

## Using Zoom at First Church BTV

A. **Zoom Coffee Hour Guidelines:** Zoom is a great tool to help our community stay connected. We hope that these guidelines and information will help everyone feel comfortable “Zooming.”

1. **Host:** As “Zoom Coffee Hour” begins, a meeting host will be identified. The host may have information to share with everyone, and may temporarily mute all mics to introduce themselves, share any needed information, requests, etc.
2. **Small Groups:** Depending on the size of the group, the meeting host may move folks into smaller “rooms” for visiting; changing the room configurations every 7 to 10 minutes.
3. **Introductions are Important:** Make time for thoughtful introductions in Zoom Coffee Hour.
4. **Privacy:** Keep in mind that this is a relatively public setting – please limit conversations to general sharing and open-ended questions, saving personal details - about health, addresses, phone numbers, etc. - for private conversations.
5. **Zoom Chat:** You can use the Zoom chat function to share information with the group - for example, details about an upcoming church program that you are enthused about. Zoom chat can also be used to share information with one person (select private setting).

## B. Zoom Basics:

1. **Getting Started:** Download Zoom (<https://zoom.us/>) on your device.
  - a. Practice using the various functions: <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>
  - b. Tutorials are available (<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>).
  - c. Set up your own meeting on Zoom and practice the various functions (mute, chat) on your own or with a friend
2. **Best Practices:**
  - a. **Lighting:** Lighting in front of you is best, don’t sit in front of a bright window or light.
  - b. **Background:** You can use one of the tech backgrounds on Zoom – or simply sit in front of a simple background in your home.
  - c. Best camera angle: eye level.
  - d. **Mic:** Mute yourself when you are not speaking to keep home background noise out of the gathering. The microphone icon in the bottom left corner will have a red slash through it if your mic is off. You can use your space bar to unmute temporarily.
  - e. **Speaking:** Speak at a normal volume
  - f. **Multi-tasking:** If you absolutely must take a phone call, eat, or talk to anyone off-camera, or make a big distracting move, just turn your mic and video off for a bit until you’re done – a red slash through the camera &/or mic icon means it’s off.
  - g. **Screen Sharing:** Close chat windows, open emails, etc. before sharing your screen.
3. **Zoom isn’t for you? PHONE INSTEAD:** Information about how to phone into a Zoom meeting is always available for Zoom Meetings. Can’t find the number? Call a church friend who is using Zoom successfully – or leave a message at the Church Office – 802.862.5010, ext.4 and we will assist you.