



Presbytery of Genesee Valley

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WEBSITE: www.pbygenva.org

INSTRUCTIONS FOR ZOOM VIDEOCONFERENCING

Participating in Presbytery Stated/Special Meetings

Log In

In an effort to verify attendance pre-registration for this meeting is required.

[Register for Meeting](#)

After registering, you will receive a confirmation email containing information about joining the meeting. You will be able to log on beginning at 6 p.m. on the day of the meeting. **Please log in no later than 6:15 p.m.** so you can test your audio and video settings. It's also a great time to virtually mingle with other members of the Presbytery and chat!

We recommend connecting by computer or tablet—connecting via phone is a last resort and will give you access to audio only.

To actively participate in the business of this meeting each individual must log in using their own device i.e. one vote per device.

To enter meeting: Click on the link provided in the registration confirmation message and enter meeting ID and password; Click on *Open URL: Zoom Launcher* that appears in the small dialogue box on your screen

Sound

Your mic will automatically be muted when you join the meeting. **Please keep it muted until it is your turn to speak.** This will help reduce audio feedback from having so many people in the meeting at one time. An easy way to mute & unmute is to **enable push to talk**.

Once you have joined the meeting, find your profile picture/name and click on it, then click *Settings*

Select the option *Press and hold SPACE key to temporarily unmute yourself*

When you are muted, **hold down the spacebar when you want to talk** and the Zoom window is in focus—your screen will show a message indicating that you are temporarily unmuted and the microphone will appear green when you talk

When you release the space bar, you will be muted again

Video

To avoid overloading the bandwidth and causing a lag, it is helpful to turn your video off. (This does not apply to the Moderator of the meeting.)

Discussion from the floor

To help with discussion from the floor, we ask that you rename yourself in the Zoom room **with your status abbreviation, name and the name of your congregation**.

To rename yourself	Status abbreviations
1. click on the "Participants" icon at the bottom of the window	TE-Teaching Elder
2. A Participants window will appear. Click the "Rename" button	RE – Ruling Elder
3. Enter your new name in the "New Screen Name" field	EC- Elder Commissioner
4. After clicking the blue "OK" button, your new name will appear.	AEC- Additional Elder Commissioner
	HR – Honorably Retired
	V-Visitor

Chat

The in-meeting chat allows you to send chat messages to other users within the meeting. You can send a private message to an individual user or you can send a message to the entire group.

To use chat on a desktop or laptop computer

While in the meeting, click *Chat* in the meeting controls--this opens the chat window on the right

Type message into the chat window or click on the dropdown next to *To:* if you want to message a specific person

To use chat on a mobile device

While in a meeting, tap the screen to make the controls appear

Click on *Participants*

At the bottom of the participants list, click on *Chat*

Type your chat message and click *Send* or if you want to change who it is being sent to, click the arrow next to *Send to:* and choose a different person or group of people

Questions and comments

For questions or comments during the meeting, you may need to raise your hand.

To raise your hand on a laptop or desktop computer only

click on the icon labeled *Participants* at the bottom center of your PC or Mac screen

At the bottom of the window on the right side of the screen, click the button labeled *Raise Hand*—your digital hand is now raised

Wait to be recognized by the moderator

Lower it by clicking the same button, now labeled *Lower Hand*

Hold down spacer bar to speak

To raise your hand on a mobile device

Simply tap *Raise Hand* at the bottom left corner of the screen

The hand icon will turn blue and the text below will switch to say *Lower Hand* while your hand is raised

Wait to be recognized by the moderator

Tap *Lower Hand*

If you do not have access to a computer or mobile device, and are connecting by phone, use these prompts during the meeting: *6 – To toggle mute/unmute, *9 – To raise hand

Polling

The meeting will also use polls to approve actions.

To participate in the poll on a laptop, desktop computer or mobile device

See the polling box pop up on your screen

When prompted to answer the question(s), click on preferred option with mouse (or tap mobile device with finger).