

## Zoom Meetings for Diocesan Conventions

Many churches and dioceses, including your diocese, are choosing to do business using a tool called Zoom. This document is designed to help you get started, join and participate in your diocesan convention using Zoom Meeting.

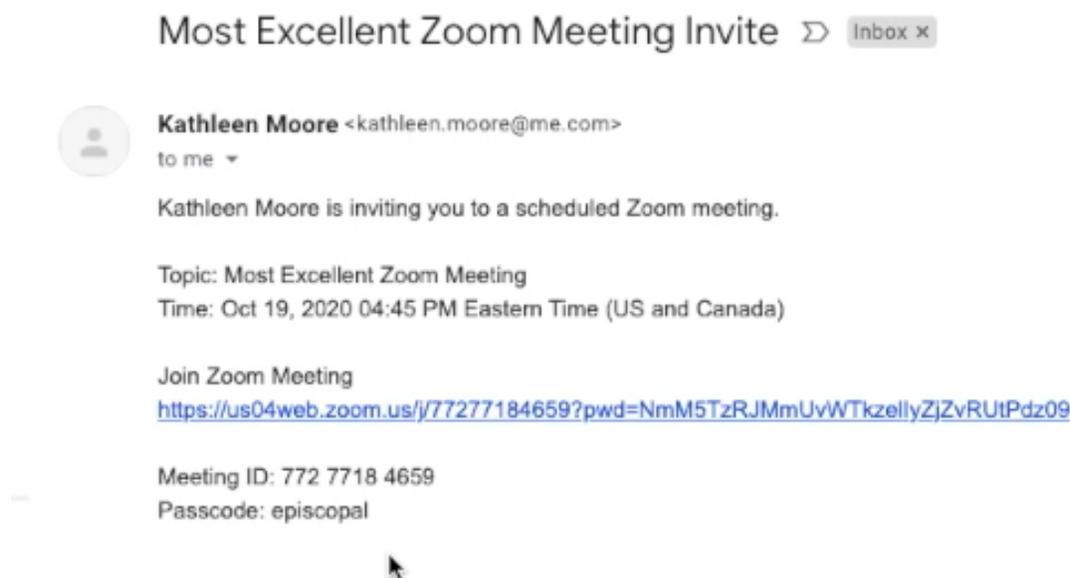
### System Requirements

For these instructions, we are assuming you are using a **laptop or desktop computer**. This is what we recommend. It should be outfitted with a **webcam**, a **microphone** and a **speaker**. You may also use a headset that hooks into your computer. For more information about system requirements, visit Zoom's website: <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

You may use a mobile device to join convention via Zoom, but you will find it difficult to use all of the functions required to fully participate.

### Receiving the Zoom Link

First, you will receive an email from your diocese that contains a link to your Zoom meeting. When it is time for the meeting, click on the link. You may notice there is a passcode associated with your Zoom meeting.



In this case, that passcode is Episcopal When you click on the link, a new browser window will open:

Click **Open zoom.us** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.



Launch Meeting

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Don't have Zoom Client installed? [Download Now](#)

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## Installing Zoom Software

If you have used zoom before, it is likely that you already have the software installed on your computer. If you have not used Zoom before and do not have the software installed on your computer, we recommend that you do so. Click on “download now.” Go through the quick process of downloading the installer, opening the installer and installing the app.

If you have not yet Zoomed or received a Zoom link and you want to get ahead of the game before convention you can go ahead and download the Zoom client any time. Go to this link: <https://zoom.us/download> and click on the “Download” button under “Zoom Client for Meetings” and go through the installation steps outlined above.

## Joining Using a Web Browser (Not Recommended)

If you are unable to or do not wish to download the software, you can join a Zoom meeting using a web browser. Again, this is not what we recommend, but it can work. To do this, you will start out the same way by clicking on the Zoom meeting link. Again, you will be brought to a new browser window. Click on “Download Now” but then click “Cancel.” You will see a new option to “join from your browser” pops up. Click “join from your browser.” On the next page, enter your name and click the box to prove you are “not a robot” and click “Join.” Click Join audio by computer, and you will be in the meeting using your web browser.

## Joining and Participating in the Zoom Meeting

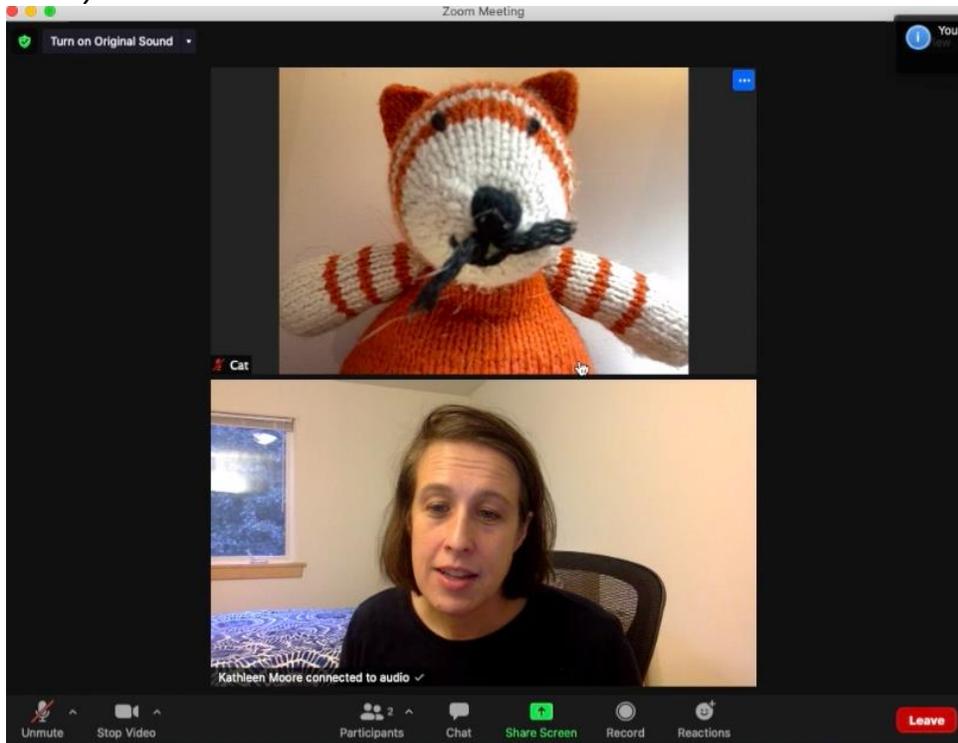
If you are able to download the software, you will click on “Launch Meeting,” click “Open Zoom” and you will see video of yourself. Click “join with video” and then click “join with audio.” You are now in the meeting.

Even though you clicked on “join with audio,” you will be dropped into these meetings on mute. That means no one can hear you unless you click the “unmute” button on the bottom left.

## Adjusting your View: Gallery Vs. Speaker

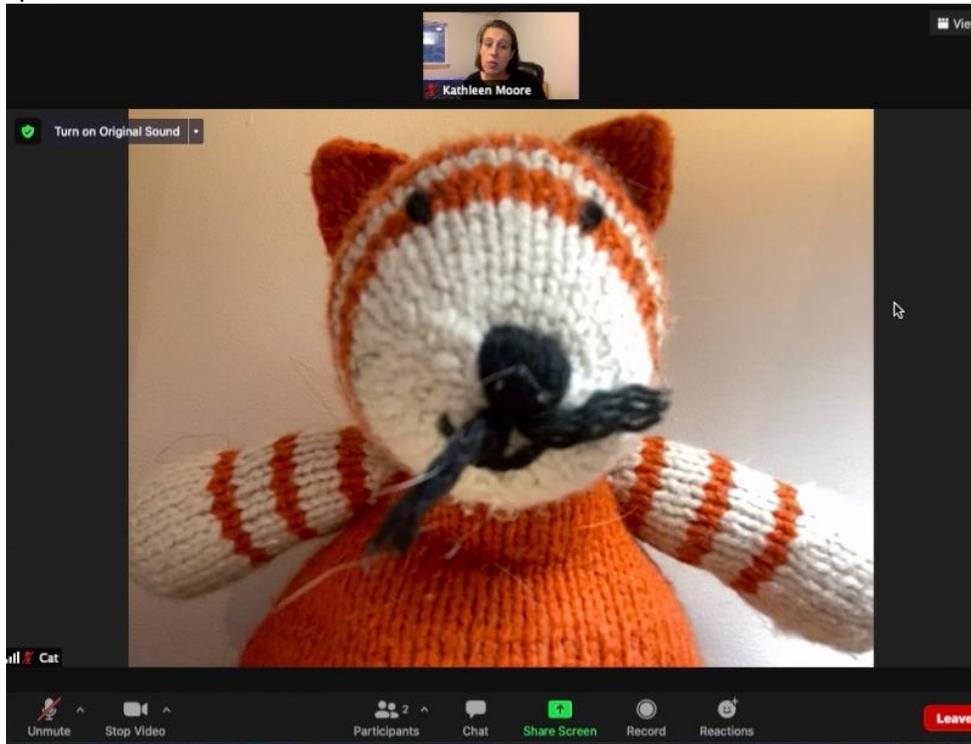
You will see this Zoom meeting has only two participants (Kathleen and Cat). In a diocesan Zoom meeting there will be many more people. In this view, which is called gallery view, you will see pages and pages of what some refer to as the “Brady Bunch view. For some people, this can be an overwhelming view:

### *Gallery View*



On the upper-right corner of the screen you will see a “View” button. If you click it, you will see a drop-down menu to select “Gallery” or “Speaker.” Speaker view will show only the person who is speaking or presenting.

## Speaker View



You can also use the “View” button to select “full screen mode” – this means Zoom will take up your entire screen.

### Using Zoom Functions: Mute and Video

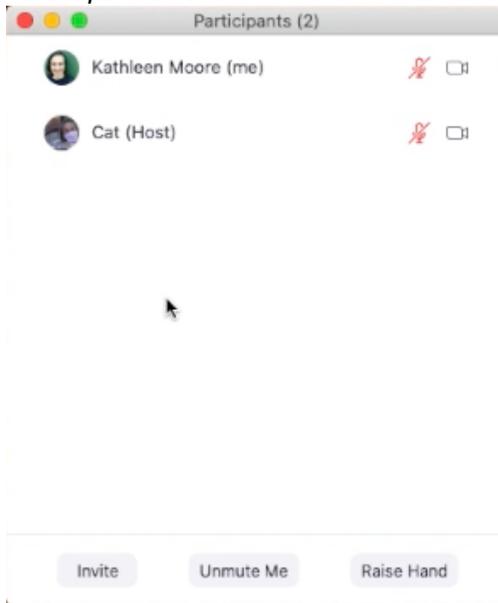
On the bottom of the screen, you will see a mute/unmute button. For our meetings, we ask that you remain on mute at all times, unless specifically called upon to speak. If you do not keep yourself on mute, the business of convention will be very difficult to conduct.

Next to the mute/unmute button, you will see your “Stop Video” button. You may choose to stop your video if you need to step away, but most of the time we will ask that you keep your video on so that others can see you.

### Using Zoom Functions: Participants and Chat

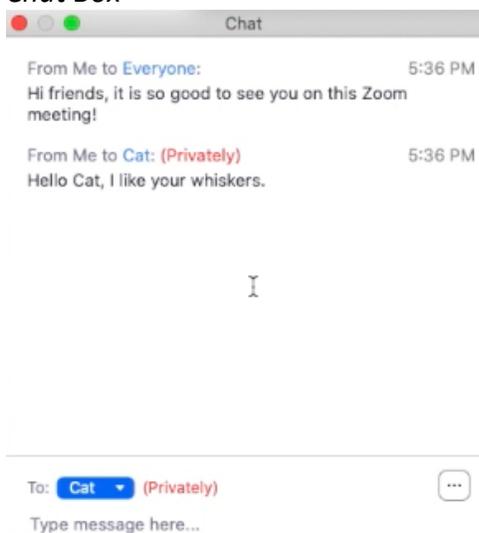
Next, on the bottom of the screen you will see the Participants Button. If you click on the Participants button, a box will appear that lists all the names of all those present at Convention.

### Participants Box



Next to Participants is the Chat button. If you click on this button, a chat box will come up. You can use this box to chat with all other participants. This box should be used to socialize and perhaps to offer prayer. This box is not to be used for debate or official business. Please keep discussions friendly and appropriate.

### Chat Box

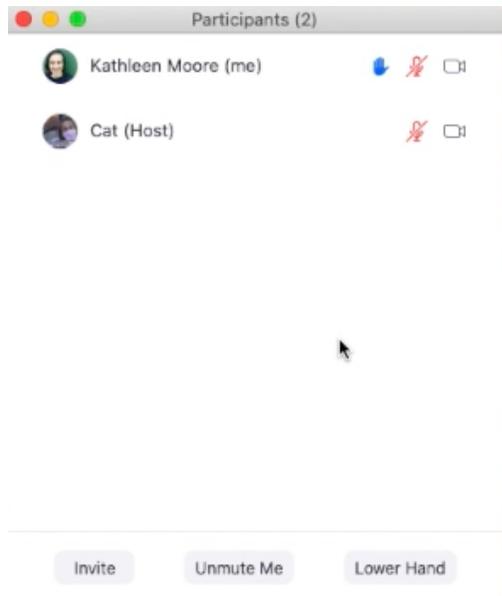


### Using Zoom Function: Raising Your Hand | How to Be Officially Recognized

To officially be recognized to speak, you are going to use the “raise hand” button. You can see it in the participants box on the bottom right. Simply click on “Raise Hand” and you will be put on a list to be officially recognized. You will see a blue hand appears next to your name when your

hand is raised. The administrator will lower your hand after you have spoken. If you click on this button by mistake, or change your mind, simply click “Lower Hand.”

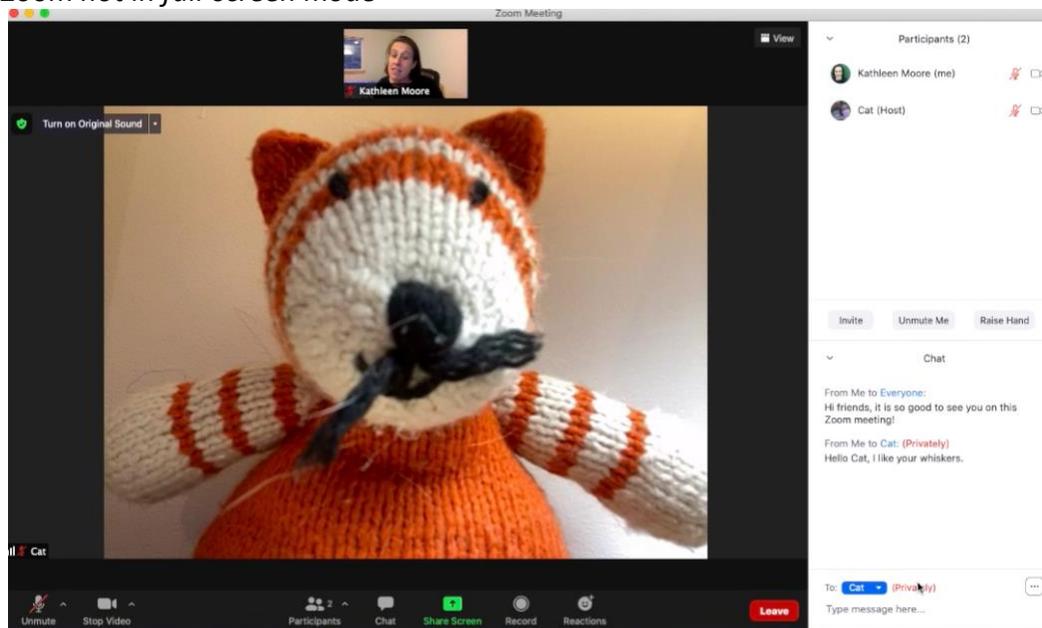
### *Raised Hand*



### **Adjusting Your View: Exiting Full Screen Mode**

Some may find it easier to exit full screen mode by clicking the “View” button on upper right. If you do this, you will see that both the Chat and Participants boxes will remain to the right of your screen so you can keep track of those as well as the speakers.

### *Zoom not in full-screen mode*



## Disable Zoom Functions: Screen Share and Record

You will see a button for Screen Share and a button for Record on the bottom of your screen. Both of those functions will be disabled for participants – they are only for convention presenters.

## Using Zoom Functions: Reactions

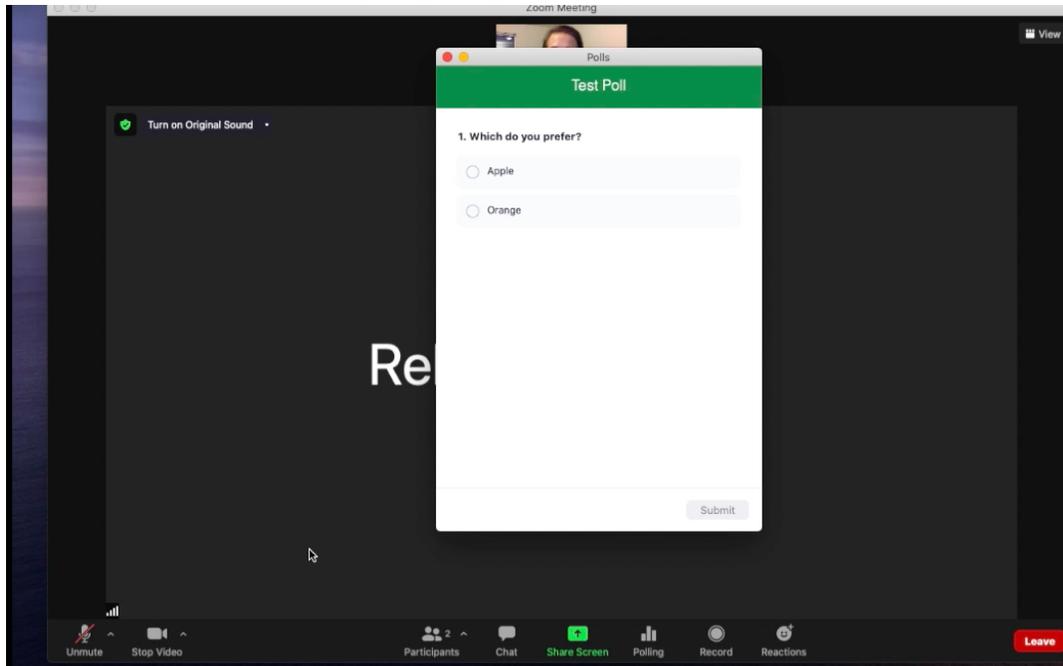
During the course of convention, the Reaction button on the bottom may be used for a moment of levity. You will see if you click it, you can choose an applause, thumbs up, heart, laugh, wow or surprise emoji. When you click any of these, they will show up for a few seconds over your image.

### *Using Reactions*



## Zoom Polls

During the meeting, a Zoom poll may be launched. A window will pop up right in your Zoom window. Simply select your choice in the poll and click on “Submit.” The administrator will share the results once everyone has voted.



## Voting with ElectionBuddy

Similar to how you got invited to the Zoom meeting, you will receive an email invitation from ElectionBuddy for voting. Open up the email and you will see that you will receive one single link for voting during the entire diocesan convention. To vote, click on the link. You will see you have been given an access key, a password, or both. This is for security. If you click on the vote link, you will see a place to put your access key and password.

Once you log in with your credentials, you will be brought to a new browser window. We recommend opening this browser window first thing in the morning at the start of Convention. This window will be where all future ballots show up throughout convention.

You will select your choice for each ballot by clicking your selection. Then click “Verify your Selection.”

Ballot > Verify > Confirmation

### Your Diocese Test Election

This is a sample motion. More information will go here.

#### Sample Motion

Select exactly 1 of 2 options or choose abstain to vote for none of the options.

Option	
For the Motion	<input type="radio"/>
Against the Motion	<input type="radio"/>
Abstain	<input type="radio"/>

Verify your selection

Once you verify your selection you will have the chance to either go back and edit your choice, or submit your ballot. Don't forget to click the “submit ballot” button, or your vote will not go through.

 English

Ballot > Verify > Confirmation

### Your Diocese Test Election

Review your choices below. To change, choose 'Edit ballot' or to finalize and vote, choose 'Submit ballot'

#### Sample Motion

For the Motion

« Edit ballot

Submit ballot »

Because you will need to have both Zoom and ElectionBuddy open, it may be easier for you to open ElectionBuddy on your mobile device while running Zoom on your computer. Or, you may be comfortable toggling on your computer between Zoom and your web browser running ElectionBuddy. If you have more than one delegate to Convention in your house, you will need to run ElectionBuddy on separate devices. In that case, two delegates may share a computer to use Zoom, but one may use the computer's browser to vote, and the other may use a mobile device like a phone or a tablet to vote.

### **Concluding Recommendations**

We recommend getting to your computer early on the morning of convention and making sure you are signed into both ElectionBuddy and Zoom. There will be people on call to help you during Convention.