

Tips and Tricks for Effective Zooming

1. When possible, please join zoom via video conferencing rather than phone/audio only.
 - a. It is beneficial to download the app to your computer or tablet for increased visibility and functionality
2. Whenever you are not talking, please mute yourself to limit background noises.
 - a. The mute button can be found on the bottom left corner of the zoom app.
3. For any call greater than 5 people, please use the chat function to ask questions to avoid crosstalk and lag.
4. If you are leading a zoom meeting or minyan, please login and open the conference/meeting five minutes before the start time to allow participants to join at their leisure.
5. When scheduling a zoom call, remove the require meeting passcode and under advance options, please select the button "enable join before host."
6. It is best to adjust your camera placement so that everyone sees your face head on, rather than gazing up your nostrils.

Extra Suggestions if this becomes a long term need.

7. For minyanim, the clergy member is currently filling the dual role of Leading the minyan and moderating the zoom session/window/chat. In certain circumstances it is beneficial to have these roles separated.
8. Send out the zoom user manual and offer help to those who need it