



Welcome to our Virtual Synod via Zoom!

Zoom is best used on a computer (desktop or laptop) with a microphone and camera. You can also use a tablet, iPad or smartphone with microphone and camera.

Please go to the instruction below that best fits the device you will use to learn how to join the meeting.

Desktop computer or laptop (through “desktop client”)

[the easiest way] By clicking the link in your e-mail invitation. After you click the link, a box should pop up asking: “Is it okay to open zoom.us”? Click “yes” or “open” and it will download zoom. Answer the prompts it gives you including your name which we will then be able to see in the meeting. After Zoom downloads (just a moment’s wait usually), a box may come up with the option in blue to “Join with Computer Audio”, please click that and you will then enter the meeting’s waiting room.

OR

Open the Zoom desktop client if you have already downloaded Zoom (found the same way you would open any program on your device). Choose “Join a Meeting” and then enter “Meeting ID” and “Password” and you will then enter the waiting room.

Tablet, iPad or smartphone (through “mobile app”)

Download the free Zoom app through the Google Play store (Android) or the App store (Apple). Then, follow one of the ways below to join.

By clicking the e-mail invitation link: Click the Synod meeting link in your e-mail. It may ask if you want to open with Zoom app, click “yes” or “open with Zoom”. A box will open with options to “Call Over Internet” or “Dial In”; choose “Call over Internet”. You should then enter the waiting room.

OR

Through Zoom app: Open the app and click “Join a meeting”. Enter the Meeting ID and click “Join Meeting” and then enter Password when asked, click “OK”. A box will open with options to “Call Over Internet” or “Dial In”; choose “Call over Internet”. You should then be in the waiting room.

Best Practices for an effective, loving, and un-embarrassing Zoom meeting

- **Attend a Pre-Synod Practice Session**
 - Learn how to mute and unmute yourself, turn on/off video, chat the host, raise your hand, choose yes/no, and join a breakout room.
 - If you cannot make any of the sessions, please test your audio and video and get familiar with those aspects mentioned above so that you can participate fully at Synod. Zoom provides free sessions to help as well (<https://zoom.us/test>)

- **Please check-in early.** You may enter the waiting room as early as 8:15am, go get some breakfast and be back to turn on video and audio by 8:55am.
- **Read all prepared materials before Synod**
 - Please prayerfully consider and jot down any questions beforehand so that we can have an efficient meeting.
- **Position your camera properly**
 - If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants. Please dress appropriately as we will be able to see you!
- **Limit distractions**
 - Turn off notifications to apps on your device, turn off all sound (including vibrate) on any phones in your space. Likewise, please do not use it while Synod is in session.
- **Be conscious of your movements**
 - Please **do not use your phone, eat, pick your nose, fix your make-up or fall asleep.** (*Yes, these are all real examples I have seen in Zoom - even the nose!*)
 - If you need to move around, eat or do something else without being seen, please turn off your video to complete that action.
- **If you are in a room with others also in the Zoom meeting**
 - Listen through one device; this will limit sound feedback and delays.
 - Limit talk between yourselves, *especially* if someone in the room is speaking to the Synod.
 - Please participate through your own device.

What to Expect in our Synod Meeting

All participants **will be muted upon entry**. The host will unmute participants but please be prepared to muting yourself especially after you have spoken.

If you did not let Gus know prior to Synod that you would like to speak, please use the Zoom controls to **raise your hand** to indicate you have a question or would like to speak. Our hosts will let the primary speaker know and you will be called on as soon as possible.

Business Session I will close with a vote. The link for the ballot will be sent to each registered delegate individually. Zoom can remain open while you also **access your email** and vote but **please turn off video** at this time as after voting, we will be on break.

Other voting in Business Sessions will take place by **indicating “yes” and “no”** through the Zoom functions.

Each individual present will be put into one of the four deanery breakout sessions. In these breakout rooms, each person will have control over their own mute/unmute functions. Please mute if you are not speaking. When we return to the main session, everyone will again be muted and the former practices will continue through the end of the Synod.