

Zoom Participant Guide

FOR THE PARTICIPANT

Welcome to Shelter Rock Church's women's group via Zoom.

New to Zoom (or video conferencing) This is a new time for all of us and luckily in this year all people from every generation can take advantage of today's technology. Being together in an online group is a wonderful tool to help people connect with each other when an in-person group is not possible. Together we can encourage each other's faith, share our fears and joys, and watch God work in ways you may not have dreamed possible.

In the beginning the first few meetings might take some adjusting as everyone gets acquainted with the technology and the format and works out all of the kinks. So don't give up too quickly if your first few meetings are a bit of a challenge.

Here are some tips, best practice and online etiquette

1. Make sure your face has sufficient lighting. Lighting works best in front of your face, not behind.
2. Make sure your face is centered in the video camera.
 - We don't want to see your forehead, or neck, or miss you all together.
 - Position the camera to eye level or slightly above.
3. Think about your actions on camera
 - Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker.
4. Select the quietest room/location you can find.
 - Turn off anything making noise in the background (TV, radio, appliances).
 - Put pets in a different room or have them in a place where they will be most quiet.
 - Places like a coffee shop or restaurant can work but sometimes background noise can be an issue. Noise canceling headphones can help with this.
5. Only use one device per household. When two devices are used in one location it produces feedback (really annoying noises).
6. Mute your computer unless you're talking.
 - If everyone's microphone is turned on at the same time, the sound quality can be an issue and it can be hard to hear the person who is talking. So the best policy is to mute yourself when you are not talking.
 - If you are muted, make sure to nod your head and listen well so people can recognize you are following them.
 - You will be muting and unmuting A LOT, so get used to it.
 - Also, you'll get called out if you don't unmute, so don't be offended.

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- Or maybe, the moderator will mute you, so don't take that personally.