

Using Zoom in the Annual Meeting (iPhone/iPad/Android)

Version 1.2

Introduction

This document provides guidance on how to use Zoom in the Annual Meeting on your iPad, iPhone, or Android device. It is taken from Zoom's official help document with editing to better fit it to the needs of our congregants. It assumes that you have Zoom installed.

Important terminology

Zoom enables Judea to offer several kinds of meetings. The annual meeting will be what Zoom calls a *webinar*. Congregants joining the Annual Meeting will be what Zoom calls *attendees*. The person who controls the start and end of the meeting is called a *host*. Those people who present during the meeting are termed *panelists*. Zoom enables attendees to perform a variety of actions in a webinar using *controls*.

Webinar controls

Once you enter the meeting, you will have the controls discussed here. They will look something like this:



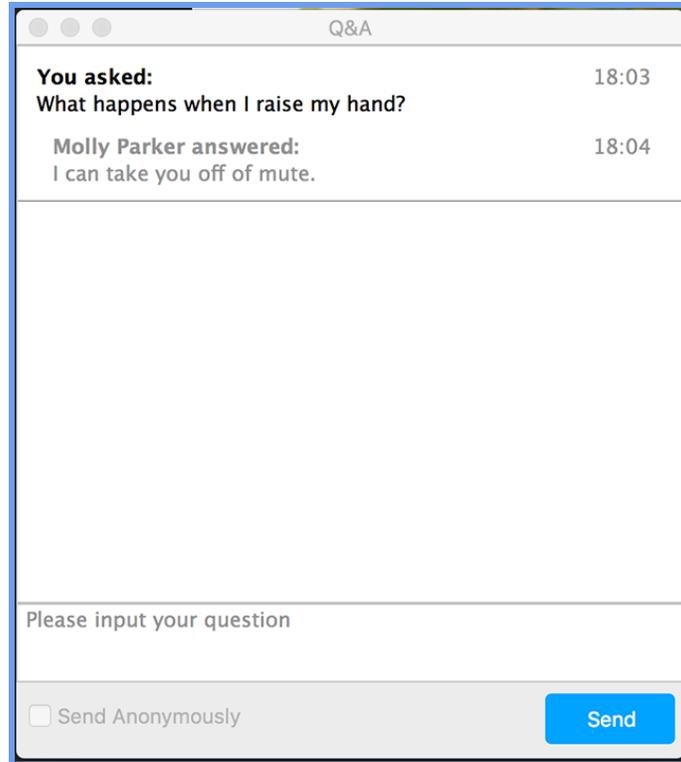
If the controls disappear, tap your screen to make them reappear.

Leave Meeting

Click "*Leave Meeting*" when you are read to leave the Annual Meeting. You can rejoin later if it is still in progress.

Q & A

The Q&A window enables you to ask questions to the host and panelists. They can either reply back to you via text in the Q&A window or answer your question live. It looks something like this:



To ask a question:

1. Open the Q&A window by clicking on the icon in the control panel.
2. Type your question in the box and click the Send button. Check "*Send Anonymously*" if you do not want your name attached to your question.
3. You may receive an answer back in the Q&A window as shown above, or the host may notify you that she or he will answer it out loud.

Because Q&A is how congregants ask questions during the Annual Meeting, you may want to open this window early in the meeting and leave it open.

Tap *Close* to close the window.

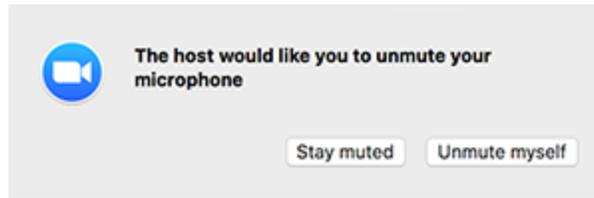
Unmute/mute

Webinars are used to present material to large numbers of people, and it can be difficult to progress if anyone can speak at any time. Attendees are therefore muted (unable to speak in the meeting) when they enter and must unmute before they can be heard.

During the Annual Meeting, all congregants must use Chat to ask questions of the presenters. (The next section describes Chat.) In future Zoom meetings at Judea Reform, you may be able to use this control to unmute yourself.

To do this

1. The host will give you permission to speak.
2. You will receive a notification that looks something like this:



3. Click “unmute myself” so that you begin speaking.

Stop Video

To stop sending video to the webinar, tap the “Stop Video” icon. To resume sending video, tap it again.

Share Content

This button is used to share the content of a device’s screen, for instance, to show the synagogue’s budget. During the Annual Meeting congregants will not be able to share content; only participants will be able to do so.

Participants

Tap this icon to see a list of all the people attending this meeting. Tap it again to stop displaying the list.

More

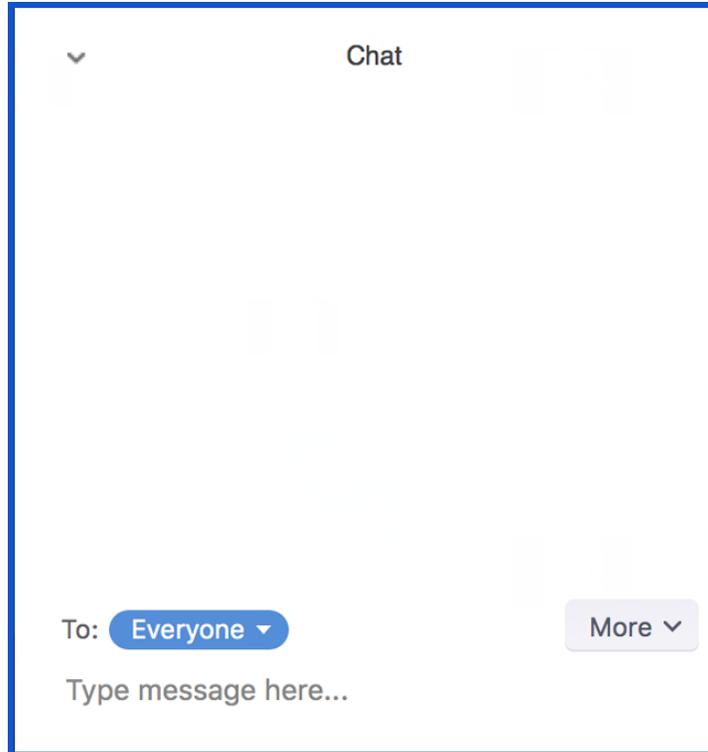
When you tap this, Zoom will display a number of additional controls. *Chat* and *Raise Hand* may be used in future meetings, and are discussed below. Neither will be enabled during the Annual Meeting.

Chat

Chat is used to send text messages to the host, panelists, and attendees. In the Annual Meeting, congregants will only be able to send messages to the panelists so that questions are seen immediately.

To use Chat, do the following:

1. Tap on *More* and then on *Chat*.
2. This opens the Chat window, which will look something like this:



To send a question to the presenter, click the text *Type message here*, and when you want to send it, press the enter key. Be aware that everyone will see the message, and that all messages in Chat will be saved.

In future meetings, attendees may be able to send private chat messages to other attendees. To do this, click the button that says “*Everyone*” in the picture. This will display a list of all attendees. Click the person to whom you wish to send the message, and then type the message in as before. Be aware that you must repeat the process to change back to “*Everyone*” or to send a private message to another attendee.

Raise Hand

To indicate that you need something from the host -- for instance, for permission to speak. We will not use this control during the Annual Meeting, but we may in future meetings. If so, click the icon to raise your hand, and Zoom will notify the host that you’ve done so. If you change your mind -- for instance you no longer wish to speak, click the icon again to lower your hand.