

ZOOM PARTICIPANT'S GUIDE

Trinity Annual Meeting, January 30, 2022



So that we can all participate without distraction, everyone's microphone will be automatically muted unless they are called on to speak. Please do NOT unmute your microphone unless you are called on to speak.

As we know by now, Zoom meetings call for generosity and patience with the technology. Please support one another by staying engaged and patient as we work out any bugs that come up.

General participation:

For video participants

When you log in to the meeting, please make sure that the name that shows on your screen is your actual name. Some of us have computers or devices that identify themselves as our business, our kids, or simply "iPad", and we need to use our actual names for the meeting.

If the **name you see displayed on your image is not your name**, please:

- click on the icon that looks like a couple of people, or says "Participants"
- Find the name currently displayed for you in the Participant list
- hover over the name to get either an option to rename, or a "More" button which will give you an option to rename.
- Choose that option and type in your actual name.

If you want to **ask a question, second a motion, or make a comment**, raise your hand the Zoom way:

- On a desktop or laptop, go to Participants – found in the control bar on your screen – and at the bottom of the window you will see an option to "Raise Hand". For some people, this will also be available through the "Reactions" button on your control bar.
- on your phone, click the three dots labeled "more" and get a pop up that allows you to choose "Raise Hand"
- Follow the same steps to lower your Zoom hand if you change your mind about speaking. If you speak, a moderator will take care of that.

Use the **chat** window if:

- You need help with the technicalities of the meeting, either Zoom or meeting procedures
- you are specifically invited to do so (for example, "Jane, can you give us the language of your resolution in the chat?")

Do NOT use the chat function for comments and questions on what's being discussed or voted on (everyone needs to hear those).

For telephone participants

During the meeting:

- If you want to ask a question or make a comment, press *9.
Mother Emily or another leader will call on you (by your telephone number – we can't tell your name in the conference call.).
- When called on, press *6 to “un-mute” your line so that you can be heard in the meeting.
- When you are done speaking, please press *6 again.

YouTube

People watching on YouTube can raise questions in YouTube chat.

Voting:

We will give basic **voting** directions during the meeting as needed. Before the meeting you need to know:

- All video participants must vote by Zoom Poll, for a trackable result. It will pop up on your screen and you click to respond.
- Mother Emily will call for a voice vote from telephone participants only, first for those in favor, then opposed.
- Please note that if there are two or more voting adults in your household, you will each need to log in on a separate device in order for your votes to be recorded.
- Those watching on YouTube will not be able to vote in the meeting.