

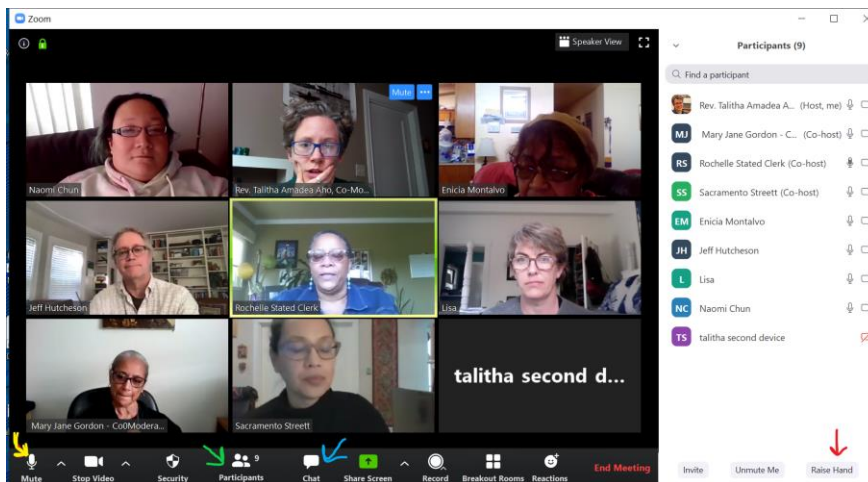
## OFFICIAL GUIDANCE: How to use Zoom for our Presbytery Meeting

1. All participants, whether commissioners or visitors, must register ahead of time.  
**(NOTE: Registration will be taken when the ZOOM invitation is provided, in the "Call to Meeting email" and in the password protected section for the Current Meeting Packet)**
2. Participants must join the meeting on individual devices (one person, one device). We will count votes per device.
3. Participants are highly encouraged to join the meeting on a desktop or laptop computer. If joining on a computer is not possible, a tablet or smart phone may be used, downloading the free "zoom" app available from your device's app store. The following are requirements for such computers and mobile devices:
  - a. High speed internet access.
  - b. Sound output device. *Headset or headphones recommended.*
  - c. *A microphone device: recommended.*
  - d. *A built-in camera or external webcam: optional.*
4. Only if joining by one or the other of the above options is impossible, participants may dial into the meeting using any phone (cell or landline).
  - a. *Please note: if two participants need to share viewing on one computer, one of those people should also call in on a phone so that there is one device per person for purposes of vote counting. If three people, there should be one computer & 2 phones; etc.*
5. Participants will need to know how to use the following functions on zoom. Detailed instructions available at the end of this document.
  - a. Mute and unmute
  - b. "raise hand"
  - c. Chat
6. Those dialing in to the meeting on phones, when entering the meeting, will enter "\*9" on their keypads, which activates the "raise hand" beside their phone number which is displayed in the participant list. When a host calls out their phone number, they will identify themselves by stating their full name.
7. The raise hand feature will be used both for seeking recognition and voting. Please only raise your hand for those purposes. The hosts are responsible for lowering hands. The only time you should lower your own hand is if your question or comment was made or answered by another member.
8. If you have an "interrupting motion" (a point of order, a request for preference in recognition, etc.), raise your hand and type it into the chat to seek recognition. If you are not immediately recognized, you may unmute your microphone and say "Moderator!" to seek recognition.
9. If you have a motion to make other than a procedural motion, it should be entered in writing into the participant "chat," after which you should seek recognition by also raising your hand. When called upon, you should note that the motion is in the chat, and move it.
10. A vote taken by means of raise hand is a "division," not a "counted vote" – meaning that the chair will quickly scroll through the list of participants for a sense of how many have voted first in favor, and then against the motion, and rule which side has it. If the chair is uncertain, he or she may order a counted vote – or a member may move that a counted vote be taken (a motion for a counted vote must be seconded, is not debatable, and requires a majority vote).

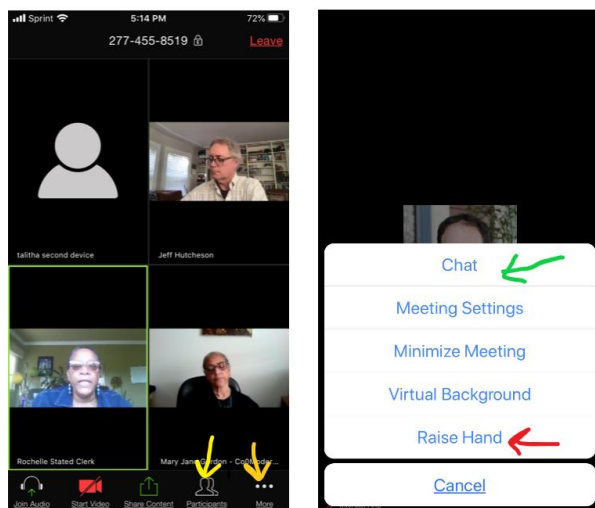
## PAGE 2, UNOFFICIAL GUIDANCE:

Here are some examples of the Presbytery Meetings Working Group on zoom. First, a computer view: please note

- The “mute” button at lower left with **yellow arrow**.
- “Participants” at center bottom, - **green arrow** - which brings up the “participant list” at right.
- Depending on your device, your “raise hand” function may be at the bottom of this list (**red arrow**) or you may need to click on your own name to bring this option up.
- “Chat” at center bottom: blue arrow.
- This is in “gallery view” allowing multiple videos simultaneously. One may also wish to watch in “speaker view” where only one video is highlighted at a time. This option is found at the top right.



A mobile app view on left (details on right):



- If you can only see one participant and would like to see more, try swiping left to open up four at a time
- Please note “Participant list” (yellow arrow) allows you to see everyone
- “more” (**orange arrow**) opens up the second detailed screen where you can find
- Chat (**green arrow**)
- Raise hand (**red arrow**)

Features for dial-in (phones): \*9 to raise your hand. \*6 to mute or unmute yourself. Dial-in Phones DO NOT have access to chat or participant list.