Using Zoom in the Annual Meeting (Windows/Mac)

Version 1.3

Introduction

This document provides guidance on how to use Zoom to attend Judea Reform's Annual Meeting. It is taken with only light editing from Zoom's official help documents. It assumes that you already have Zoom installed on your Windows or Mac computer.

Important terminology

Zoom enables Judea Reform 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 is controlling 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

After you enter the Annual Meeting, the controls will appear at the bottom of your screen when you enter the meeting, and look something like this:
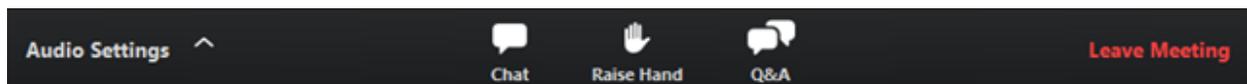
Please be aware that, because this is the first time that we are holding an Annual Meeting over Zoom, we are limiting what you can do with the controls in Zoom.

Audio settings

The only setting that you may want to change during the Annual Meeting is your speaker. To do this, click the upward arrow (**^**) next to "*Audio settings*" and select a different speaker. If no other speakers are shown, you are using the only speaker available to your computer.
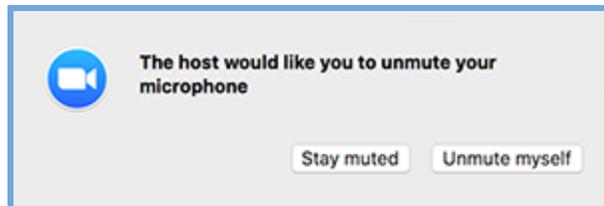
Unmute/mute

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, you will not be able to unmute yourself for this reason. Instead, congregants will be able to ask questions using the Q&A feature described below.

In future Zoom meetings at Judea Reform, you may be able to use this control to unmute yourself to speak.

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


    3. Click "unmute myself" so that you begin speaking.

Chat

Chat is used to send text messages to the other people attending the meeting. It is similar to what you may have experienced using the Messages app on your smartphone.

During the Annual Meeting, we will use the Q&A feature to send questions to the panelists, and not Chat. In future meetings at Judea Reform, you may be able to use this feature.

To use Chat, click the icon. This opens a panel on the right of your window that will look something like this:
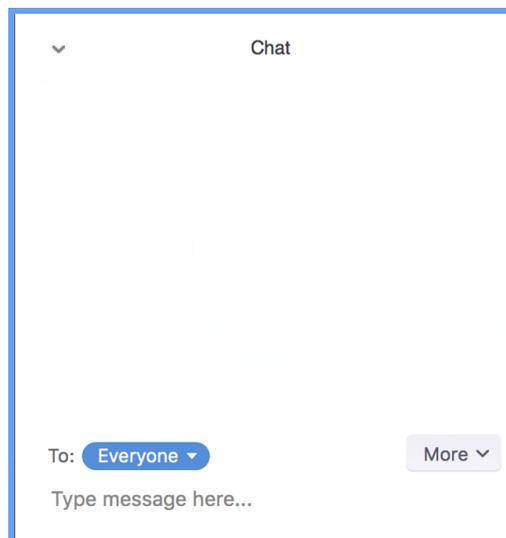
First, decide if you're sending a message to all attendees, or privately to a single person. To do this, click the button that says "*Everyone*" in the picture. This will display a list of all attendees. Click the person to whom you wish to send the message, and then type the message in as before. Be aware that you must repeat the process to change back to "Everyone" or to send a private message to different attendee.

To send a message, click the text "*Type message here*", and when you want to send it, press the enter key.

To close the chat panel, click the icon again.

Raise Hand

Zoom provides this feature so you can indicate that you need something from the host, such as 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, because you no longer wish to speak -- click the icon again to lower your hand.

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:
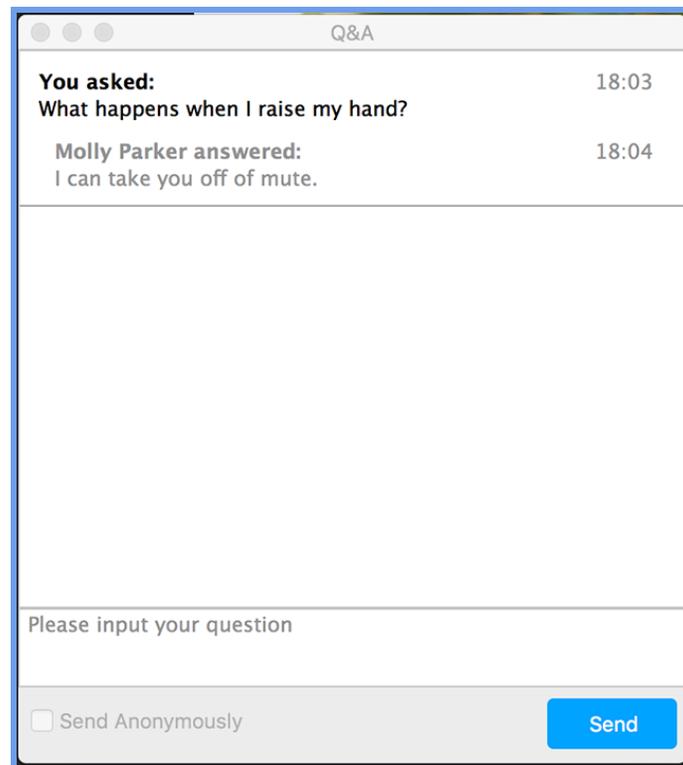
To ask a question:
1. Open the Q&A window by clicking on the icon in the control panel.
2. Type your question in the box and click the Send button. Check "*Send Anonymously*" if you do not want your name attached to your question.
3. You may receive an answer back in the Q&A window as shown above, or 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.

Leave Meeting

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