

# 236<sup>th</sup> Annual Convention of the Episcopal Church in Delaware

## Zoom Protocols

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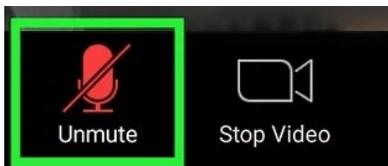
### Mute/Unmute Microphone

**Please mute your microphone!**

To help keep background noise to a minimum and eliminate meeting distractions, make sure you mute your microphone when you are not speaking. Simply, unmute when you need to speak. If you notice someone is trying to speak while they are muted, please allow the host(s) to let them know.

*When unmuted, be mindful of background noise.*

When your microphone is unmuted, avoid activities that could create additional noise, such as shuffling papers, notifications, ringing telephones, etc.



**This image shows a muted participant. To unmute, simply click on the red unmute icon.**

### Use the video option when possible

Turn your video option on when you enter the meeting. This option is particularly important if you're speaking and slightly less so if you're not speaking.

See image above for video icon. A red slash through the video icon indicates the video is disabled – if there is not a slash (as shown above) the video is enabled.

### Zoom profile names

Please ensure your first name and last name are included on your profile image.

To rename yourself while in the meeting:

- click on 'Participants'
- find yourself
- hover over your name
- click more
- choose rename and change your name

To change it in your Zoom profile, visit this link for instructions:

- <https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile>

## Zoom profile pictures

Pictures should be appropriate or you may choose to not use a picture. Please do not use images that reflect or display anything of a political nature.

To change your image in your Zoom profile, visit this link for instructions:

- <https://support.zoom.us/hc/en-us/articles/201363203-Customizing-your-Profile3>

## Chat function

Use the 'Chat' function to ask questions or make comments.

### From a desktop or laptop:

- Click Chat in the meeting controls bar at the bottom of the screen. The chat window will open on the right.
- Type a message into the chat box or click on the drop down next to "To:" if you want to message a specific person.
- When new chat messages are sent, a preview of the message will appear and the Chat button will flash orange. Click the button to view the chat window.



### From a mobile app:

- Tap the screen to make the controls bar appear.
- Tap on Participants.
- At the bottom of the list, tap Chat.
- Type your message and tap Send. If you want to send to a specific person, tap the arrow next to "Send to:" and choose from the list.
- When new chat messages are sent, they will be displayed at the bottom of the screen. Tap Participants, then Chat to view them.

## Raise hand function

The 'Raise Hand' function should be used when you need to speak.

It simply puts a little hand icon beside your username and lets the meeting's managers know you have a question, input, or otherwise need some attention when possible.

Here's how to raise your hand in Zoom.

- During the meeting, click on the icon labeled 'Participants' at the bottom center of your screen.
- At the bottom of the window on the right side of the screen, click the button labeled 'Raise Hand.'



- Click 'Raise Hand' if you want to say something in the meeting.
- Your digital hand is now raised. Lower it by clicking the same button, now labeled 'Lower Hand.'

The same method can be used to raise your hand in a Zoom meeting on a mobile device, simply tap 'Raise Hand' at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say 'Lower Hand' while your hand is raised.

## **Look into the camera when talking instead of looking at yourself**

If you're looking at yourself on the screen while you're talking, it will seem like your attention is elsewhere. Direct eye contact into the camera while speaking gives attendees the impression that you are looking at them rather than off to the side. This will create more engaging presentations and conversations.

Be sure to position your web camera and monitor at eye level so you can look into the camera and simulate that eye-to-eye connection with other attendees. It is good to be high in the screen (little head room) instead of lower (lots of headroom).

## **Attire**

Please do not wear any attire that displays or reflects anything of a political nature. Please ensure your attire is appropriate for the meeting.

## **Background**

Please do not place anything in your background that displays or reflects anything of a political nature. Ensure your background is appropriate for the meeting and try to attend the meeting from a quiet area that has minimal background noise and movement. Keep in mind that people aren't just seeing you, they're also seeing whatever the camera is pointed at behind you. The fewer the distractions, the better.

## **More light is better**

Video quality is dramatically improved with more lighting. An extra nearby lamp is usually helpful. Just make sure the light is in front of you, not behind you – being backlit makes you harder to see.

## **Do your own tech support before you start**

Make sure you do a test run at some point, and that you're aware of your audio and video settings before you start. Zoom allows you to see a test of what your camera is recording before you start broadcasting it to everyone else, so have it arranged the way you want it. To do a quick test just go to [zoom.us/test](https://zoom.us/test).

## **Eliminate distractions and focus on the agenda**

Notifications from messaging applications, ringtones, and applications running on your desktop can be distracting when you are unmuted. Mitigating these distractions helps keep the meeting focused and free from interruption.

Also, please be mindful of eating and drinking during the meeting. This can also be distracting during a Zoom gathering. Not to say a cup of coffee or water isn't perfectly acceptable, but, again, just be mindful that everyone can see you during a Zoom meeting when your video is on. Of course, you would not want to drink or eat during a time in which you are speaking.

## **Avoid multi-tasking**

## **Please remember to stay on mute if you're not talking**