

Zoom Tip Sheet: GC43 Annual Recall

Sign in to the meeting at least 15 minutes early. Link to the Zoom meeting: <https://united-church.zoom.us/j/892931896>. This is also included in the email you received October 7, 2019. Enter your name: first and last (if you are not a voting Commissioner place an X before your name).

We will do a mock vote to ensure everyone will understand how to do so during the meeting.

AUDIO:

When you join the meeting, you will be asked about **connecting audio**. Always join by computer audio unless your computer does not have speakers. If you try to join with computer audio and it doesn't work you can still connect by phone. The Zoom phone number is:

- **647 558 0588 (Toronto area local), or**
- **1 855 703 8985 (Canada toll-free)**
- **The meeting ID is 892-931-896**

Keep the phone number and connection link handy in case you need to reconnect (this would likely be if you are having sound issues).

For the majority of this meeting you will likely only need to listen to those presenting. The audio on/off for **all** attendees will be controlled by the host(s). If you wish to speak, please raise your hand by choosing the hand icon at the bottom of the participant list. When you are recognized by the Moderator your sound will be enabled. In the event there is some issue with sound, you may type in the chat box.

Check your Audio:

If you are having trouble with your audio, and you know you have a microphone you can click the small up arrow to the right of the microphone icon at the bottom left of the Zoom screen and a menu will appear. Choose **Test Speaker & Microphone** and the program will take you through a series of steps to try to rectify any issues with the microphone. If this doesn't work, simply call in using the information above. If you use a cordless phone, please be sure it has enough charge to last the duration of the meeting.

VIDEO:

For this meeting you will not need to start your own video (webcam). For best viewing please change to "Speaker View" and/or "Side by Side" (options at top of the video pod).

VOTING:

Only Commissioners of GC43 will be voting at this meeting. We will verify the voters list throughout the meeting. Therefore, please ensure that your name in the participants list is complete – first **and** last name. If you are not a Commissioner please put an "X" before your name.

We will be voting using "non-verbal feedback" options – the yes and no icons. These are found at the bottom of your participants list. To open this, click on "Participants" in the Zoom menu at the bottom of your Zoom window. Note: When the host **shares their screen** (ie: with the agenda or a proposal) the program will put you into full screen mode and you will lose the chat and participant pods. To get these back click "Chat" and "Participant" again (they will reappear in the centre of your screen but you can move them to the side by clicking on the top of the pod and dragging), or move out of full screen by clicking the four-arrow icon  in the top right corner.