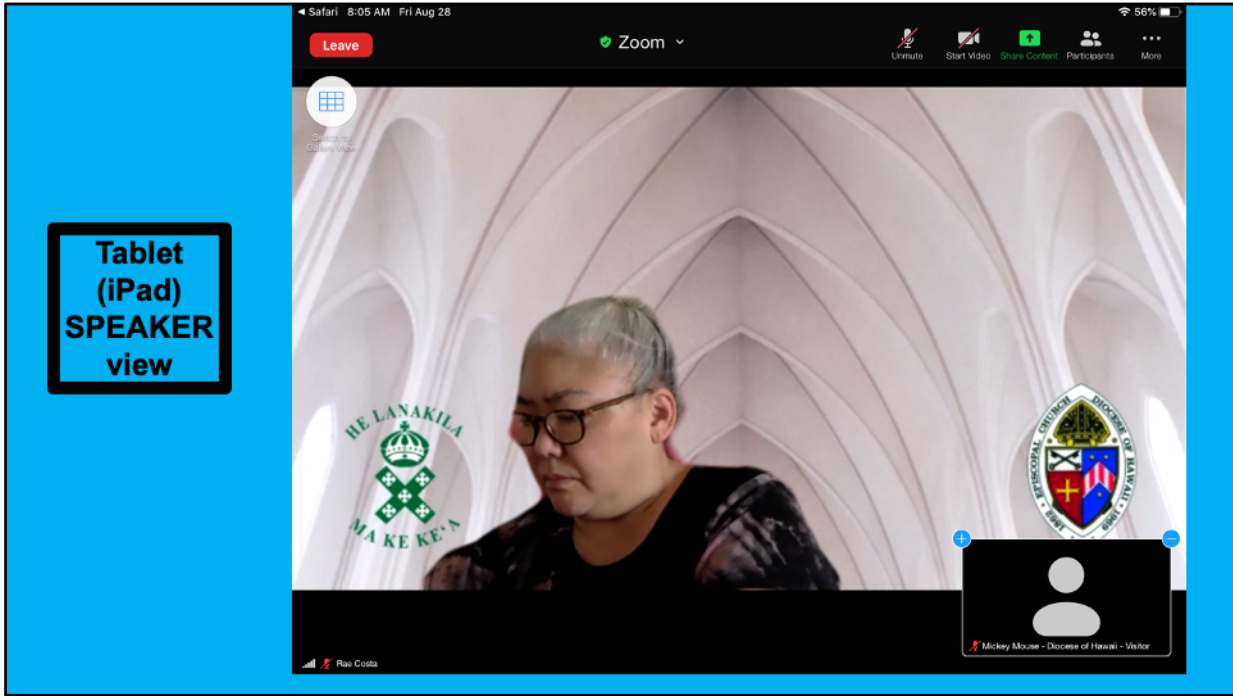


On a tablet, it looks like this.

The icon to switch between views is located in the top left corner on a tablet.



Speaker view pushes non-speakers to the top of the screen and makes the current speaker large and in the center. On a laptop or desktop, this is what it looks like.

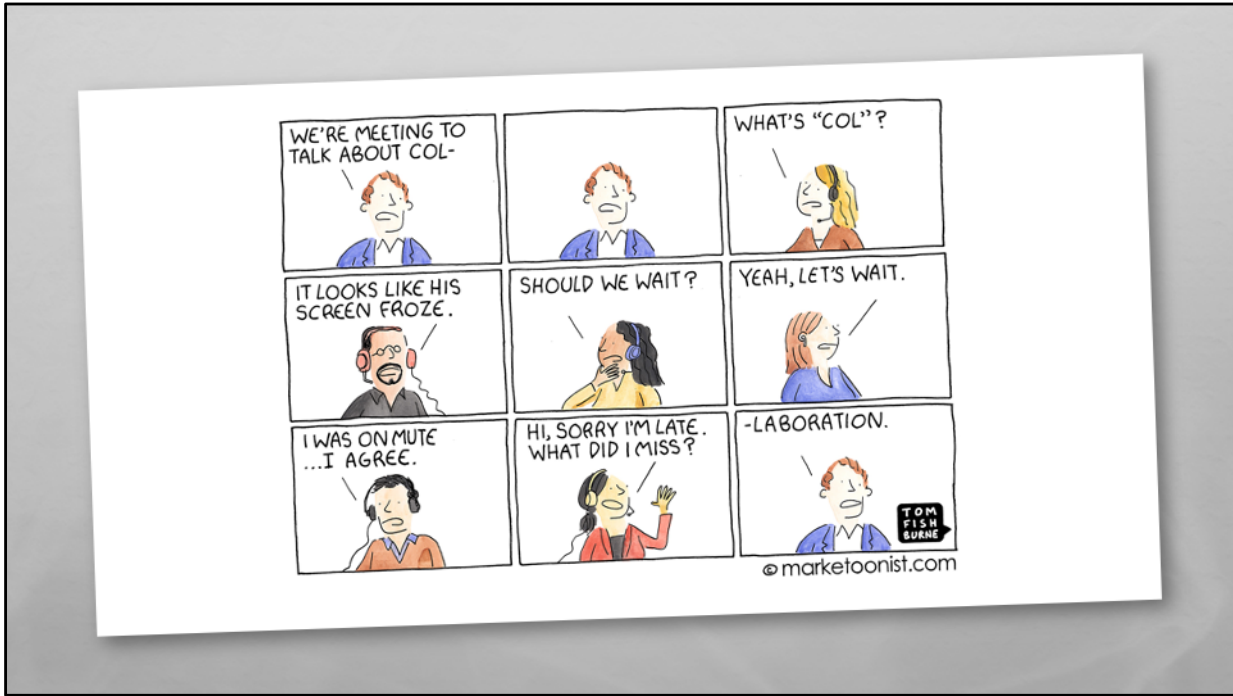


On a tablet, non-speakers get pushed to the side and the current speaker takes up the screen as shown here.

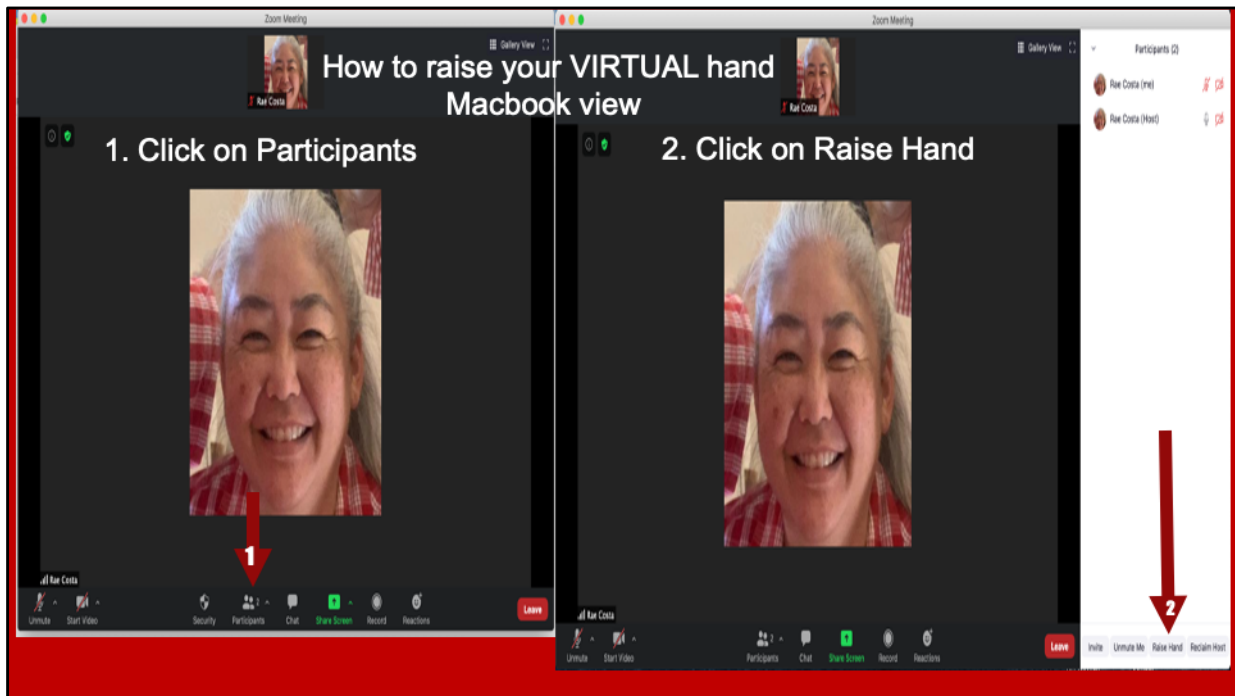


On a smartphone, it looks similar to the tablet.

This is the only view available on a smartphone because of the limited viewing area.



This cartoon illustrates why we ask attendees to stop their video and have speaker view on. These two features reduce the bandwidth and allow for smoother streaming. In other words, it helps avoid Zoom Freeze.



During the meeting, you may be asked to raise your VIRTUAL hand. This raise hand feature is not to be confused with the clapping hand emoji. The raised hand stays visible until you or the host lowers your hand. The clapping hand will only be visible for a few seconds.

On a laptop/desktop, you would click on the participants icon located at the bottom of the screen. If you do not see the icons on the bottom of the screen, move your mouse over the viewing area and the icons will appear.

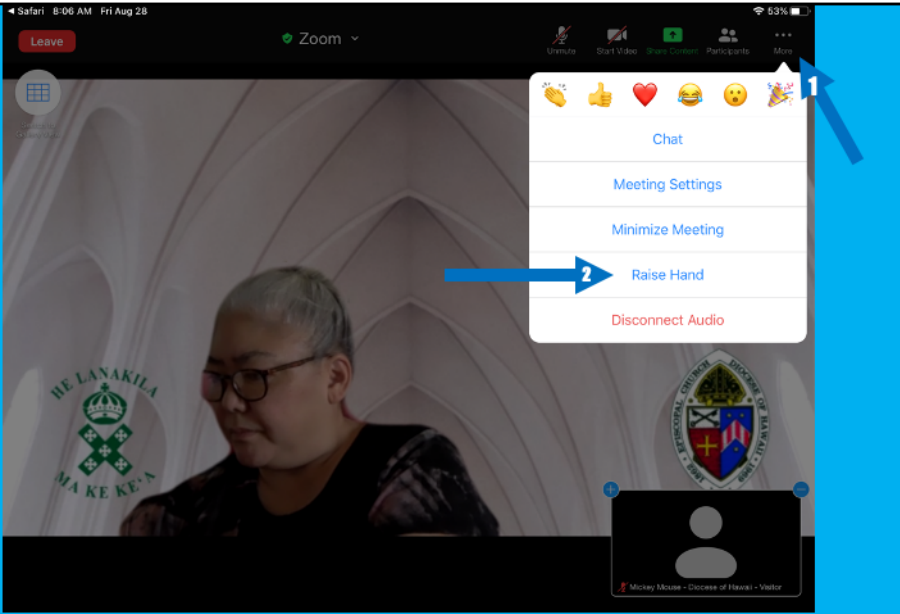
Once you click on participants, a list of the participants in the meeting will appear on the right side of the screen. at the bottom of that window, you will see Raise Hand. If you do not see Raise Hand, click on the More icon and then click on Raise Hand.

How to raise your VIRTUAL hand

1. Tap on More
2. Tap Raise Hand

Note: we will not be using the emojis at the top

Tablet (iPad) view

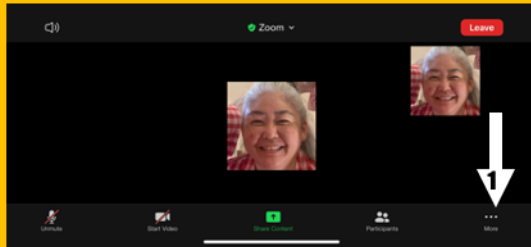


The image shows a screenshot of a Zoom meeting interface on a tablet. The background is a video feed of a woman with glasses. In the top right corner, there is a 'More' menu (three dots) which has been opened, showing a list of options: 'Chat', 'Meeting Settings', 'Minimize Meeting', 'Raise Hand', and 'Disconnect Audio'. A blue arrow labeled '1' points to the 'More' icon, and another blue arrow labeled '2' points to the 'Raise Hand' option. The status bar at the top shows 'Safari 8:06 AM Fri Aug 28' and 'Zoom'. The bottom of the screen shows a small video thumbnail for 'Mickey Mouse - Diocese of Hawaii - Visitor'.

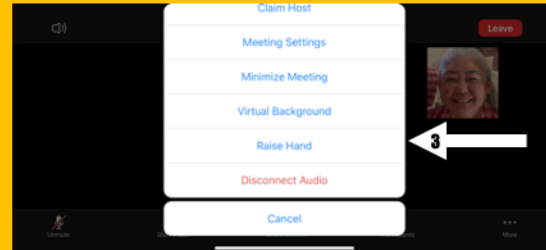
If you are using a tablet tap on the More icon located in the top right corner. The pop up window shown will appear. Tap on the words Raise Hand, NOT the picture of the clapping hands.

How to raise your virtual hand-smart phone (iPhone) view

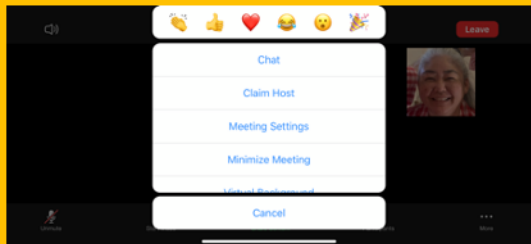
1. Tap More



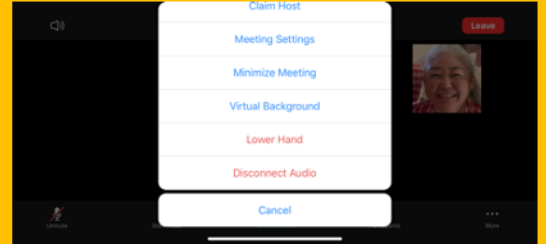
3. Tap on Raise Hand



2. Scroll up until you see Raise Hand

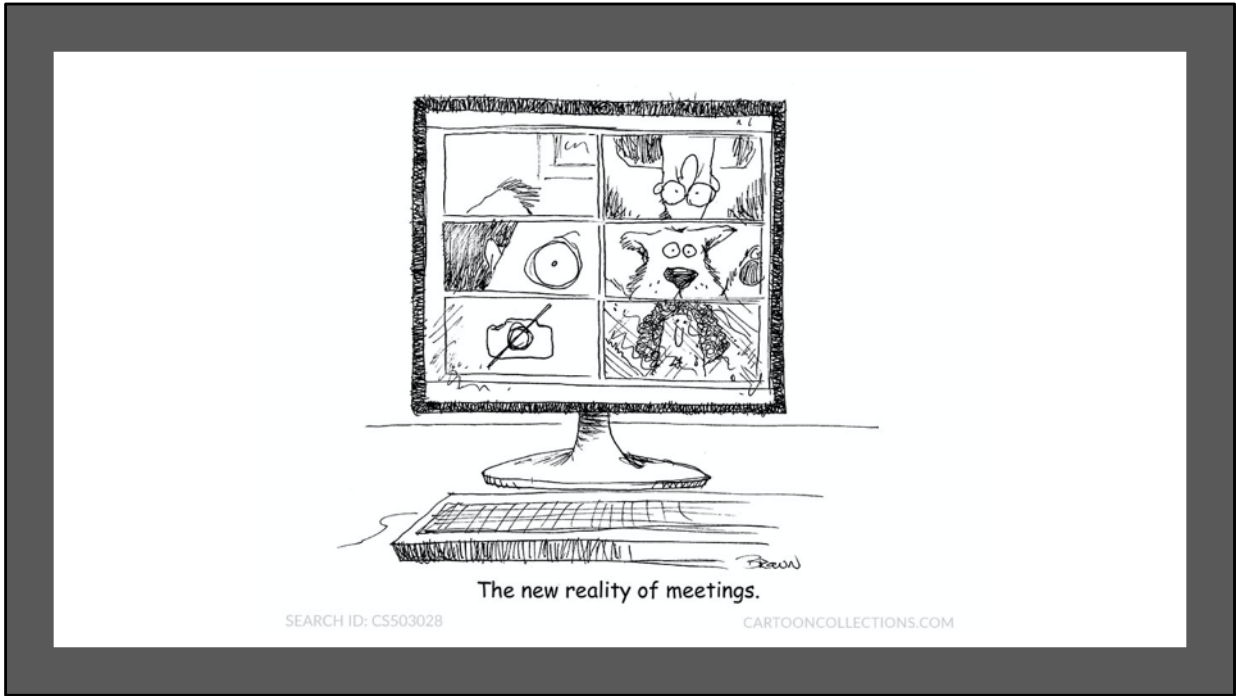


4. You will see Lower Hand if your hand is raised



On a smartphone, you will (1) tap on the More Icon, (2) scroll down on the popup window, (3) tap on Raise Hand and (4) it will change to Lower Hand. Again, do not tap on the clapping hands emoji in the pop up window.

Let's all practice raising our virtual hand now.



And just another cartoon illustrating one of our new emerging realities.

CONGRATULATIONS YOU HAVE COMPLETED THE TRAINING – AS A THANK YOU...

- **GO TO THE DIOCESE'S 52ND ANNUAL MEETING WEBPAGE AND CLICK ON THE TRAINING COMPLETED LINK**
- **ENTER CODE ZOOMED**
- **YOU WILL BE SENT A THANK YOU GIFT FOR COMPLETING THIS TRAINING!**

[read the slide]

If you would like to learn more about the many, many features of Zoom, please visit Zoom's help center. A link to that website is in the chat box.

<https://support.zoom.us/hc/en-us>

If you have any questions about the features we presented today, please raise your virtual hand and we will answer as many questions as possible in the time left.